1. Procedure summary

Lift Station Totalizer Compliance Check

1.1. Related Procedures

<Related procedure name>	<Related procedure number>
<Related procedure name>	<Related procedure number>

1.2. Procedure impacts and concerns

Safety	<Safety impacts and requirements>	<Additional notes>
Quality	<Quality impacts>	<Additional notes>
Delivery	<Delivery impacts>	<Additional notes>
Environmental	<Environmental impacts>	<Additional notes>
Cost	<Cost impacts>	<Additional notes>
Compliance	<Compliance impacts>	<Additional notes>

1.3. Responsibilities and owners

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

2. Process

2.1. Process description

Pump water from the lift station to test the flow through the totalizer, and that it is in compliance with NMED requirements for our discharge permit

<Additional notes>

2.2. Process diagram: Work Instruction

<Additional diagrams, figures, and pictures to explain this procedure>

<Additional notes>

2.3. Process steps

1. Empty lift station sump

<Additional notes>

2. Add a measured amount of water from a verified container. (Nurse trailer/Media tank.
3. Pump water out with lift station sump pumps while timing it and watching flow meter
4. Compare the results with the HMI results.

3. Required documents

3.1. Input documents

<Input document and storage instructions>

<Input document number>

3.2. Output documents

<Output document and storage instructions>

<Output document number>

4. Document control

4.1. Revision history

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

R1 – <Editor name>	<Date>

4.2. Document approval

<Name> <Approval date>

4.3. Document reviewers

<Name> <Last reviewed date>
<Name> <Last reviewed date>

5. Risk analysis

<Risk name>	<Mitigation plan>	<Owner>	<RPN>