***Colchester ~ East Hampton***

 Water Pollution Control Facilities

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 Joint Facilities Pump Station Checks

Standard Operating Procedure

Chestnut Hill Pump Station

* Intersection of Chestnut Hill Rd and Norwich Avenue, Colchester CT

Effective date: xxxxxxxxxx

**RATIONALE / PURPOSE**

* Pump stations should be inspected at least weekly. (Based on system design and capacity, more frequent inspections may be required).
* Records of these inspections must be maintained through the use of written notes, logs, notebooks, and /or computer format.
* These are to be referenced by management, operations, and maintenance crews, to ensure established procedures are being followed to ensure the maximum lifespan of all facilities and equipment.
* Documentation may also be required by outside regulatory agencies and insurance companies in the event of a spill, equipment failure, or property loss.

**INSPECTION**

* Weekly
* Pickup any trash on the property.
* Shovel snow within the station limits and spread ice melt if needed.
* Visually inspect the wet well covers, locks, Mission system alarm antenna, Eversource meter, and vents for damage or vandalism.
* Record pump hours.
* Inspect and clean floats.
* Report any potential safety conditions observed to the Superintendent and Colchester Utilities Administrator.
* Report to Superintendent as to the general condition of the pump station.
* QUARTERLY – Jan, Apr, Jul, Oct
* Inspection of pumps by monitoring the minute readings (without seeing an increase) in average minutes would ensure that the impeller is free of debris and fully pumping.
* Exercise pump station shutoff valves.
* Wet well inspection.

**METHODS / PROCEDURES: WEEKLY CHECKLIST**

* For weekly inspections unlock and open the pump control panel.
* On the pump control panel inspect the pump run hours and record them on the checklist.
* On the pump control panel ensure that the pumps are on in “Auto” position and take note of any alarms.
* Verify the pumps are operating in “Alternate” on the control panel.
* Open the wet well lid and inspect all floats for proper operation by lifting them up and turning them on. Confirm that alarm floats are sending alarms through the Mission System.
* While inspecting the floats clean each float so it is free of debris, rags, and grease.
* Note anything unusual and record it on the pump station checklist, write it in log book, and notify the Superintendent and Colchester Utilities Administrator by text or email.
* Before leaving the pump station ensure that all lights are turned off, and the doors are locked.

**METHODS / PROCEDURES: QUARTERLY INSPECTION**

* For quarterly inspections unlock and open the pump control panel, Mission cabinet, and wet well padlocks to ensure operation.
* Log onto the Mission system and review the efficiency of the pumps by monitoring the minute readings (without seeing an increase) in average minutes would ensure that the impeller is free of debris and fully pumping.
* Turn both the pumps off by moving the selector switch to the off position.
* Open the wet well and behind the pump rails turn each pumps shutoff valve fully clockwise and then fully counterclockwise to exercise the valves.
* Check shutoff valve to see if any leaks present.
* Ensure that both pump valves are returned to the open position.
* On the pump control panel turn both pumps back to auto by moving the selector switch to the auto position.
* Inspect wet well walls and rails for grease or rag build-up and damage. This includes heavy rust or degrading wet well components like pipes, movables, gaskets and connectors.
* Check wet well penetrations for leaks.
* Note anything unusual and record it on the lift station checklist, write it in log book, and notify the Superintendent and Colchester Utilities Administrator by text or email.
* Before leaving the pump station ensure that all lights are turned off, and the doors and gate are locked.