Roseburg Urban Sanitary Authority
1297 N.E. Grandview Drive
Roseburg, OR 97470

MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF ROSEBURG URBAN SANITARY AUTHORITY

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on April 13, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, David Campos and Jerry Griese

Absent: Rob Lieberman and Kelsey Wood

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Jacobs Project Manager Jade Mecham and Lead Operator Vanessa Jordan.

Consideration of the March 9, 2022, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for March 9, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
Jerry Griese seconded the motion.
The motion passed unanimously.

Resolution 22-01; A Resolution Adopting a Budget Policy to Establish a Methodology for a "Reserved for Future Expenditure" Line Item

Staff presented Resolution 22-01 which proposed a budget policy to include a line item "reserved for future expenditures" in the General Fund Budget. The target amount of this line item would 50% of the budgeted General Fund Expenditures less Capital Outlay plus Contingency. The primary reason for establishing the policy would be to provide a source of funding for the Authority's operations in the event of an emergency situation in the future.

The Board Chair had concerns that not all Board members were present to voice their thoughts and opinions. It was decided by the Board to consider this Resolution at a later date when all members could be present.

General Managers Report

Hooker Road Rehabilitation Project

The Contractor has completed all the work included in the contract. Staff has compiled a punch list of corrections that need to be completed. The contractor is working on the punch list items.
The contractor did not submit a pay estimate before the cutoff date.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. We will advertise the project for a May/June start date when the plans and specifications are complete.

Storm Drain Isolation Project WWTP

We have entered into an agreement with i.e. Engineering to provide plans and specification to reroute all of the storm drain lines to the main influent sewer main. We feel that this is the best way to provide site control in the event of an emergency that overflows the treatment equipment within the plant. This will eliminate the chance of an overflow leaving the treatment plant site and flowing into the South Umpqua River.

Chadwick Street Sewer Rehabilitation

We have entered into an agreement with i.e. Engineering to provide a contract document to install a short one block sewer main. There are four homes that are connected to a nonconforming community sewer system that was approved when that area was in the City's sanitary sewer system. The sewer line has been problematic over time. The installation of a sewer main on Chadwick Street and connecting the existing homes will correct this problem.

2022-23 Jacobs Contract for Plant Operation

In Amendment No. 13 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services signed on March 14th, 2018, Article 4.6 states "The Base Fee for the last year of this five-year period beginning in 2022 will be the same as the previous year with exception of changes to the scope of work."
Jacobs has requested some relief from this obligation due to the unprecedented increase in chemical costs that where not anticipated in 2018. Jacobs is proposing a total cost of $1,601,227 which represents a cost increase of 2.9%. Jacobs has held to the 2023 estimated costs for all items except for chemicals.

David Campos moved to approve the requested 2.9% increase for Jacobs unprecedented chemical costs.
Jerry Griese seconded the motion.
The motion passed unanimously.

Low-Income Housing Water Assistance Program

United Community Action Network has request RUSA to participate in the Low-Income Housing Water Assistance Program. This program will offer eligible households to apply for assistance to pay delinquent utility bills. This program was funded as part of the 2021 Consolidated Appropriations Act and the 2021 American Rescue Plan. To participate in this program RUSA would need to agree to refer customers to UCAN and release customer billing information for those customers that wish to participate in the program.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 95% BOD removal and 96% Total Suspended Solids removal during January. The total Effluent flow was 135.03 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the April 2022 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented.
Jerry Griese seconded the motion.
The motion passed unanimously.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Jacobs Wastewater Treatment Facility Emergency Response Plan

