

WEST VIRGINIA RURAL WATER ASSOCIATION

POLICY AND PROCEDURES FOR THE MOBILE WATER TREATMENT PLANT

General

If the Mobile Water Treatment Plant (MWTP) is being used in a “Convenience Situation” and an emergency or disaster situation occurs, the disaster will take precedence over all other situations. An emergency will take precedence over any convenience situation. Certain fees may be applicable during a “Convenience Situation” for a Non-Member of WVRWA. After initial contact with the system the site will be inspected by the Circuit Rider to ensure compatibility and all information shared with the Executive Director and the Emergency Response Committee.

I. Purpose & Scope

The purpose of this policy is to establish specific criteria, controls, and authorization for the deployment, assembling, operating and disassembling of the West Virginia Rural Water Association’s (WVRWA) Mobile Water Treatment Plant (MWTP). When a member system has committed all available resources, it may request assistance from WVRWA. The provisions of WVRWA resources are considered to be supplemental and necessary to address the immediate, temporary nature of the situation. Situations of this type are usually characterized as unforeseen, short-term events or interruptions of service impacting health and safety or property, which require resources beyond the capabilities of the member system. Loaned resources are not intended to provide permanent remedies to existing problems. Requesting parties should develop and implement actions necessary to meet long-term needs or resolution of problems on a permanent basis.

This policy will cover the work that is required to mobilize the plant, to ensure its proper operation and maintenance during mobilization and its care while in storage between mobilizations. The scope encompasses all water system operations specialist assembling, operating and disassembling the mobile water treatment plant and herein any subsequent actions taken by the West Virginia Rural Water Association (WVRWA).

Attached are appendix I “Definitions”, appendix II “Forms” and appendix III “Acknowledgment of Receipt of Policy and Procedures for the Mobile Water Treatment Plant”.

II. Responsibility:

All personnel helping with the assembly, operations or disassembly of the MWTP shall be a Water System Operations Specialist or a Certified Mobile Water Treatment Plant Operations Specialist, as described in appendix (I). They will, at all times, be under the direct supervision of a Circuit Rider employed by the West Virginia Rural Water Association. The responsibilities and duties of each shall be set forth in this policy. The definitions in appendix I are applicable as they relate to the standards and procedures in the Safe Drinking Water Act (SDWA).

A. Utility's Responsibility:

A WVRWA member's authorized official can apply for assistance orally or in writing to the Executive Director of WVRWA or his or her designee. Upon making the application for assistance, the WVRWA agrees to adhere to all procedures, directions and other information within this policy. When made orally, the request for personnel, equipment or assistance shall be submitted in writing as soon as possible. Provide assistance to WVRWA employees in assembling, operations, and disassembling of the MWTP while onsite. Provide supplies such as water treatment chemicals (DELPAC and Liquid chlorine) and fuel for the generator while the MWTP is in operation. To notify their consumers and the West Virginia Bureau of Public Health (WVBPH) that water produced by the MWTP will be under a Utility Issued Boil Water Notice.

Provided, that, it is the responsibility of the WVRWA member to provide evidence of the issuance of a Utility Issued Boil Water Notice to the Executive Director or Chairman of the Emergency Response Committee within 6 hours of its issuance. The evidence shall include the form of the notice issued and all communication channels used to disseminate it to the customers affected.

B. WVRWA Responsibility:

After WVRWA receives a request for assistance, the authorized official of the requesting member and a WVRWA representative (Circuit Rider) shall evaluate the nature of the emergency and determine whether appropriate resources are available to respond to the request. Emergency Response Team members and the Executive Director will be notified of the nature of the emergency and shall determine what resources are available. WVRWA and the requesting member shall jointly plan the receipt of the Emergency Response Team in the event area. This plan shall include arrival time/place, reception activities, tasks to be accomplished, and arrangements for other support, as needed, during the period of assistance. The requesting WVRWA member shall provide the WVRWA Executive Director or his or her designee with the "Acknowledgment of Receipt of Policy and Procedures for the Mobile Water Treatment Plant" signed by an authorized official prior to the setup of the MWTP.

Provided, that if the WVRWA member's request is not because of an emergency, but the request is merely for the convenience of the member, WVRWA will not commit the resources of its circuit riders for anything other than the initial assembly of the MWTP.

III. Requirements:

Site for the MWTP must be as level as possible and on firm ground with adequate space for related equipment. An adequate source of supply must be available with the ability to dispose of waste. Since each situation is unique in nature these requirements will be evaluated by the staff of WVRWA.

IV. Mobile Water Treatment Plant Use

The primary responsibility for providing potable and non-potable water remains the responsibility of the local water authority. Local water authorities are expected to exhaust all possible resources to establish alternate potable water sources before requesting WVRWA resources.

A. Emergency water supply: The mobile water treatment plant shall be used during a disaster or emergency that has impacted the water production or supply of a member system. *(Costs associated with the use of the plant during an emergency situation may include supplies, chemicals and/or generator fuel).*

B. Back up water supply during critical operations: The mobile water treatment plant shall be used in the event when a treatment facility is undergoing critical maintenance that has rendered the facility unable to produce water for a short period of time. *(Certain cost are associated with the use of the treatment plant in a non-emergency situation, including, but not limited to, staff wages, including any over time, per diem expenses, lodging, mileage and MWTP supplies, such as, chemicals and/ or generator fuel).*

V. Dress Code Recommendations:

Deployment of the mobile water treatment plant could come at any time of the year. Due to the environmental conditions of working outdoors and the fact that assembling, operating, and disassembling the plant can be a dirty task it is suggested that all personnel dress to the appropriate working environment.

