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| CITY OF MOLALLA WATER  C:\Users\nlennartz\Desktop\Logos for City\2 inch Emblem Spot.jpgTREATMENT PLANT | WTP Cross Training | DATE ISSUED  SEPT-2022 |
| SOP  #23 |

**INTRODUCTION**

The City of Molalla Water Treatment Plant Cross Training SOP (#23) provides a training plan and training record necessary for non-OHA certified personnel to conduct “Standby” and “Weekend Duty” rounds for the Water Treatment Plant.

Upon the Trainee demonstrating proficiency to independently perform each of the “Tasks &Demonstrated Abilities” items below, the lead operator in his soul discretion will initial and date the Task/Ability to indicate the Trainee’s proficiency. Trainees should, at a minimum, be interested in working toward becoming a certified Plant Operator.

**TRAINING**

Name of Trainee

Lead Operator Initials/Date

**Tasks & Demonstrated Abilities**

1. Daily Samples (pH, Temperature, Cl2 residual, and Turbidity). \_\_\_\_\_\_ \_\_\_\_\_\_\_

2. CT calculations, ability to use the SCADA trends to find the lowest Cl2 reading of the \_\_\_\_\_\_ \_\_\_\_\_\_\_  
last 24 hrs., etc.

3. Log Treatment plant pump hours/daily flows from the HMI panel in the MCC control room. \_\_\_\_\_\_ \_\_\_\_\_\_\_

4. Read the daily rain and Totalizer readings (Totalizer in the rechlor building). \_\_\_\_\_\_ \_\_\_\_\_\_\_

5. Measure and calculate all chemical use from the previous 24.

6. Calibration of pH meters and other instruments as training allows, adjust the pH probes on \_\_\_\_\_\_ \_\_\_\_\_\_\_  
the Raw and Finish water as needed, and top of reagents as required.

7. Hose down filters and clarifiers as needed, occasional maintenance on surface washers, etc. \_\_\_\_\_\_ \_\_\_\_\_\_\_

8. Mixing chemicals, safety, and training on chemical SDS info. \_\_\_\_\_\_ \_\_\_\_\_\_\_

9. Chlorine residual sampling, coliform sampling, and occasionally dealing with water \_\_\_\_\_\_ \_\_\_\_\_\_\_  
quality complaints.

10. Maintenance at the Intake Pump station (adjusting pump packing or replacement, \_\_\_\_\_\_ \_\_\_\_\_\_\_  
cleaning sand from the control valves, etc.

11. Assisting with Cross-Connection questions as needed. \_\_\_\_\_\_ \_\_\_\_\_\_\_

12. Ability to read and interpret plans, look up equipment specs, and use the O&M Manuals. \_\_\_\_\_\_ \_\_\_\_\_\_\_

13. Change the callout number on the Auto-dialer to another phone number. \_\_\_\_\_\_ \_\_\_\_\_\_\_

14. Test the callout system by forcing an alarm on Scada and receiving that alarm on that phone. \_\_\_\_\_\_ \_\_\_\_\_\_\_

15. Log in to the Scada computer from an external computer, such as a laptop, through \_\_\_\_\_\_ \_\_\_\_\_\_\_  
LOGMEIN, and look up the alarm.

16. Explain the nature of this alarm, which systems or buildings are affected, and discuss action \_\_\_\_\_\_ \_\_\_\_\_\_\_  
steps for this alarm.

17. Find the hard copy of the O&M Manual, look up that alarm in the Written Protocol \_\_\_\_\_\_ \_\_\_\_\_\_\_  
Under-Certified Operators, and the O&M Manual Section VI.

Discuss whether or what actions may/must be performed.

18. Perform steps 4 and 5 again for any other alarm on the Protocol simulated in thought. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

19. Sign the Work Hours and Login Credentials letter associated with the Plant. \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**FINAL APPROVAL**

By Signing below, the Lead Operator and Plant Manager affirm that the Trainee may independently perform “Standby Duty,” and “Weekend Duty,” at the City of Molalla Water Treatment Plant. Upon final approval, a fully executed copy of this SOP shall be placed in the Trainee’s Personnel File.

Signature/Date: Water Plant Manager

Signature/Date: Lead Operator