Respectfully submitted,

Harmony Williams
Office Assistant

ADDENDUM TO APRIL 13, 2022 BOARD MEETING

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No / Invoice No	Vendor Name / Description	Check Date / Reference	Check Amount
50818	WATER	City of Roseburg	04/13/2022	
	INV15308	Right of way permit-1431 NW Brown		40.00
			Total for Check Number 50818:	40.00
50819	F3B CONS	F3B Construction LLC	04/13/2022	
	3872	Police week banner		100.00
			Total for Check Number 50819:	100.00
50820	DEQ	Oregon DEQ	04/13/2022	
	DFreeman CollI	Grade I Collection App-Devin Freeman		240.00
			Total for Check Number 50820:	240.00
50821	PAC AIR	Pacific Air Comfort, Inc.	04/13/2022	
	i9592	Install new Thermostat		284.04
			Total for Check Number 50821:	284.04
50822	RSBG-DIS	Roseburg Disposal Company	04/13/2022	
	1235495	Garbage Service-March		61.00
			Total for Check Number 50822:	61.00
50823	Walker B	Walker Bros. Auto Repair, Inc.	04/13/2022	
	89666	Lube & Oil service-2001 Dumptruck		207.80
			Total for Check Number 50823:	207.80
50824	HUBER	Huber Technology	04/13/2022	
	CD10022734	Balance-washer compactor rebuild		720.00
			Total for Check Number 50824:	720.00
			Total for 4/13/2022:	1,652.84
			Report Total (7 checks):	1,652.84

Jacobs

Roseburg Wastewater Treatment Facility
Emergency Response Plan

Emergency Response Plan
Table of Contents

Responsibility

The Project Manager is responsible for the overall operation of the Roseburg WWTP and Lift stations. In the absence of the Project Manager, the Operations Supervisor is responsible for the facilities.

Emergency Response

For all emergencies the priority order is as follows:

- People
- Equipment
- Property

The Administration building at the Roseburg Wastewater Treatment Plant shall serve as the base of operations for all emergency responses.

The Project Manager has overall responsibility for emergency operations at the Wastewater Treatment Plant and the Lift stations and will report to the RUSA General Manager.

In the event the Project Manager is absent, the Operations Supervisor is responsible for plant emergency operations.

Map of Roseburg Wastewater Treatment Facility

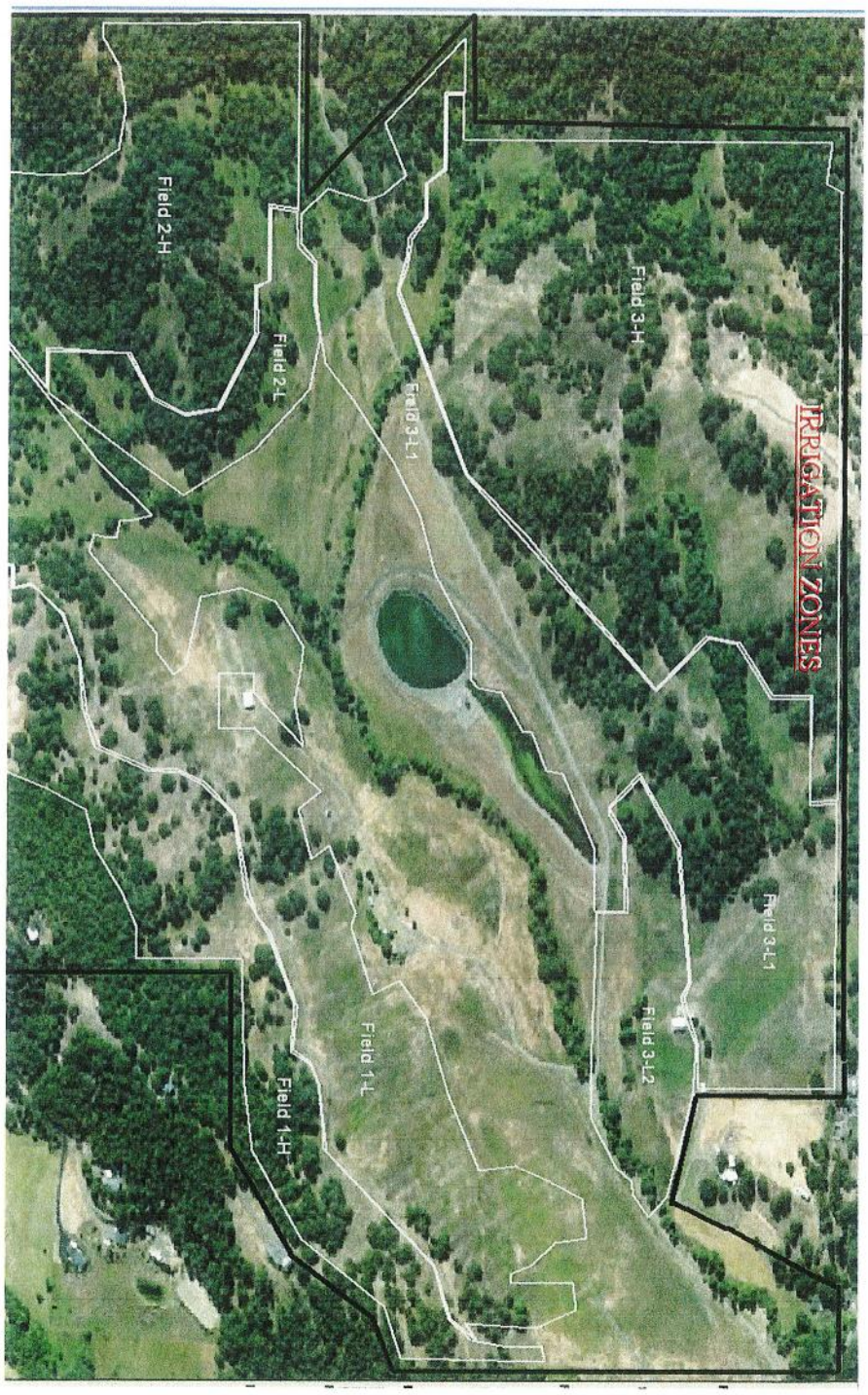
This map is for displaying general information.
For detailed information structures must be field verified and located.

