

**1. Procedure summary****Stopples Installation & Removal Procedure****1.1. Related Procedures**

Lock Out Tag Out Policy

**1.2. Procedure impacts and concerns**

Safety Required PPE: Standard PPE, Waders if pond has water.

Quality Clean up and dispose of used material in the proper container. Clean area where work was performed. All used material is being stored in the proper containers. All PPE is being cleaned and put away.

Tools going to need Air tank, tire gauge, stopple (PICTURE OF ALL THREE)

**1.3. Responsibilities and owners**

Document Owner	Manage content and distribution
Process Owner	Responsible for content and process validation
Site Manager	Responsible for implementation and conformance

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**2. Process****2.1. Process description**

This Process Identify the stopple installation.

**2.2. Process steps****For installation.**

1. Get air tank, put 80 psi on tank (located in maintenance shop)
2. Get tire gauge and a stopple. Advise facilities for correct stopple size.
3. (located in maintenance shop)
4. Make your way over to the pond or DFC (AH-V202, AH-V402, AH-V602) that needs a stopple installed.
5. Advise field operator or supervisor via radio that stopple is being installed.
6. If installing stopple in pond turn off Paddle Wheel in pond at main power panel. (PICTURE)
7. Walk over to the pond where installing Stopple
8. Turn off Main Disconnect of Paddle Wheel Motor (PICTURE)
9. Do your "LOTO" Procedure on disconnect(PICTURE)
10. Be aware of weather conditions
11. Cycle the slide gate to full open position, and again inspect the slide gate for any issues. (PICTURE)
12. Inspect the slide gate for excessive amounts of dirt, mud, trash, or rocks in pipe. Record on a production log. (PICTURE)

13. Inflate stopple with a minimum amount of (5 psi) of air to inspect for leaks. When doing this step stopple is not inserted in slide gate yet. (PICTURE)
14. Check all valves and plugs to insure valves are in correct positions, and plugs are installed. (PICTURE)
15. Place stopple on rail and make sure you hold on to rails when walking over and grab stopple.
16. Hazards are slips, trips, falls
17. Once all of these steps are taken, Install stopple into pipe. (PICTURE)
18. Inside each pond slide gates the pipe is cut at an angle, The stopple must go in as far as the top of the cut. (PICTURE)
19. Ensure that the stopple has entered far enough.
20. Connect the air chuck to the valve stem on the stopple, (for some the valve stem is located on the stopple itself, for others it is on the end of the hose attached to the stopple.) (PICTURE)
21. Inflate each stopple to the correct PSI indicated on the stopple itself. (Most are 20-30lbs). **NOTE: Do not over inflate stopple which will lead to stopple will bust.** (PICTURE)
22. Once the stopple is inflated to the correct air pressure remove air chuck and place valve stem cap on stem. Place rope that is attached to stopple on rail. (PICTURE)
23. Call Operations via radio to let them know that stopple has been installed.
24. Remove LOTO from main motor disconnect and turn on disconnect.
25. **DO NOT lower the slide gate, as this can lead to bent valves or tears in the stopple material.**
26. Make sure that facilities ticket is closed out. **NOTE: Either facilities, field operator, team lead or supervisor can put in ticket. Located under ?**
27. **Depending on the length of time the stopple will be in place, you may need to check the air pressure to ensure it has not gone down. If pressure reaches below 20 PSI advise facilities to reinstall air in stopple.**

#### Process steps for Removal

1. Before removing stopple please advise field operator or supervisor via radio or email.
2. Inspect hoses and valves on stopple.
3. Ensure that all individuals are clear from the slide gate.
4. Ensure that the slide gate is in the full open position.
5. Open valve located on the end of the stopple hose to release air pressure. While air is releasing from stopple turn off Main Disconnect of Paddle Wheel Motor. (See above picture)
6. Do your "LOTO" Procedure on disconnect. (See above picture)
7. Once all air has been released the stopple should be accessible near the opening of the slide gate.
8. Hold on to rails when walking over
9. Hazards are slips, trips, falls
10. Pull stopple out of sump.
11. Remove your LOTO(see picture above)
12. Turn on Disconnect of motor (see picture above)
13. Call Operations to let them know that stopple has been removed

14. Wash off stopple and do a visual inspection for any damage to stopple or assembly.
15. Return stopple to shop for further inspection by Facilities. Once inspected facilities will store in connex by maintenance shop.

**2.3. Revision history**

R0 – Initial Release – <Editor name>	<Date>
R1 – <Editor name>	<Date>

**2.4. Document approval**

&lt;Name&gt;

&lt;Approval date&gt;

**2.5. Document reviewers**

&lt;Name&gt;

&lt;Last reviewed date&gt;

&lt;Name&gt;

&lt;Last reviewed date&gt;

**3. Risk analysis**

&lt;Risk name&gt;

&lt;Mitigation plan&gt;

&lt;Owner&gt;

&lt;RPN&gt;