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I. POLICY/SCOPE

It is the policy of the Quinnesec Mill that all potable water connections will be controlled, monitored, tested, and inspected to assure safe drinking and washing water for mill employees and visitors. This policy will apply to drinking water supplied to all areas of the mill.

II. INTENT

This policy outlines requirements for non-community potable water system connections and repairs. It also gives guidelines for steps to be taken in case of system emergencies such as loss of system pressure or failure of system pumping or storage components.

Also included are references to potable water quality testing and routine inspection and maintenance of the system.

This policy also provides guidance for complying with the Michigan Safe Drinking Water Act (399 P.A. 1976)

III. DEFINITIONS AND AREAS OF RESPONSIBILITY

A. Definitions

Potable Water: Potable water for the Quinnesec Mill is defined as the water supplied from these sources:

Type II Non-community Non-transient Water Supply

1. Administration Building Well (Water Supply Serial Number 2007922)
2. Main Mill Complex Wells (Water Supply Serial Number 2009122)

Type III Water Supply

1. Training Center Well
2. Guard Gate #3 Well
3. Kimberly Road Park Well

The potable water system includes: Wells, Pumps, Distribution System, Storage Tanks, Sinks, Showers, Kitchens, Bathroom Facilities, Laboratories, Eyewash Stations, Safety Showers and any backflow prevention devices.

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B. Areas of Responsibility

Title	Responsibility Description
Licensed Operator	Oversee to insure that activities associated with the potable water system are in compliance with state and local regulations. Serve as liaison for the mill with regulatory agencies. Insure that periodic inspections, sampling and testing of the mill potable water systems and equipment are performed and properly documented in compliance with state and local regulations. Investigate "Request for Information" forms and respond to the originator.
Environmental Leader	Serve as a technical support and as a backup for the Licensed Operator.
R&U Team Leader	Serve as a liaison for members involved in activities associated with the potable water system in the mill.
R&U Water Plant Operator	Operation of the wells for the main mill complex, storage tank, and distribution system in R&U. Serve as a technical resource to other departments for potable water related issues.
R&U Maintenance Supervisor	Overall maintenance of the administration building, potable pump house, storage tank, and systems in the R&U area.
Woodyard Operations & Maintenance Coordinator	Overall maintenance of Woodyard area distribution systems.
Pulp Mill Maint. Supervisor	Overall maintenance of pulp mill, 40 Mach and 014 bldg distribution systems.
41 Machine Maint. Supervisor	Overall maintenance of 41 Mach and product services distribution systems.
Purchasing	Overall control of the training center & administration building potable water system. Oversee contract maintenance on the Potable Water System.
Mechanical Engineer	Advise and consult on mechanical work associated with the potable water system as well as repairs/modifications to maintain system integrity. Maintain updated system diagrams and equipment files.
Central Lab	Serve as a technical resource for potable water related issues in the mill. Provide sampling and testing as requested by the EHS Engineer or the Licensed Operator.
Plant Protection	Assist with the posting of signs throughout the mill in the event of a contamination of the potable water supply when requested.
Specialty Minerals Plant Manager	Overall control of Specialty Minerals plant system and is responsible to see that inspections are conducted as required.
Department Managers and Supervisors	Insure that concerns or complaints expressed by mill personnel are properly documented on the "Potable Water Request for Information" form (see Appendix C) and copies of the form submitted to the Licensed Operator.
Maintenance CAD Designer	Maintain documentation of the Potable Water System.
Special Service Contractors	Licensed Master Plumber - Perform routine inspections and maintenance on Potable Water systems when requested by mill personnel. Special Service Contractor - Routine service on mill potable water system (filters changes). Well Driller – Perform maintenance on well pumps. Electrical Contractor – Emergency generator tie-in.
Licensed Operator	Eric Dykhuis – R&U Operations Coordinator / Extension 3373 Cell 906-221-7649