Roseburg Urban Sanitary Authority
1297 Grandview Dr.
PO box 1185
Roseburg, OR 97470
541-672-1551

100 50 0 100 Feet

N

Map of the Natural Treatment Facility



Emergency Call-Out Procedures for Off Duty Hours

In the event of mechanical or electrical failure in the plant, the following is a personnel list to be used to notify an associate of the failure by starting with the first associate listed until at least one associate has been contacted directly

For Process Problems:

On-Call Phone	541-643-6573
Randy Turner Cell	541-679-9688
Randy Turner Home	541-643-6570
Rusty Marples	541-459-1308
Brian Anderson	541-817-6598
Jade Mecham	208-280-2713

For Maintenance Problems:

On-Call Phone	541-643-6573
Kevin Bruton Home	541-672-8657
Kevin Bruton Cell	541-530-7557
Jim Hilburn	541-643-9072
Jade Mecham	208-280-2713

Emergency Contact Numbers

Fire Department	911
Police	911
Ambulance	911
Poison Control	1-800-222-1222
Chemical Spill/ Douglas County HazMat Team	911
Spill Clean up/ First Strike Environmental	541-673-9892
OERS	1-800-452-0311

Other Important Numbers

Jacobs Roseburg On Call Phone	541-643-6573
RUSA	541-672-1551
RUSA On Call Phone	541-672-1551
PP&L Emergency Hotline	541-679-5762
Avista Natural Gas	1-800-227-9187
BHEC (fuel)	541-673-5536
City of Roseburg Water Department	541-672-7701
Brian Helliwell Area Manager	541-409-3102

Outside Services Roster

Organization	Services	Contact
Roseburg Urban Sanitary Authority (RUSA) P.O. Box 1185 1297 NE Grandview Dr. Roseburg, OR 97470	Heavy Equipment, Pumps, Spill Clean Up	Office: 541-672-1551 Jim Baird: 541-430-1551 Steve Lusch: 541-430-4253 Ryon Kershner: 541-430-4256
Department of Environmental Quality (D.E.Q.)	Process Failure	Office: 541-776-6010 Andrew Ullrich: 541-776-6189
Environmental Protection Agency (E.P.A.)	Process Failure	1-206-553-1200 1-800-424-4372
Jacobs Emergency Compliance Hotline	Emergency Water, Wastewater, & Spills	1-855-590-3791
National Response Center	Emergency Spill Notification	1-800-424-8802
Oregon Emergency Response System (OERS)	Emergency Spill Notification	1-800-452-0311
First Strike Environmental 256 Quarry Rd. Roseburg, OR 97470	Spill Clean Up	541-673-9892
Heard Farms 189 Rogers Rd. Roseburg, OR 977471	Spill Clean Up	541-4459-8813
Roseburg Police 205 SE Jackson St. Roseburg, OR 97470	Emergency Response/ Traffic Control	911
Douglas County Sheriff's Office	Emergency Response	911 Dispatch
Jacobs Nurse	First Aid	1-888-449-7787
Roseburg Fire Dept. 700 SE Douglas Roseburg, OR 97470	Fire Fighting, fire hose, first aid	911
Bay Cities Ambulance 2233 W. Harvard Ave. Roseburg, OR 97471	First Aid, Emergency Transport	541-637-5332
Douglas County HazMat Team	Chemical Spill	911 Dispatch
PP&L	Electrical Repair, Power Outage	Business Hours: 1-877-200-5958 Emergency: 1-877-508-5088
Avista	Natural Gas	1-800-227-9187
Protection One P.O. Box 219044 Kansas City, MO 64121-9044	Security Service	1-877-200-5958 1-877-776-1911
City of Roseburg	Water- After Hours Emergency	541-673-0397

