



Delaware County Regional Sewer District Standard Operating Procedure

Subject	Effective	Supersedes	This Sheet	Total
Shift Operator Reporting	May 29 th 2014	March 28 th 2013	1	2

1.0 Purpose

- 1.1 This procedure is provided in order to increase the level of safety for the Delaware County Regional Sewer District (DCRSD) operators at the Alum Creek Water Reclamation Facility (ACWRF) and the Olentangy Environmental Control Center (OECC).
- 1.2 It is necessary for the night operators, weekend operators, and holiday operators to communicate with each other on a regular basis. This is needed as the above listed operators work alone at each of the facilities (ACWRF and OECC) during their designated shifts.

2.0 Schedule

- 2.1 The operators shall communicate with each other either by telephone land line or by DCRSD cellular phone. Texting is an acceptable form of communication as long as the text message is signaled by an audible text or ring tone. All shift operators shall carry the DCRSD “operator” cellular phone at all times. If the relief operator is operating as the shift operator, the relief operator shall carry the “operator” phone at all times. The two plant operators shall communicate with each other per this specific schedule:

Night Operators Call Times

10:00 PM
1:00 AM
4:00 AM

Weekend and Holiday Operators Call Times

10:00 AM
1:00 PM
4:00 PM
10:00 PM
1:00 AM
4:00AM

If the operator is not relieved at end of his regular shift by the next scheduled operator, the operator shall continue to communicate with the other facility operator every three (3) hours and use the above schedule until he is relieved.

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3.0 Procedure

- 3.1 Each plant operator shall be equally responsible to contact the other plant operator and shall record every call on their respective Daily Round/Operator Log sheet.
- 3.2 The corresponding operator shall respond to the call immediately upon receipt of the call and record the call on their Daily Round/Operator Log sheet. The initiating operator shall continue to call the operator at the other plant for fifteen (15) minutes after the scheduled time if the corresponding operator does not answer.
- 3.3 If the other plant operator does not respond to the initiating operator's call after fifteen (15) minutes from the scheduled call time, the initiating operator shall call the Delaware County Sheriff at 740-833-2800 and request a "Well Being Check". The Operator is to contact his Manager or the Manager's designee, and record the call on the Daily Round/Operator Log sheet.
- 3.4 The appropriate Manager shall complete a Delaware County Incident Report, as required, within 24 hours of the incident.