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| Environmental Standard Operating Procedure | | | |
| Originating Office: MCAS Miramar Environmental Management Department | Revision: Original | Prepared By: Environmental Management Department | Approved By: William Moog |
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Title: Potable Water General

1.0 PURPOSE

The purpose of this Standard Operating Procedure is to provide environmental guidelines for the management of potable water.

2.0 APPLICATION

This guidance applies to those individuals managing, collecting, storing, and distributing potable water onboard Marine Corps Air Station (MCAS) Miramar.

3.0 REFERENCES

- MCO 5090.2A (USMC Environmental Compliance and Protection Manual)
- Safe Drinking Water Act
- Clean Water Act
- California Water Code
- CCR Title 22
- American Water Works Associated Standards

4.0 PROCEDURE

4.1 Discussion:

The City of San Diego Water Department supplies MCAS Miramar with potable water. The potable water infrastructure such as mainlines, arteries, and valves systems are own, managed and maintained by NAVFAC Utilities.

4.2 Operational Controls:

The following procedures apply:

1. Ensure all wells and pumps are operational.

2. Ensure all repair and maintenance needs are identified.
3. Ensure valves are exercised.
4. Ensure leaks and breakages are identified and repaired.
5. Inspect and maintain cathodic protection systems.
6. Ensure the disinfection system is operating properly.
7. Ensure chlorine residual is being maintained within the distribution system.
8. Conduct regular flushing of dead ends.
9. Maintain records of water flows and water usage.
10. Ensure all personnel are familiar with emergency procedures and points of contact.
11. Inspect potable water system on a weekly basis.
12. Turnover folder information must be kept for this Standard Operating Procedure.
13. If there are any specific situations or other concerns not addressed by this procedure, contact EMD.

4.3 Documentation and Record Keeping:

The following records must be maintained for potable water system management:

1. Inspection and training records.
2. A logbook documenting inspections.
3. Service and repair records for potable water system.
4. Flow and usage data logs.

4.4 Training:

All affected personnel must be trained in this Standard Operating Procedure and the following;

1. As applicable, utility operators will maintain state distribution certification.
2. General Environmental Awareness training.

4.5 Emergency Preparedness and Response Procedures:

CALL 9-1-1

4.6 Inspection and Corrective Action:

The Environmental Compliance Coordinator will appoint personnel to perform weekly inspections. The ECC shall ensure deficiencies noted during the weekly inspections are corrected immediately. Actions taken to correct each deficiency shall be recorded on the weekly inspection sheet. Designated personnel shall conduct weekly inspections.

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| Potable Water – Inspection Checklist | |
| Date: | Time: |
| Installation: | Work Center: |
| Inspector's Name: | Signature: |

| Inspection Items | Yes | No | Comments |
|--|-----|----|----------|
| 1. Are all wells and pumps operational? | | | |
| 2. Are all repair and maintenance needs identified? | | | |
| 3. Are all valves exercised? | | | |
| 4. Are leaks and breakages identified and repaired? | | | |
| 5. Are cathodic protection systems inspected and maintained? | | | |
| 6. Is chlorine residual being maintained within the distribution system? | | | |
| 7. Is regular flushing of dead ends conducted? | | | |
| 8. Are records of water flows and water usage | | | |

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| maintained and available for inspection? | | | |
| 9. Is the supervisory controls and data acquisition (SCADA) system operational? (CCR 22\4\13\2\63770(c)(1)) | | | |
| 10. Are all personnel familiar with emergency procedures and points of contact and actions? | | | |
| 11. Are training and inspection records maintained and available for inspection? (CCR Title 22 chapter 13) | | | |
| 12. Are sampling results/records on file and readily available? (CCR Title 22 64453) | | | |

ADDITIONAL COMMENTS:

CORRECTIVE ACTION TAKEN:

Environmental Compliance Coordinator

Name: _____

Signature: _____

Date: _____