Roseburg Disposal	Garbage/ Cardboard Removal	541-673-7122
BHEC	Petroleum Fuel	541673-5536 1-800-588-3837
Polydyne	Polymer	1-360-931-5566
HASA (Chemtrech)	Hypochlorite	1-800-424-9300
Univar	Sodium Bisulfite	1-503-222-1721
Yaeger's Plumbing P.O. Box 1707 Roseburg, OR 97470	Plumbing	541-672-8460
Neilson Research Corp. 245 S. Grape Street Medford, OR 97501-3123	Lab Services	541-770-5678
Joe's Towing 4440 Douglas Ave. Roseburg, OR 97470	Towing Service	541-672-4388 1-877-220-8697
Service Center Locksmiths 1162 NE Walnut St. Roseburg, OR 97470	Locks/Keys	541-673-4155
Camtronics	Control Systems	Terry Nelson: 1-541-445-2824
Douglas Fast Net 480 Oakland Ave. NE Roseburg, OR 97470	Internet Service	541-673-4242
CenturyLink	Phone Service	Repair: 1-800-223-7508
Les Schwab Tire Center	Truck Tires	541-672-6745
Roseburg Refrigeration	HVAC	541-672-8939
Godwin Pumps 2754 Pacific Highway Hubbard, OR 97032	Pump Rental	1-503-981-0341
Southern Oregon Diesel 7151 Old Highway 99N Roseburg, OR 97470	Truck Repair	541-672-7400
Electrical Professional Services (EPS) 2250 NW Aviation Dr. Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-637-5050 541-530-3586 541-817-7381 541-863-9090
Sim's Electric 721 SE Oak Ave. Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-673-5521
Kunert Electric 200 NE Channon Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-672-3333
JACOBS	SCADA Issues	Office: 1-541-768-3467 Don: 1-541-740-0171 Fran Miller: 541-768-2394 (Day) 541-609-0846 (Cell)

Roseburg Employee Roster and Certifications

EMPLOYEE	STATE	TITLE	CERTIFICATION	LEVEL
Brian Anderson	OR	Operator	WWT	IV
Randy Brown		Lab Technician II	N/A	
Kevin Bruton	OR	Lead Mechanic	LME WWC Oregon Maintenance	 III IV
Jim Hilburn	OR	Mechanic	LME Oregon Maintenance	 II
Jade Mecham	OR WA	Project Manager	WWT WWT	IV III
Vanessa Jordan	OR	Lead Operator	WWT	IV
Nikki Lemke		Admin. Specialist	Accounting Tech.	AS
Charles "Rusty" Marples	OR	Operator II	WWT	III
Branden Montgomery	OR	Operator	WWT	I
Caleb Trammell	OR	Operator	WWT	I
Randy Turner	OR OR	Operations Supervisor	WWT WWC	IV II