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IV. OPERATING PROCEDURES

A. General Practice

1. A Potable Water Connection Authorization Form (See Attachment A) is required prior to any work on the potable water system.
2. The Potable Water Work Authorization ***must*** be cleared through the Licensed Operator to protect the system from potential contamination.
3. Chlorination procedures must be strictly followed for all maintenance service work on the potable water system, regardless of whether or not a Potable Water Work Authorization Form is needed. See Section B below.
4. Backflow preventer maintenance must be performed by a master plumber with a Michigan Department of Public Health cross connection license. This work does not require prior engineering approval or a Potable Water Work Authorization Form (A.2 below). Any parts removed from a backflow assembly for repair, or otherwise replaced must be properly chlorinated prior to installation. The Verso person initiating the work is responsible for communicating these requirements, as needed.
5. In the event that a Vendor is used for work on the system, it is the responsibility of the individual that contracts for the service to insure that all applicable policies are followed.
6. **Exemptions:** A Potable Water Work Authorization Form is **NOT** required for the following:
   a. Servicing that involves the **basic repair or inspection** of an ***existing*** potable water system component ***and*** the work is performed according to the chlorination procedures outlined below.
   b. Backflow preventer maintenance by a licensed plumber.
   c. Potable Water filter replacement per procedure (APPENDIX D).

B. Chlorination Procedures – Potable System Service Work

1. The chlorination procedures identified apply to all service work (tie-in, maintenance, inspection, replacement, repair) on the potable water system
2. All fittings, valves, fixtures, assemblies, etc., to be installed shall be disinfected by submersing/soaking in a chlorine/water solution. Contact Central Lab or Licensed Operator for assistance in making up the solution. **Be aware of the need for rubber gloves/goggles faceshield and potential corrosion issues when handling higher strength chlorine solutions.**
3. The time required for disinfecting is determined by the concentration of the solution. The product of the solution concentration (in ppm) multiplied by the soak time (in hours) should equal 1000. Note: Calcium hypochlorite (HTH crystals) is available from the 41 machine area. As a reference, a 2000 ppm solution is made up by dissolving 2 oz. of calcium

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hypochlorite in 5 gallons of water. A 2000 ppm solution would require 30 minutes soak time (2000 x 0.5 hr. = 1000).

4. Tools and equipment used for installation shall be soaked in a minimum 50 ppm solution for 30 minutes.
5. Complete the repair or tie-in with the parts previously disinfected. Use extreme caution to insure that every effort is made to minimize contamination by keeping dirt, lubricants, fuels, solvents, etc. from the tie-in. Use latex gloves when handling disinfected parts.

C. Tie-Ins and New Equipment Installation

The potable water system for the Quinnesec Mill shall be used only for potable water, unless otherwise approved by the Licensed Operator. In the event that a new appliance (sink, fountain, shower, etc.) requires installation, or other tie-in to be made to the existing system, the following procedure shall be followed:

1. Obtain approval of the tie-in from a mill mechanical engineer. Prior to meeting with the Engineer, the person performing the task (in-house maintenance or contractor) must have a ***detailed*** description of the job including: scope of work, exact location, materials to be used, etc. The Area Engineer shall notify the Licensed Operator of the tie-in.
2. Initiate a Potable Water Work Authorization Form for review and approval by engineering and the Licensed Operator or his designee (Appendix A).
3. The Licensed Operator will review the work to be conducted, coordinate sampling, testing, act as a liaison with regulatory agencies, and will serve as a technical resource for the project. Central lab analyst will provide additional technical assistance and is responsible for sampling/testing as requested by the Licensed Operator or Environmental Engineer
4. Cross connections are to be in accordance with Michigan Department of Environmental Quality "*Cross Connection Rules Manual"*, which is available through the Licensed Operator.

    a. Any potable water tie-in which has, as part of the piping system, a hose bib (hose connection) must be provided with a vacuum breaker to prevent the possible back flow of contaminated water into the potable water system.
    b. Reduced principle backflow preventers are required whenever a fixed connection is provided between the potable system and other water uses where contamination could occur.

