

ASC Plant Duties Updated 6.3.24

Daily

Morning rounds-2-4 hours

Punch in

Check rain gauge and record

Record yesterday's flow

Check plants and SCADA-make sure everything operating correctly

Check outfall discharge

Settle test-1hr

Start mag chemical

Clean bar screens

Check splitter boxes 1 and 2 flow (clean as needed)

Check alum pumps (prime as needed)

Check EQ pumps (record hours)

Check EQ level

Add chemicals as needed (whey, polymer, soda ash)

Skim clarifiers

Check UV operating

Test influent/effluent samples and record

Calibrate lab pH/DO probes

Log EQ level, pump Hz and inf/eff flow start/end of day (more often during storm mode)

Check email/voicemail/PA One calls/weather-return calls and email-**time varies**

Mid-day-1-3 hours

Check pumpstations and generators, record generator/pump hours-**20 min**

Clean troughs

Housekeeping office and lab- **30-60 min (2 days week)**

Stock/order/pickup lab and plant supplies as needed-**15min-60 min**

Contact vendors for repairs or sludge to be hauled as needed

Waste/decant as needed-**1-1 ½ hrs**

Field calls from homeowners/realtors/builders/vendors-**time varies**

Sewer compliances/I and I inspections (check damage report on these)-average 3 sewer compliances/I and I inspections per week...sometime have to go to home more than once if no access to crawl space. Must contact MSB to contact realtor/homeowner for access to home if locked or for snow removal...if

there is damage report on home this is recorded in sewer compliance and damage report printed for homeowner. **20-45min each inspection**

Afternoon rounds -1-2 hours

Add chemicals as needed

Check treatment modules and outfall discharge

Check splitter box 1 and 2

Flush mag system

Update daily ops log

Update maintenance and inventory logs if necessary

Update generator log

Update EQ pump log

Update completed inspections if necessary

Weekly tasks

Collect samples for lab/program sample pumps/prepare lab paperwork and bottles (2x week)-**1hour**

Rotate EQ and sludge blowers

Rotate plant mixers

Clean lab pH probe

Check Lodge GP and record hours-**20 min**

Plant/pumpstation downloads-**60-90 min**

MLSS (2x week)-**4hours**

EDMR data entry (2x week)-**1hour**

Clean press shower nozzles

River walk-**20 min**

Reset EQ PLC and mag mixer and check all plants generator transfer on Tuesday-**10 min**

Monthly tasks

Transducer cleaning

UV maintenance-**30 min**

Treatment module probe maintenance and calibration-**60-90 min**

Monthly report for Joe-updating EDMR, calculating monthly sludge totals, printing out monthly operations log, flow report and MLSS-**1hour**

Quarterly Maintenance

Calibrate thermometers-**30 min**

Clean exhaust screens-**1hr**

Clean blower filters-**1hr**

Bi-annual maintenance

Blower maintenance and lubrication-**4hrs**

Check manhole inserts and replace odor blockers at pumpstations

Annual tasks

Change odor blockers pumpstations and manholes-**1 hour**

Have generators serviced

Tasks performed as needed

Sewer emergencies (valves/laterals/mains/pumps) **time varies**

Courtesy calls-homeowner calls with sewer issue-**time varies**

Sewer hookup inspections-**1-2 hours**

Checking, installing manhole/valve delineators-**time varies**

Grounds (mowing/weed whacking)-**2-4hrs**

Snow removal-shoveling/plowing/ice melt at plant and pumpstations-**time varies**

Cleaning vehicles-**30min**

Putting fuel in vehicles/cans-**30min**

Minor repairs/painting around plant

Pumping chemicals or wastewater manually as needed

Alum pump maintenance-**30 to 60 min**

Replace blower belts **30-60 min per blower**

Replace/clean blower filters

Sweep out blower sheds and garage

Change lightbulbs

Keep lab/outbuildings organized

Keep paperwork organized

Random tasks for Joe such as gathering info for engineers, homeowners or DEP

Random or scheduled DEP inspections-**1-2 hrs**

Daily Checklist-SOP

6.3.24

Check rain gauge-record

Punch in

Record flow

Check voicemail/PA Ones/email/calendar

Check SCADA and treatment modules

Check alum pumps/EQ blower

Record EQ data

Check inf screen area (collect sample)

Run mag (3gph 4-5hrs)

Run settle test (check TM 1-4)

Check bar screen splitter box 2

Collect inf/eff samples to test

Check UV

Check sludge tank level and aeration

Calibrate lab pH/DO probes

Clean troughs, clarifiers

Check pumpstations

Check Lodge gp(1x wk)

Clean troughs/clarifiers

Waste/decant as needed

Flush mag after 4-5hrs

Log everything (daily ops log, eq pump, PS gen/pump, Lodge pump, UV maint, TM probe maint, inventory, completed inspections)

Check entire plant end of day