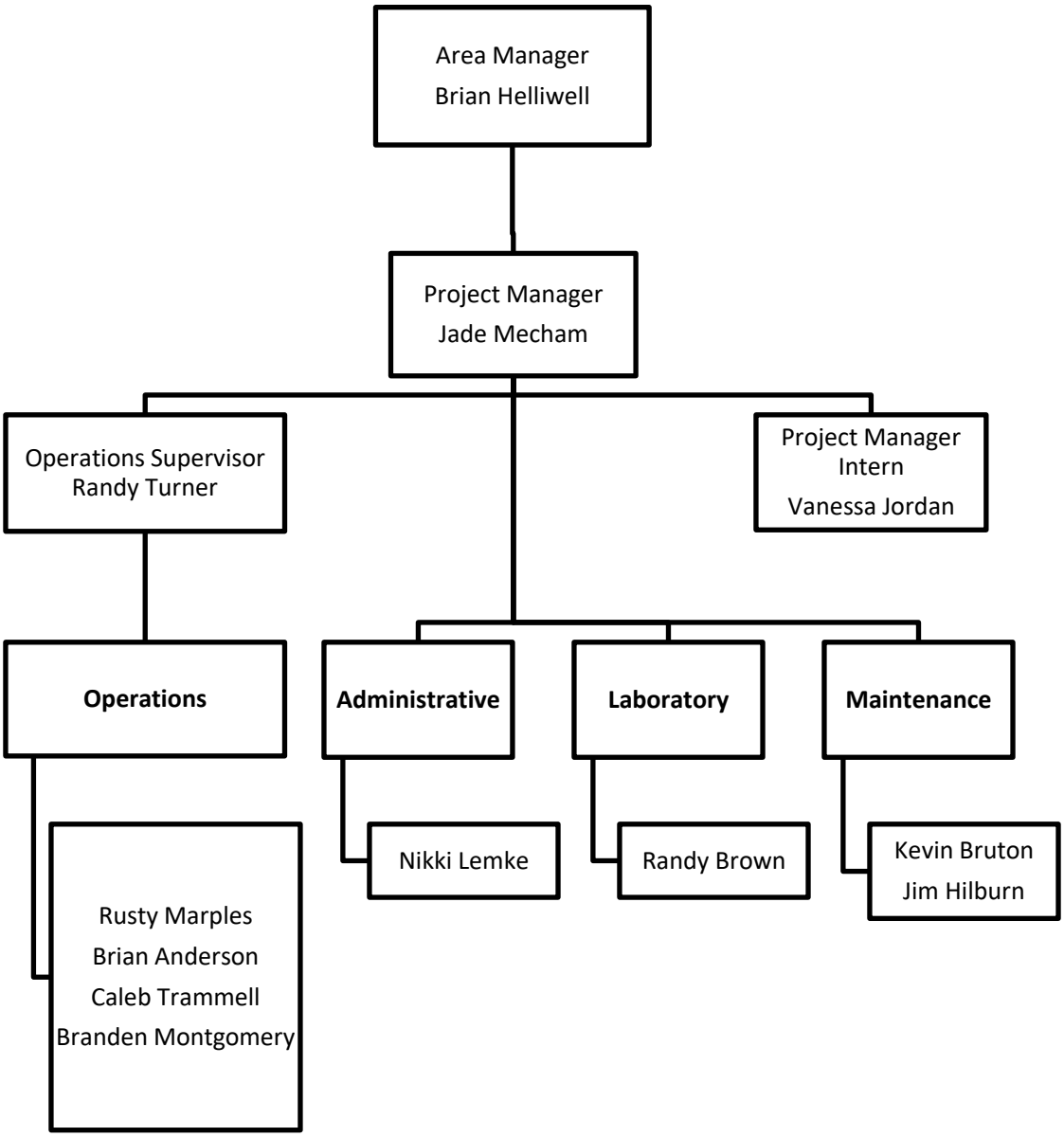
ROSEBURG TELEPHONE LIST

Personnel	Phone Number
Brian Anderson	541-817-6598
Randy Brown	541-680-1514
Kevin Bruton	541-672-8657
Kevin's Cell Phone	541-530-7557
Jim Hilburn	541-643-9072
Vanessa Jordan	541-600-2348
Nikki Lemke	541-817-7459
Rusty Marples	541-391-9203
Jade Mecham	208-280-2713
Branden Montgomery	541-863-1855
Caleb Trammell	541-530-4081
Randy Turner	541-679-9688
Randy's Cell Phone	541-643-6570
Roseburg Plant Line #1	541-673-6570
Roseburg Plant Line #2	541-673-3480
Roseburg FAX	541-673-0386
On Call Phone	**541-643-6573**
Plant Autodailer Line	541-672-8658
Answering Service	1-541-766-3777
PP&L Emergency hotline	1-877-508-5088
RUSA On-Call Phone	541-672-1552
CenturyLink Service Request	1-800-954-1211
Biosolids Phone	541-643-6558

LIFT STATIONs
HIGHLAND 1056 NW Hicks St. Meter #2997135
NORTH BANK 6315 Old Highway 99 North Meter #23609829
LOMA VISTA 1143 NW Troost St. Meter #1170653
FAIRGROUNDS 110 River Street Meter #28974170
SOUTH BANK 5793 NE Stephens St. Meter #1664042
WINCHESTER 5793 NE Stephens St. Meter #1664042
WILBUR #1 7207 Old Hwy 99 North Meter #21210093
WILBUR #2 210 Wilbur Rd Meter #1164562
KEADY COURT 860 Keady Court Meter# 82290283
BOURBON 250 Bourbon Street Meter# 000000