5. Contact the responsible party for the potable water system in the area that the tie-in will be made. If isolation of part of the system is required for the tie-in, it ***must*** be made by the responsible party. Notify the Licensed Operator of the area affected by the isolation.

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6. The department member responsible for the system in their area must insure that the individual performing the maintenance task has a signed copy of the *Potable Water Work Authorization Form* (Appendix A).
7. **All tie-in work will follow the chlorination procedures outlined above.** If the assembly of disinfected parts must be made at a remote location, all parts will be sealed with clean filter paper for transporting to the location (filter paper is available from stores or lab).
8. If for some reason the installed equipment cannot be pre-chlorinated, fill all piping, valving and appliance internal wetted parts with 50 ppm chlorine solution. Complete the tie-in but do ***not*** open the isolation valve to the potable water system until it has soaked for 24 hours. **Note:** A higher concentration solution (i.e. 500 ppm) can be used for soaking, which will reduce the time required (see comments in the chlorination procedure).
9. Valve in the system after the soak period (if required) and flush until no free chlorine residual is detected. For minor appliance tie-ins (sink, fountain, shower, etc.) located at the end of the piping system, additional bacteriological testing is not required.
10. For all other tie-ins, piping repairs or new system installation, the Licensed Operator will determine bacteriological sampling and posting requirements. Post **Unsafe to Drink** signs on appliances, as appropriate.
11. The Licensed Operator will notify the operating area of the results of the bacteriological testing. If acceptable results were obtained, the appliance can be placed in service.
12. The individual initiating the work or change is responsible for assuring the appropriate documentation and notification occurs to affected parties.

D. Emergency Maintenance Procedure – Minor Inspection/Repair

1. This procedure is intended only for the periodic need to conduct an emergency inspection and/or repair of an existing potable water system component during non-business hours.
2. In the event that an emergency repair is needed to a system component, **all chlorination procedures are to be followed** per this document – See Section B.
3. If the repair involves failure of a service pump to the Paper Business Unit, then the pump in question shall be isolated for service, and the system left in operation on the standby pumps. The pump will be serviced on the next normal work day.
4. The operating department shall advise all personnel within their area, and any other affected departments of equipment taken out of service. **A voicemail or email must be left for the** Licensed Operator.
5. If the affected component is a piping appurtenance (instrument, valve, flanges, etc.) that can be isolated from the system, chlorinated during service work and returned to service without risk of entry of contaminants, then the component can be returned to service without the need for additional posting on the potable water system.
6. If the affected component is a well pump or storage tank that cannot be isolated and requires a full drawdown, or the repair presents risk of contamination then posting of the system as listed below under the contingency plans must occur. Bacteriological testing will be conducted the next business day.

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E. Potable Water System Emergencies – Contingency Plans

1. Areas of Responsibility

   In the event of an emergency involving the potable water system, the R&U Team Leader will coordinate the corrective actions as outlined in this contingency plan.

   The following personnel shall support the R&U Team Leader as required and are responsible for specific tasks as outlined in this plan.

   - Licensed Operator
   - Environmental Engineer
   - R&U Water Plant Operator
   - Mill Operations
   - Mill Maintenance
   - Central Lab Analyst
   - Mechanical Engineer
   - Plant Protection
   - Contracted Services (Well Driller, Plumbing Contractor, etc.)

2. Emergency Notification

   a. When an emergency involving the potable water system is discovered, the R&U Team Leader shall notify the Licensed Operator. The Licensed Operator, or his designee on call shall serve as liaison with the Dickinson-Iron District Health Department. This communication will include the type of emergency, how it was discovered, the cause, and the plan for corrective action.
   b. In the event of a potable water emergency, the R&U Team Leader shall notify the Licensed Operator, Environmental Leader, Plant Protection Supervisor, all department shift managers, control rooms, and Specialty Minerals. Plant Protection personnel shall post signs at the mill entrance indicating the nature of the emergency. Each operating department is responsible for posting similar notifications at the entrance to their department and at all potable water sources in the area. Potable water block drawings are referred to in Section V. and notification signs are shown in Appendix B.

