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| CITY OF MOLALLA WATERC:\Users\nlennartz\Desktop\Logos for City\2 inch Emblem Spot.jpgTREATMENT PLANT | FILTER SHUTDOWN PROCEDURE  | DATE ISSUEDAUG-2015 |
| SOP #5 |

***STANDARD OPERATION PROCEDURE***

**Overview**

The Molalla Water Treatment Facility operates 24 hours a day 7 days a week. There may be situations where the on-call duty person or treatment operator will need to shut down the treatment operations. There are 2 treatment plants at the WTP, Filter #1 “new plant” and Filter #3 & #4 “old plant”.

**Location**

The Plant control switches are located in the Control/PLC room at the WTP. See next page for an illustration.

**Operation**

The most common shut down situations would include;

1. An alarm for low chlorine residual and duty person is unable to correct or contact Water Treatment Operators. You will need to turn off the Filters in operation so that we do not have a violation. It is not recommended that we allow the Reservoir Residual to be less than 0.50 ppm. After shutdown the water in reservoirs will be consumed to meet demand. Filters will need to be powered back on and alarm will need to be corrected before we have a low reservoir alarm at 14’.
2. An alarm or indication of poor treatment (filtered turbidity greater than 1.00 NTU).
3. Any condition that indicates malfunctioning equipment, repairs of the filters for lockout/tagout, or any other situation requested by the Treatment Operator.

**Operation Manuals**

O&M manuals with parts breakdown, Manufacturer maintenance recommendations, etc are located on the bookshelf inside the office of the WTP.

**Service**

Consult with Treatment Operators/DRC.