



TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: March 14, 2005	Policy Number: 306-05
Reference:	Revision Date/by:	
Title:	Risk Management Water Policy	

Policy Statement

The Town of Pincher Creek will provide guidelines for risk management with regard to the water system.

1. Responsibilities

- 1.1 **The Director of Operations** maintains Direct Responsibility Control (DRC) having a Level Two (2) Water Treatment Certification. The Director supervises the operations and maintenance of the Town Water Treatment and Distribution System; supervises crews engaged in maintenance, construction and repair activities; carries out testing to ensure all work and work procedures follow municipal and provincial construction and safety standards and performance in their related duties.
- 1.2 **Supervisor of Public Works and Facilities**, having a Level Two (2) Water Treatment and Water Distribution Certification in coordination with the Town Director of Operations will share responsibility of the water system in (DRC) accordance with all Provincial Standards.
- 1.3 **Certified Operators**, in accordance with the Town's water license to operate are charged with the day-to-day operations of the Town's Water Treatment and Water Distribution System. Operators will maintain, both ongoing and emergency, water treatment and water distribution appurtenance. Carry out sampling, testing and calculations for chemical addition; assess and report levels in equipment; carry out basic preventative maintenance, identify equipment problems or malfunctions and refer these to the Supervisor of Public Works. Identify and remedy appurtenance problems as an ongoing responsibility in an emergency all-out situation. Operate and act for the Supervisor as required.

2. Attachments

- Schedule 1: Competency and Behaviors
- Schedule 2: Diagram
- Schedule 3: Valve Details
- Schedule 4: Fact Sheet
- Schedule 5: Emergency Contact List
- Schedule 6: Standard Operating Procedures
 - . Sample Collection
 - . pH
 - . Chlorine, Hach DR100
 - . Turbidity, Turner Model 40
 - . Turbidity, Hach Model 1720C
 - . Fluoride, Hack One Lab/Electrode
 - . Fluoride, Hanna HI 93729 Colorimeter
 - . Instrument Calibration Log Sheets

3. End of Policy