3. Corrective Actions

   The following list of potential potable water system emergencies identifies the majority of anticipated scenarios, but is not all inclusive. Any situation creating the potential for contamination of the system must be considered as it occurs.

   a. Power Outage

      The two submersible pumps that supply potable water for the main mill complex are fed from a WEPCO (Wisconsin Electric Power Company) source that is independent from the mill electrical system.

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If the power outage was of sufficient duration that a loss of system pressure in the mill supply occurred, the R&U Team Leader shall notify the Licensed Operator, Plant Protection Supervisor, all department shift managers, control rooms, and Specialty Minerals. **Unsafe to Drink** notices will be posted by Plant Protection personnel at all sinks, drinking coolers, etc. at the direction of R&U.

Notify the Licensed Operator, so that sampling can be initiated.

b. Pump Failure

1. Main Mill Supply Pumps

In the event that one of the submersible pumps for the main mill potable water supply fails, a capital spare is available from the storeroom (#C-M258). The assembly must be installed according to the following procedure to assure the safety of the system. It is the responsibility of the R&U Water Plant Operator to insure that the procedure is followed.

a. Follow lock-out/tag-out procedures for the isolation valve for the pump and the breaker in the pumphouse before any work is started. Notify the R&U CRO of the lock-out.
b. During the period when the well is open to atmosphere, make every effort to minimize the introduction of dirt, lubricants, cleaning solvents, fuels, etc., from the well. Personnel involved in the pump replacement must take extra precautions to minimize potential contamination of the system. ***Disinfect all tools and parts used by soaking as indicated under Section B - potable system tie-ins and repairs.***
c. Prior to returning the well to service it must be chlorinated. A dilute solution of 2 gallons of household bleach into 5 gallons of water can be used for this purpose. Alternatively, dissolve HTH crystals into a five gallon pail of water per Section B of the policy. Pour a small portion of the **LIQUID** solution directly down the well. ***DO NOT ADD HTH CRYSTALS DIRECTLY TO THE WELL!*** Energize the breaker and run the pump with the sample tap on the north side of the pumphouse open until a chlorine residual is detected. (The isolation valve for the pump must remain closed and locked.) Run a hose from the sample tap back to the well and circulate for 15-20 minutes. Continue to recirculate, test, and add well dissolved chlorine solution to the well until 25 ppm free chlorine residual is reached. **Over chlorination can corrode the casing and pump components, inadequate chlorine will not effectively kill bacteria.**
d. Lock out the breaker and allow a minimum of 4 hours contact time, overnight if possible.
e. Contact the Licensed Operator to coordinate bacteriological sampling. Unlock the breaker and run the pump to the sample tap until a free chlorine residual is no longer detectable. Notify Central Lab that the well is ready for

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bacteriological sampling. Continue to run the pump to the tap until the sample is collected.

f. Lock out the breaker and let the well stand for a minimum of 8 hours.
g. Contact the Licensed Operator to coordinate the second bacteriological sample. Energize the breaker and run the pump to the sample tap for a minimum of 15-20 minutes. Notify the Process Analyst that the well is ready for the second bacteriological sampling. Continue to run the pump to the tap until the sample is collected.
h. Lock out the breaker and let the well stand until the results of both bacteriological tests are received. Place the well back in service ***only*** after given the go-ahead by the Licensed Operator.
i. Remove the locks and notify the R&U CRO that the well is back in service.

