



WORK PRACTICE

City of Kalamazoo
Public Services Department

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Title: Water Facility Enter	Written By: Brock VanDyken Date: 06/13/2023
	Reviewed By: Date:
	Approved By: Joe Bonhomme Date: 06/14/2023

I. PURPOSE AND SCOPE:

The Purpose of this work practice document is to provide steps necessary to ensure better Water Supply Facility security and knowledge of who is entering facilities and for what purpose. This document does not give location of buttons, timers, or keypads for entry alarms. This information can be obtained from Water Supply (337-8179).

II. REQUIREMENTS

- A. Permission to perform work in or around Water Supply Facilities.
- B. Notification to Water Supply of who is entering which facility. So that we know that entrants are authorized to do so and for what reason.
- C. Knowledge of where to find and how to use the alarm deactivation device.

III. DEFINITIONS

Public Services Personnel – This includes but is not limited to: Well Drillers, Water Maintenance, Lab Techs, Process Control, Electricians, Water Supply, Engineering, Utility Locators, Building Maintenance, and all others doing work in and around these facilities.

Water Supply Facility – Includes any water pumping station, storage tank, boost/bleed station, pit, or any other water facility.

Normal hours – 7:00 AM to 3:30 PM

After hours – 3:30 PM to 7:00 AM

IV. RESPONSIBILITIES:

During normal hours all **Public Services Personnel, Private Contractors, and Consultants** are to contact Water Supply by Phone (337-8179), before entering any Kalamazoo Water Supply Facility. Call Water Supply (337-8179) to make sure all alarms are reset, and the area is secure before you leave. After hours **ALL** persons are to contact **Water Supply** on-call Personnel by phone (337-8874) before entering any Kalamazoo Water Supply Facility.

V. PROCEDURE:

Proper procedure for all persons entering and exiting water facilities in the field.

1. Prior to entry
 - A. During normal operating hours call Water Supply (337-8179) on which facility you are entering.
 - B. After hours call Water Supply on-call Personnel (337-8874) on which facility you are entering.
2. Open door or hatch and enter.
3. Press button, keypad or turn time to deactivate alarm mode. You will have 30 seconds to complete the circuit.
 - A. If you don't actuate the alarm defeat device, Water Supply will consider you under duress and will call 911 to have the police come and checkout the situation.
 - B. If you need to work at the station for an extended period of time call Water Supply so that they can override the alarm timer on SCADA.
 - 337-8179 – during normal operating hours
 - 337-8874 – after hours
4. Shut doors or any other openings that you passed through and lock up. Call Water Supply to make sure all alarms are reset, and the area is secure before you leave.
 - A. 337-8179 – during normal operating hours
 - B. 337-8874 – after hours

VI. REFERENCES:

VII. WORK PRACTICE REVISION HISTORY:

Revision	Date	Approval