

Task Procedure Analysis Worksheet	
Task: Repairing Water Lines	Page 1
SOP Number: 13	Effective Date: __/__/__
Trainer/Analyst: Randy Wilhelm	Cancel Sheet Dated: __/__/__
Approved by: John Langill	

Task: Emergency water line repairs

- Performance Standard:**
- Get repair crew out immediately.
 - Take photographs of damage.
 - Cal in USA, if necessary.
 - Make sure area is safe from public.

<p>Safety & Other Cautions: (List all safety measures, safety equipment, issues, cautions and other related precautions that apply to this task.)</p> <p><u>Traffic Control Equipment</u></p> <ul style="list-style-type: none"> • Safety vest, hard hat, gloves, ear plugs, cones, arrow boards, and warning device. <p><u>Boom Hazards</u></p> <ul style="list-style-type: none"> • Wires • Tree limbs • Personal property <p><u>Spill</u></p> <p>BMPs by storm drains</p>	<p>Tools & Equipment Needed: (List all tools, personnel and equipment necessary to perform this task).</p> <ul style="list-style-type: none"> • Backhoe • Vactor • Leak rig • Compressor • Light tower • Jackhammers • Clay spades • Repair clamps • Flex couplings
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Sequential Steps in Performing the Task/Procedure

1	<ul style="list-style-type: none"> • Call in crew to make repair.
2	<ul style="list-style-type: none"> • Call in emergency USA.
3	<ul style="list-style-type: none"> • Isolate leak by closing down valves on either side of leak. Turn off meters in repair zone. Leave valves cracked to keep positive pressure on line.
4	<ul style="list-style-type: none"> • Excavation ay begin with backhoe or hydro excavator if USA marks are down.
5	<ul style="list-style-type: none"> • If no marks are down, crews must hand dig.
6	<ul style="list-style-type: none"> • Photographs must be taken of damage and District personnel and equipment, time must be logged for billing purposes.
7	<ul style="list-style-type: none"> • Set up traffic control and BMPs
8	<ul style="list-style-type: none"> • Repair crews proceed with making a permanent repair.
9	<ul style="list-style-type: none"> • After repair has been made and trench has been properly backfilled, the waterline can be loaded with a fire hydrant open allowing air to escape from water line.
10	<ul style="list-style-type: none"> • Flush fire hydrant until it is free of air; flow hydrant for proper flushing; the hydrant can be closed slowly and valve can be opened all the way.
11	<ul style="list-style-type: none"> • Meters can be turned on at this point and flushed to allow air to escape.
12	<ul style="list-style-type: none"> • When water is restored, area needs to be cleaned.

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13	<ul style="list-style-type: none">Supervisor compiles a report which consists of photographs, a list of parts and their prices, and a list of materials, people who made the repair and equipment used to make the repair. All this information is given to the Superintendent of Operations.
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