2. Administration Building Supply Pump
In the event of failure of the pump for administration building, refer to Section IV.C.3.d, *Administration Building Emergency Interconnection*.

c. Loss of System Pressure

In the event of a complete loss of pressure (other than noted elsewhere in this policy) in all or part of the potable water system, the operating area shift manager/team leader shall notify R&U Team Leader and the Licensed Operator to determine what steps are needed to ensure safety of the potable water system. If directed by the Licensed Operator the R&U Team Leader shall notify all department shift managers/team leaders, control rooms, and Specialty Minerals that the system is out of service. **Unsafe to Drink** notices will be posted by Plant Protection personnel at all sinks, drinking coolers, etc. at the direction of the Licensed Operator. The Licensed Operator will recommend corrective actions, will coordinate sampling/testing, and will make the appropriate health department notifications.

d. Emergency Interconnections

Administration Building
In the event of a potable water emergency that would result in the loss of pressure for an extended period of time in the administration building, the following procedure shall be followed to provide water for the showers, sinks, and toilets. **This procedure is to be initiated *only* after consulting with the R&U Team Leader.**

1. Declare the system in the Administration Building Unsafe to Drink in accordance with the section titled *System Contamination*. Notify the Licensed Operator of the emergency.

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2. The R&U Water Plant Operator will isolate the Administration Building potable water well from the system by closing and locking out the isolation valve on the north side of the Administration Building.
3. The R&U Water Plant Operator will close and lock the supply valves to and from the Administration Building spool piece.
4. Drain the water from the pipeline on both sides of the spool piece by opening the bleed valves.
5. Soak all tools, parts and the spool piece in a chlorine/water solution prior to installing the spool piece as outlined in Section B - potable system tie-ins and repairs.
6. Maintenance will install the spool piece. Use latex gloves and exercise extreme caution to maintain the cleanliness of the pipeline to avoid system contamination.
7. After the spool piece is installed, the R&U Water Plant Operator will slowly open the valve to supply water to the pipeline from the main mill potable water system. Connect a hose to the drain valve in the pipeline in the hallway just north of the multi-purpose rooms in the Administration Building. Flush to the drain in the janitor closet until discoloration is no longer visible.
8. Slowly open the valve to charge the Administration Building system. Flush to end points to clear any sediment from the system that may have been disturbed. Notify the Mill Contact, or his designee to coordinate bacteriological testing. The Unsafe to Drink notices must remain in place until the Licensed Operator confirms the results of the bacteriological testing.
9. If the emergency was due to failure of the Administration Building submersible well pump, insure that personnel performing the repairs follow the procedure outlined by the Licensed Operator per the section of this policy titled *Pump Failure*. Follow the disinfection procedure before returning the well to service.

e. System Contamination

In the event that that the potable water system becomes contaminated, the R&U Team Leader or his designate shall notify the Licensed Operator, Environmental Leader, Process Analyst, Plant Protection Supervisor, all department shift managers/ team leader, control rooms and Specialty Minerals. **Unsafe to Drink** notices will be posted by Plant Protection personnel at all sinks, drinking coolers, etc. at the direction of R&U Team Leader, Licensed Operator and Environmental Leader. Signs and a block diagram indicating the usage points will be maintained in the R&U Team Leaders office.

1. Determine the source of the contamination. Upon advice from the Licensed Operator take corrective action to eliminate the contamination in a timely manner.

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2. Begin flushing the system to end sources (refer to the potable water block diagram). Closely coordinate this activity with other departments to insure complete flushing while still maintaining adequate system pressure.
3. If deemed necessary by the Licensed Operator the R&U Water Treatment Plant Operator will introduce diluted chlorine solution to the piping system at the potable water pumphouse via the sample tap. A 110 volt positive displacement metering pump shall be plugged into the interlocked receptacle in the pumphouse to ensure that the chemical feed will start and stop with the well pump operation. The chlorine can be in the form of household bleach or alternatively HTH crystals can be dissolved in a bucket of water and fed as a solution. (See Section B).
4. Run one well pump in manual and let the storage tank overflow until a minimum of one ppm free chlorine residual is detected in the overflow. Continue to flush to the end usage points until one ppm chlorine residual is detected.
5. Chlorinated system shall be left to stand for 24 hours.
6. Disconnect the chlorine metering pump and run one well pump in manual and let the storage tank overflow. Completely flush the potable system to the end usage points until no free chlorine residual is detected.
7. Contact the Licensed Operator to arrange for bacteriological sampling
8. A minimum of eight hours later, a second bacteriological sample will be collected.
9. Do not remove the **Unsafe to Drink** signs until the results of both bacteriological tests have been received by the Licensed Operator.

f. Temporary Potable Water Sources

During such time as the potable water system is deemed unsafe to drink, each mill department shall obtain drinking water from a safe source in approved containers (see page 3).