ROSEBURG PLANT	Natural Treatment System/ 411
3485 W. Goedeck Rd. Roseburg, Oregon 97471	Long Meadows & Old Melrose Rd Roseburg, Oregon 974717341 NTS Door #4525 or 9

Roseburg Organizational Chart



Emergency Response Communications and Public Information

COMMUNICATIONS

The main office will act as the relay communicator. He/she will assign emergency priorities to all incoming calls. In a disaster situation, only emergency incoming calls will be permitted. Should there be a call from corporate or regional offices, he/she should inquire as to the nature of the call and inform the calling party what has happened. All other calls or inquiries are to be handled by the Project Manager or Operations Supervisor.

The plant emergency numbers listed in this plan will be permanently posted for reference in the plant.

An intercom system is located throughout the facility and the phone system has outside call capacity in the event of a power failure.

PUBLIC INFORMATION

The Project Manager and/or the Operations Supervisor responsible for releasing information to the press and the public concerning any disaster. All information to be released to the press or public must be cleared by the Project Manager in conjunction with RUSA.

On site information will be gathered by the office manager to assist the Project Manager and/or Operations Supervisor. Under no condition is information to be released without the Project Manager's approval.

In the event of a serious injury or a fatality, the Project Manager and the Safety Committee Leader will notify the family immediately. An effort will be made to have a close friend or minister accompany them to the associate's home.

Emergency Response for Bomb Threats

1. Call 911
2. Notify Project Manager immediately.
3. Evacuate all associates to the Redeemer's Fellowship (old Harvard Cinema's) evacuation area.
4. Notify RUSA's General Manager.
5. One supervising associate should remain behind at the front gate assembly area "A" or the back gate assembly area "B" to meet the emergency personnel when they arrive.
6. Emergency personnel will inform associates when it is safe to return to work.

Bomb Threat Checklist

If threat is called in:

- Pretend difficulty in hearing the caller
- Be courteous
- Take Notes

Ask Questions such as:

What kind of bomb is it?

Where is it located?

What building or area?

When will it go off?

Why was it placed there?

What does it look like?

Notes:

Notified: Project Manager ☐ Local Law Enforcement ☐

Call Details:

Name of Person who Received the Call:

Date of Call: Time:

Male/Female/Unknown: Estimated Age:

Identity if Available:

Phone Number:

Did the caller seem familiar with the plant? Please specify how:

Voice characteristics:

Loud	☐	Soft	☐	Childish	☐	Deep	☐
Raspy	☐	Pleasant	☐	Intoxicated	☐	Muffled	☐
Distorted	☐	Robotic	☐	High-pitched	☐	Other:	

Speech:

Fast	☐	Slow	☐	Distinct	☐	Stutter	☐
Nasal	☐	Lisp	☐	Slurred	☐	Other:	

Language:

Articulate	☐	Good	☐	Fair	☐	Poor	☐	
Vulgar	☐	Not English	☐	Incomprehensible	☐	Other:		

Accent:

Local	☐	Regional	☐	Foreign	☐	Other:

Manner:

Calm	☐	Angry	☐	Rational	☐	Irrational	☐
Coherent	☐	Incoherent	☐	Chatty	☐	Deliberate	☐
Emotional	☐	Hesitant	☐	Civil	☐	Teasing	☐

Other:

Background Noise:

Office Machines	☐	Factory Noise	☐	Animals	☐	Traffic	☐
Heavy Equipment	☐	Partying	☐	Voices	☐	Music	☐
Mixed Noises	☐	Airplanes	☐	Trains	☐	Bedlam	☐
Alarms/Ringing	☐	Children	☐	Water	☐	Other:	

Unusual Words or Phases:

Other Details:

Emergency Response for Earthquakes

In case of Earthquake, all associates should **DROP** down low to the ground, take **COVER** under sturdy furniture or crouch with your head covered by your arms along inside walls. Stay away from falling objects or breakable items such as doors, windows, light fixtures and unstable equipment. **HOLD ON** until shaking has subsided. Do not attempt to move during the earthquake due to the high risk of injury, unless it is to escape immediate danger. Move outside once the shaking stops and it is safe to do so. If outside, stay away from buildings, wastewater treatment equipment, electrical and natural gas lines, trees, streetlights and utility wires. Make your way to the assembly points, A or B. Know with whom you are working and make sure all associates are present and accounted for.

