2.13 Unscheduled Operating Procedures

Unscheduled Operating Procedures are necessary as a result of a defect developing during operation and/or a normal operating procedure being required outside of its scheduled time. Unscheduled Operating Procedures will:

- Provide immediate attention to the problem
- Stabilize the situation and either
- Provide temporary repair or
- Provide full correction of the defect

2.13.1 Definition of Unscheduled Operating Procedures

Unscheduled Operating Procedures are defined as any activity, which is required to sustain the proper and continued operation of any system, but are not at the time included in the CMMS.

2.13.2 Classification of Unscheduled Operating Procedures

In agreement with, and approval of, the DMAT identification and classification of all Unscheduled Operating Procedures shall be reported and monitored through the CMMS. Unscheduled Operating Procedures can be divided up on the basis of priority.

2.13.3 Identifying the Need for Unscheduled Operating Procedures

During routine operation and maintenance, crews may identify potential problems. These should be documented and reported to the management for prioritization and coordination of repair work. There are three general priorities that may be used:

- Immediate Repair: an urgent problem that may cause an immediate overflow or flooding incident, e.g. pumping station failures, power outage, etc.
- Scheduled Repair: problems that do not require immediate action, e.g. sealing cracks, repairing chambers, lubricating pump motors and flushing lines
- Capital Improvement: for large projects or replacement project, e.g. rehabilitating of pipelines, constructing or replacing new pump station.

2.13.4 Management of Unscheduled Operating Procedures

Unscheduled Operating Procedures are geared to assessing and resolving system component breakdowns such as pipeline blockages as quickly and as efficiently as possible.

If a pipeline becomes blocked, rodding or jetting may be required to clear it. Care should be taken to avoid damaging the pipe. During cleaning operations, a careful watch should be maintained at the downstream manhole for an indication of the cause of blockage.

Cleanout assemblies and manholes may be located at periodic intervals along the pipeline as shown in the as-built drawings of the location. If a main conveyance pipeline becomes blocked, the nearest manholes can be located, accessed, and cleaning equipment inserted.

Hydraulic flushing may be attempted to clear any pipeline. However, special care should be taken to avoid damage caused by surcharging. For large diameter pipe or conduit, other types of maintenance may be needed to remove blockages.