F. Periodic Monitoring for Contaminants

1. Monitoring of the various potable mill water systems shall be conducted in accordance with Michigan Department of Public Health (MDPH) requirements.
2. All potable water systems will be tested for coliform bacteria on a quarterly basis, with the exception of the Verso Company Park on Kimberly road which is initially sampled prior to putting the system in service after winter shutdown. For the system serving the main mill complex, multiple samples will be collected to ensure coverage of various system areas.
3. Additionally, the main mill and administrative systems will be sampled and tested per MDPH requirements for copper, lead, nitrates, nitrites, metals, and synthetic organic compounds on established frequencies. Sampling and test results will be coordinated and monitored by the Licensed Operator & Environmental Engineer.
4. Frequency of monitoring or parameters monitored may change depending on MDPH directives, past monitoring results, or as determined by the Licensed Operator.
5. **In the event of a positive result for coliform bacteria**, a second sample set must be collected within 24 hours, with a minimum of 4 samples being taken, at least one of which must be from the same location as the original test.

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6. **If the second test result is negative**, the mill must review sampling requirements with the Dept. of Public Health for the following month. In most cases, a set of five samples will be necessary from the system on the successive month.
7. If the second tests for coliform bacteria contain a positive result, the system is considered to have an event above the minimum contaminant level (MCL) and water from the system must be declared "unfit for consumption", with all drinking locations marked with appropriate EPA required signage.
8. In the event of a positive result for E.coli or Fecal coliform bacteria, water from the system shall be declared "unfit for consumption" immediately, and all drinking locations marked with appropriate EPA required signage.
9. The Dept. of Public Health must be notified by the Licensed Operator (774-1868) whenever a system is being declared "unfit for consumption" due to positive test results as identified above.
10. Additional treatment and sample collection must be conducted if water from a system has been declared "unfit for consumption". The Licensed Operator will contact the Dept. of Public Health for details.

G. System Inspection and Maintenance

1. A periodic walkdown inspection of the potable water systems shall be performed to assure there are no cross connections or other conditions present which could allow contaminants to enter the potable water system. The Michigan DEQ *"Cross Connection Rules Manual"* can be used as a reference for evaluation.
2. Potable water system EFD drawings are to be used as a basis for inspection and updated to reflect current system configuration. See Section V of this policy.
3. Reduced pressure principle backflow preventers shall be tested by a qualified inspector on an annual basis.

H. Documentation

1. Results of periodic walkdown inspections are to be retained by the Licensed Operator.
2. Drawings showing the potable water system arrangement are maintained in the CAD department. An additional set of drawings is also available in the R&U Team Leader office.
3. Results of bacteriological testing (routine and non-routine) are maintained by Central Lab and the Licensed Operator.
4. Maintenance documentation of backflow preventer testing is kept by the R&U Mechanical Maintenance Planner.

V. SYSTEM DRAWINGS

Drawings showing the sources, tie-ins, and distribution mains are available in the Quinnesec Engineering Department on drawings 16-000-15-0001 through 16-000-15-0008 and 69-000-15-0002.

