

1. Procedure summary

This process describes the cleaning of Sumps in Ponds

1. Related Procedures

Safe Traffic Flow CB-03-006-001
 Proper LOTO Training with EH&S

1. Procedure impacts and concerns

Safety	Personnel must be fully equipped with appropriate PPE PPE: Safety glasses, gloves, Rubber boots or Waders
Quality	Clean up and dispose of material in the proper evap-pond
Environmental	Any spills of material removed from pond needs to be cleaned up as soon as possible and notify EH&S.

1. Responsibilities and owners

Document Owner	Manage content and distribution	Leo Willis
Process Owner	Responsible for content and process validation	Leo Willis
Site Manager	Responsible for implementation and conformance	Rebecca White

2. Process

2. Process description

This SOP describes the cleaning of pond sump. The Sump collects sand, dirt, wildlife, insects, bacteria, yeast, and fleas. QAQC will ask for samples of a sump and will determine if needs cleaning.

2. Process diagram: Work Instruction



2. Process steps.



Figure 1- Shows Rubber boots and Waders .



Pressure washer wand .

Water Tank for
pressure washer

Suction hose that
will be in sump

**Note- Make sure you fill
water tank with water
before starting Sump
cleaning**







3. Required documents

3. Input documents

Production Log

<Input document
number>**3. Output documents**<Output document
number>**4. Document control****4. Revision history**

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

4. Document approval

<Name>

<Approval date>

4. Document reviewers

<Name>

<Last reviewed date>

<Name>

<Last reviewed date>

5. Risk analysis

<Risk name>

<Mitigation plan>

<Owner>

<RPN>