VI. Safety:

Safety is an important part of the overall operation of the mobile water treatment plant in injury prevention. Personal protective equipment (PPE) such as hard hats, gloves, and goggles will be provided by the West Virginia Rural Water Association. This safety equipment must be worn by all personnel while working on or around the mobile water treatment plant including assemble, operation and disassemble of the plant. If any safety problems or hazards are seen they are to be reported to the Circuit Rider immediately. The Standard Operating Procedure (SOP) manual should be followed at all times, more specifically during setup to create a safe environment for the operation of the MWTP.

VII. Payment

In the event that WVRWA incurs costs that are the responsibility of the requesting member system, in accordance with this policy, WVRWA will render an invoice within 30 days of the incurrence of the costs to the requesting member system. Terms of payment are net 30.

VIII. Policy Amendment or Revocation

If at any time it appears that the needs of the West Virginia Rural Water Association are not being met in any respect, the association may alter, amend or revoke this policy in any way it finds necessary or appropriate.

IX. Hold Harmless Clause

A member system shall indemnify and hold harmless WVRWA and its officers, agents, and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by the acts of WVRWA or its agents or employees, in the execution of this policy.

Supplements and Exceptions

Supplements and exceptions to the policy may be revised at any time by the West Virginia Rural Water Association

Appendix (I)

Definitions:

- A. **Emergency Situation:** An event that would disrupt a water utility's ability to provide water to its customers that is not under any disaster declaration.
- B. **Disaster Situation:** A natural or other event that would disrupt a water utility's ability to provide water to its customers and is under a disaster declaration.
- C. **Convenience Situation:** Any planned maintenance or construction that would disrupt a water utility's ability to provide water to its customers.
- D. **Water System Operations Specialist:** A West Virginia BPH certified Class 2 Public Water Supply Operations Specialist that has surface water treatment experience.
- E. **Certified Mobile Water Treatment Plant Operations Specialist:** Any person who has successfully completed a training workshop sponsored by the West Virginia Rural Water Association (WVRWA) on assembling, operating and disassembling the mobile water treatment plant and who is currently a Water System Operations Specialist.
- F. **Travel Time of Circuit Rider:** Travel time to and from a Circuit Rider's regular duty station to a temporary duty station to perform work for the association will be counted as hours worked.
- G. **West Virginia Rural Water Association Employee:** A person in the Circuit Rider program who, when a request is made for assistance, will be responsible for evaluating the nature of the emergency or event and whether the appropriate resources are available to respond to the event.
- H. **Operation Time:** The time when the mobile water treatment plant is actually producing water.
- I. **Compensatory Time of Operations Specialist:** Travel time or any other time or expense accrued will be paid by the employer of the operations specialist utility or by the operations specialist themselves. No expense in any manner will be paid by the West Virginia Rural Water Association (WVRWA).
- J. **Assemble:** To stabilize and set-up all equipment, hoses, cables and other appurtenances that are necessary for the operation of the mobile water treatment plant.

- K. Operate: To start and operate any component that is necessary for the production of water.
- L. Disassemble: To remove, unhook, uninstall any hose, cable or other equipment that is connected directly or indirectly to the mobile water treatment plant.
- M. Utility Issued Boil Water Notice: A Utility Issued Boil Water Notice, in the form currently utilized by the WVBPH..



REQUEST TO USE MOBILE WATER TREATMENT PLANT

NAME OF SYSTEM: _____

ADDRESS OF SYSTEM: _____

PRIMARY CONTACT PERSON AT SYSTEM: _____

TELEPHONE NUMBER(S) OF PRIMARY CONTACT PERSON: _____

JUSTIFICATION OR NEED FOR PLANT: _____

SIGNATURE: _____

DATE: _____

EXECUTIVE DIRECTOR OR HIS OR HER DESIGNEE: APPROVED/DENIED

SIGNATURE: _____

DATE: _____



**WEST VIRGINIA
RURAL WATER
ASSOCIATION**

Every drop counts.

FormWVRWA-2

OPERATOR INFORMATION

NAME: _____

OPERATOR LICENSE NUMBER: _____

DATE OF COMPLETION OF WVRWA MWTP TRAINING _____

LOCATION OF WVRWA MWTP TRAINING _____

PLEASE ATTACH COPY OF WVRWA CERTIFICATE

NAME: _____

OPERATOR LICENSE NUMBER: _____

DATE OF COMPLETION OF WVRWA MWTP TRAINING _____

LOCATION OF WVRWA MWTP TRAINING _____

PLEASE ATTACH COPY OF WVRWA CERTIFICATE

NAME: _____

OPERATOR LICENSE NUMBER: _____

DATE OF COMPLETION OF WVRWA MWTP TRAINING _____

LOCATION OF WVRWA MWTP TRAINING _____

PLEASE ATTACH COPY OF WVRWA CERTIFICATE

Appendix (III)



Acknowledgment of Receipt of Policy and Procedures for the Mobile Water Treatment Plant

The West Virginia Rural Water Association's Policy and Procedures for the Mobile Water Treatment Plant (Policy) contains important information pertaining to the use of the WVRWA Mobile Water Treatment Plant. I understand that if I have any questions about the information contained in any part of this policy I should consult with the Executive Director of the West Virginia Rural Water Association or the Chairman of the Emergency Response Committee.

A copy of this policy has been given to me to review. I agree to familiarize myself with its contents and comply with all of the information and requirements that have been provided.

I have received the Policy and Procedures for the Mobile Water Treatment Plant and I understand that it is my responsibility to read and to comply with the procedures and requirements contained this Policy.

WVRWA Member Authorized Official (printed): _____

WVRWA Member Authorized Official Signature: _____

Date: _____