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APPENDIX A

Quinnesec Mill Potable Water Work Authorization

This section of this form must be completed prior to starting any work on the potable water system

Originator: _____ Date: _____

Department: _____Work Notification # _____

Detail description of the work including exact location: _____

_____

_____

_____

Circle your title, sign & date:

1) Contractor or Tech Performing Work _____ Date: _____

2) Maint Supervisor or Planner or OMC _____ Date: _____

3) Shift Manager or Team Leader _____ Date: _____

4) Licensed Potable Water Operator: _____ Date: _____

Licensed Operator will complete this section:

Flushing: Yes / No Person responsible _____

Flushing Completed? Signature: _____ Date: _____

Chlorination: Yes / No Person responsible: _____

Chlorination Completed? Signature: _____ Date: _____

Sampling / Testing Yes/No Person responsible _____

Sampling Completed? Signature: _____ Date: _____

Test results reviewed by: Signature: _____ Date: _____

Test results comments: _____

_____

_____

_____

When task was completed this form was returned to the Certified Water Operator by:

Signature _____ **Date** _____

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APPENDIX B

NOTICE

THE POTABLE WATER SYSTEM IS TEMPORARILY OUT OF SERVICE.

Reason_____

_____

_____

_____

_____

SIGNED _____

DATE _____

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NOTICE

POTABLE WATER UNSAFE FOR DRINKING UNTIL FURTHER NOTICE

Reason_____

_____

_____

_____

_____

SIGNED _____

DATE _____

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NOTICE

POTABLE WATER IN THE MAIN MILL COMPLEX UNSAFE FOR DRINKING UNTIL FURTHER NOTICE

WATER IN THE ADMINISRATION BUILDING IS SAFE

Reason_____

_____

_____

_____

_____

SIGNED _____

DATE _____

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NOTICE
POTABLE WATER IN THE ADMINISTRATION BUILDING IS UNSAFE FOR DRINKING

WATER IN THE MAIN MILL COMPLEX BUILDING IS SAFE

Reason_____

_____

_____

_____

_____

SIGNED _____

DATE _____

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APPENDIX C

QUINNESEC MILL- POTABLE WATER

INFORMATION REQUEST FORM

Mill Employee complete top portion of form and forward to the Potable Water Licensed Operator

Originator: _____ Dept: _____ Date: _____

Area of concern, complaint, or request for information about the mill potable water system:_____

_____

_____

_____

_____

_____

Licensed Operator Response:

_____

_____

_____

_____

_____

_____

EHS Engineer Comments:

_____

_____

_____

_____

_____

_____

_____

Response to Originator:

_____

_____

_____

_____

_____

_____**Copy of completed form to: Licensed Operator Environmental Leader**

Originating Dept. Area Engineer Mill Maintenance Manager

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APPENDIX D

Potable Water Filter Change Procedure

1. Routine Potable Water filter changes should be conducted by the designated mill contractor (PSI).
2. Emergency filter changes can be completed by others if approved by a Shift Manager/ Team leader AND if the following procedure is followed.
3. The Shift Manager/Team Leader must leave a voicemail or email for the Mill Licensed Potable Water Operator if an emergency filter change is conducted.
4. Filter elements should be kept in the original sealed wrapper until they are installed.
5. If the package contains multiple cartridges store spares in a new ziplock bag.
6. Remove obstacles from the area of the filter unit to provide clear access.
7. Stage tools, elements, etc for easy access.
8. Don latex gloves.
9. Sanitize tools, valve handles & the outside of the filter housing with a spray bottle of dilute bleach (10:1mixture).
10. Remove filter housing taking care not to expose the inside surfaces to contamination.
11. Remove used filter cartridge.
12. Remove any deposits from the inside of the filter housing using the dilute bleach solution and clean paper toweling.
13. Inspect sealing surfaces (gaskets, O rings, threads).
14. Install new filter cartridge.
15. Bleed air from the unit and run water at a downstream tap to flush & verify flow.
16. Inspect filter unit for leaks.
17. Document filter change date on the sign posted near the unit and on the spreadsheet.
18. If anything unusual is notice with a used filter please seal it in a new ziplock bag. Note the location, date & your name on the bag and send it to the Mill Licensed Potable Water Operator.