Beware of aftershocks. They can measure as much as the initial shock. Once the tremors have passed, a minimum of two associates should work together to determine damage. The following inspections should be made:

1. Conduct a site wide inspection of damage. Do not approach an area, equipment, pipeline etc. unless it is deemed safe to do so.
2. Check all buildings, tanks, etc., for structural damage. Document details.
3. Check all mountings, flexible couplings and machinery for damage that may result in malfunctions as the equipment is returned to normal service. Document details.
4. Look for signs of underground pipeline failures and document investigation findings.
5. Report any electrical, gas or flow issues.
6. Report results back to the Project Manager. Project Manager will report results to RUSA's General Manager.
7. Repair and return equipment back into normal service. Project Manager will report back to General Manager when equipment is back in service.

Emergency Response for Electrical Failures

The Roseburg plant is equipped with two emergency generators that supply backup power in the event of a power failure at the facilities. These generators are tested by placing the plants electrical load on them once a month. The battery supply to these generators is always maintained in top order, so these generators have the battery capacity needed to start these engines.

The following procedure is for restoring commercial power after the generators have been online:

GENERATOR POWER/COMMERCIAL POWER

Prior to switching back to commercial power, ensure that all associates on site are aware of the procedure about to take place.

1. Prior to any switching, make sure that there is power available from the local utility. This is done by looking at the voltage meter located on either end of the Switchboards in the Influent building labeled **SWBD-1A** or **SWBD-1B** as well as in the Blower building labeled **MCC-3A or MCC-3B.**
2. Push the generator reset button, located on the Switchboard and labeled **EG-1** (Blower Building) or **EG-2** (Influent Building) next to the black box that protrudes from the panels. This will open the Generator switch gear and the generator will run for **FIVE** minutes.
3. Charge the Main breaker spring. To charge the spring, pull out handle on breaker and move it up and down until it is charged up and the handle breaks free. When it is charged the indicator on the panel will read **"CHARGED".**
4. Depress the "Push to Close" button on whichever Switchboard you are trying to close. **(Close the breaker with the interlock key in it only).**
5. After these procedures are followed and power is restored, you will need to go around to every building to ensure that everything is operating properly.

The following equipment will need to be reset:

Influent Pumps	Clarifiers
Grit Classifier	Boiler
Grit Pump	Polymer system
Cyclone De-gritter	Chlorine System
W-3 Pumps	Biofilter Pumps
W-3 Strainer	Blowers
RAS Pumps	D.O. Alarms
WAS Pumps	Screw press Bldg. Alarms
Gravity Belts	012 Analyzers

Chlorine residual PID’s need to be toggled on the SCADA System

Emergency Response for Electrical Failures at Pump Stations

The RUSA collection systems pump stations are each equipped with emergency generators that supply backup power in the event of a power failure. These generators are tested by running them once a week during the station checks and with a full load once a month. The minimum allotted run time for the generators is 30 minutes. The battery, oil and fuel supply to these generators is checked weekly to ensure they are ready to go in the event of an emergency.

The generators at Highland and Winchester stations are the only two that will automatically start due to a loss of power. An operator must check these stations to verify generator start and check for proper operation. All other generators do not automatically start when a power outage occurs and will need to be turned on by hand by an operator.

The following procedure is for switching to generators at the pump stations when commercial power is offline:

GENERATOR POWER/COMMERCIAL POWER

1. Prior to switching back to generator power, check the oil level in the generator.
2. Confirm there is no power available from the local utility.
3. Start generator by placing it in RUN mode, allowing it to run for 3 to 5 minutes to warm up.
4. Open the PP&L breaker (turn off) on main #1 and remove key. Stand aside and turn head away when switching the PP&L breaker in case there is an arc flash.
5. Insert key into Main #2 labeled “Generator” and unlock.
6. Close generator breaker, stand aside and turn head away when switching the breaker in case there is an arc flash.
7. Generator should be supplying the power for the station.
8. Acknowledge and reset any alarms.
9. Allow pumps to pump down wet well and restore systems to normal operations. Make sure auxiliary equipment is functioning.
10. Contact Power Utility to inform them of the outage and to get an estimated time for when power is restored.
11. Monitor station until power is restored and remove station from running on generator power. Refuel generators as needed.

