

SAFETY

Subject: Firewater Use Policy (Non-Emergency)	Doc ID:	Page 1 of 5
Effective:03/30/20	Document Owner: Safety Manager	Approved By:

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I. POLICY/SCOPE

This policy is intended to provide instructions for exceptions allowing fire system water use for non-emergency situations. This procedure is based on the Quinnesec Mill Emergency Response Plan, Factory Mutual recommendations, and generally accepted practices.

II. INTENT/PURPOSE

A permit system will be used to monitor and control non-emergency fire system water use. During normal operations Plant Protection will have the authority to authorize a permit for the use of fire system water per the procedures outlined below. Health and Safety will be required to authorize any exceptions to this procedure.

III. PROCEDURE

- A. Prior to requesting permission to use fire system water, operating areas must first exhaust other reasonable, available means to supply their needs.
- B. When it is determined that there is a need to use fire system water for non-emergency reasons, a request for authorization is made by filling out a Permit for Use of Fire Protection Water (see page 4) and then contacting Plant Protection. Plant Protection will meet the individual responsible for the fire system water use at the designated location.
- C. The equipment necessary for the operation should be set up and the permit completed. Plant Protection will verify conditions are appropriate and authorize the permit.
 - 1. Departments/Areas using fire system **water must provide their own hoses and appliances (available in stores)**. If a connection is to be made at a hose station, the fire hose is to be disconnected at the valve and a “utility” hose attached. The utility hose must be disconnected and the fire hose reconnected as soon as the work is completed.

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2. Information needed to complete the permit will include;

- Department requesting use
- Reasons fire system water is necessary
- Estimated duration of use
- What hydrants or hose stations will be used
- Number of hose lines
- Estimated flow in gallons per minute (gpm)
- Authorization signatures

D. When Plant Protection signs the authorization on the permit, they will retain the top copy of the permit. **Plant Protection will not authorize a permit for fire system water use if any of the following conditions are present:**

- There are already two (2) permits in effect.
- Maximum expected demand would be greater than 500 gpm
- There is a mill emergency
- Health and Safety has denied authorization of permits.

Note: When two permits are in effect, additional permits will only be authorized as directed by Health and Safety.

E. Any opening of stand pipe or hydrants to supply water for mill use will only occur after the permit has been authorized and the mill wash-up pump has been started by Plant Protection, or is already in operation. Operating areas must contact Plant Protection to confirm readiness for use.

F. Plant Protection will notify the R&U CRO when starting the wash-up pump. Plant Protection will document the start time on the permit.

G. The blue permit card is to be displayed in a conspicuous location where the fire system water is being used. The white top copy will be posted in Plant Protection on the fire system map to indicate area of use.

H. Work is to be completed as promptly as possible to minimize potential for misuse of the fire system.

I. Plant Protection will notify the department of any mill emergencies that occur, and all non-emergency use of the fire system water must immediately cease. Plant Protection will notify the department when the emergency is controlled and they may resume use.

J. When the specified use of fire system water has been completed, notify Plant Protection as soon as possible. Plant Protection will document time of work completion on the permit.

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- K. Plant Protection will reset the alarms; and ensure that the mill wash-up pump is switched to the off position when permitted use is complete. In the event that additional permits are in use, the pump will be allowed to continue to operate. Plant Protection will notify R&U when the pump is switched off.
- L. Plant Protection will inspect the site to verify all fire hoses are reconnected, properly stored, nozzles in place and that any other equipment is fully restored to service.
- M. Plant Protection will sign the bottom copy of the permit and file it with the Plant Protection supervisor.
- N. Completed permits will be kept for the current month and at least the previous six months.
- O. Plant Protection will conduct an audit of the permits semi-annually.

IV. RESPONSIBILITIES

- A. Operating departments are responsible for assuring the other potential water supplies have been evaluated prior to requesting a mill use permit.
- B. Plant Protection is responsible for reviewing proposed mill use of fire system water and determining if the permit will be authorized.
- C. Operating departments must verify with Plant Protection that the wash-up pump is in operation prior to using any water from the fire system.
- D. Plant Protection is responsible for operation of the mill wash-up pump, including shutdown when all mill use is completed.
- E. Operating departments are responsible to restore any fire protection equipment used to “as found” conditions following use of fire system water.
- F. Health and Safety has overall responsibility for managing the use of the fire system by the mill.

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Side 1



PERMIT

For Use of Fire Protection Water

Date: ___/___/___ Dept. _____

Person Requesting Use _____

Why is it necessary to use fire protection water: _____

Estimated duration of use. _____

Time Started _____ AM / PM

Will a hydrant(s) be used? Y / N Hydrant #(s) _____

Will Hose Station(s) be used? Y / N Hose Station # _____

Number of hose lines _____ Size of Hose _____

Est. flow _____ gpm (1 ½" line = 175 gpm / 2 ½" line = 300 gpm)

AUTHORIZATION

Shift Manager _____

Operator _____

Plant Protection _____

Time Finished _____ AM / PM

Plant Protection must be notified as soon as work is completed

Work is complete and system is fully restored to service.
Plant Protection _____

Reviewed by _____

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Side 2



PERMIT
For Use of
Fire Protection Water

Before using Fire Protection System Water this permit must be completed and authorized.

Plant Protection will authorize permits only after the information is completed. They will retain the top copy. Authorization will be granted only if:

- Alternative sources of water cannot be provided.
- A limit of 500 gpm, or two hand lines, will be permitted at any one time.
- There are no mill emergencies.
- There is sufficient level in the Clearwell

Area/dept. must confirm with Plant Protection that mill use pump is operating before drafting from fire system. Work must be completed as promptly as possible

Plant Protection will notify the area/dept. of any mill emergencies that occur and use must immediately cease

Each area/dept. will provide the necessary hose and appliances for the job. Fire hose and appliances at hose stations will not be used for non-emergency situations

When work is completed, "utility" hoses must be disconnected and if hose stations used, the fire hose must be reconnected.

Plant Protection must be notified as soon as work is completed. They will visit the location and verify that the fire protection system has been returned to full service, sign the release on the permit, and verify pump status.

Any exceptions must be approved by Health and Safety.