Emergency Response for Fire

Prevention Plan

12. Routine inspection and preventative maintenance of all electrical equipment, vehicles and fire safety equipment.
13. Proper storage and disposal of all flammable materials.
14. Grass and weed control on and around plant grounds.
15. Assignment and enforcement of designated smoking areas.

Potential Problem Areas - In plant

1. All Vehicles.
2. All Buildings.
3. All electrical panels pull boxes and motors.
4. Grassy areas on and around plant grounds.
5. Fuel storage area.

General Guidelines for all fires requiring Fire Department response:

1. Evacuate all associates from the area.
2. Call 911. Relay the location is the Roseburg Wastewater Treatment Plant.
3. Turn off power and natural gas lines to the affected areas ONLY IF NO POTENTIAL DANGER EXISTS IN DOING SO.

Response Guidelines for fires in Specific Areas

Electrical Panels, Vaults & Motors

1. If the room is filled with smoke, DO NOT ENTER.
2. Call 911.
3. When possible, attempt to extinguish or contain fire with proper class of fire extinguisher. The fire extinguishers at this facility are all multi-use A,B,C class.
4. NEVER USE WATER ON AN ELECTRICAL FIRE.

A		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
B		Flammable Liquids	Grease, Oil, Paint, Solvents
C		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
D		Combustible Metal	Magnesium, Aluminum, Etc.
K		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

5. Notify supervisor.
6. Notify maintenance so they can inspect damage to equipment.
7. You may use water on a yard debris fire.

Building Fires

1. Evacuate area to assembly sites, A or B.
2. Call 911.
3. Do not allow anyone in the area until Fire Department arrives.
4. Refer to Fire Prevention Plan for further details.

Vehicle Fires

1. If a fire starts while a vehicle is being driven, pull off the road so traffic is not obstructed.
2. If possible, attempt to extinguish the fire with extinguisher in vehicle.
3. Call 911, if necessary.
4. Notify Project Manager.
5. Refer to Fire Prevention Plan for further details.

Oil and Grease

1. Attempt to extinguish or contain fire with a **Class B** fire extinguisher. NEVER USE WATER.
2. Call 911, if necessary
3. Notify Project Manager.
4. Refer to the Fire Prevention Plan for further details.

Emergency Response for Flooding

The following procedures will be followed in the event of flooding due to mechanical or electrical failure:

Electrical Vaults, Lift Stations and Pull boxes

1. Notify supervisor or Project Manager.
2. Turn off all electrical power into and out of the vault before entering or placing a pump in the area. Check with the Lead Mechanic for available electrical drawings.
3. Determine the cause of the flooding and repair.
4. Set up a portable pump to clean out the affected area.
5. Do not attempt to return equipment to service until it has been thoroughly inspected by a maintenance associate.

Section A- Pump Room and Stations

Includes: RAS Building Lower Level, Influent Building Lower and Middle Level, Heat Exchanger Room Lower Level, and ODS Pump Room.

1. Notify supervisor or Project Manager.
2. Turn off all incoming power sources before entering the area.
3. Locate the cause of the flooding and repair.
4. Pump out area with a portable pump.
5. Have area inspected by a maintenance associate prior to returning to service.

Section B- Buildings

Includes: RAS Building Upper Level, Influent Building Upper Level, Pretreatment Building, Belt Room, Boiler Room, Heat Exchanger Room Upper Level, Gas Compressor Room, and Laboratory.

1. Notify supervisor or Project Manager.
2. Turn off electrical service to the building.
3. Open doors to allow water to drain as much as possible.
4. Check sump pumps and floor drains for blockage.
5. Locate cause of flooding and repair.
6. Have area inspected before restoring equipment to service.

The following procedures will be followed in the event of flooding caused by a natural disaster:

Sections A & B- Buildings

1. Notify supervisor or Project Manager.
2. Turn off all electrical service, natural gas and potable water service to the affected area.
3. Evacuate the area until flooding has receded, or pumping operations are complete.

Emergency Response for Petroleum Products

When spills occur on site or off, procced as follows:

1. Stay safe, do not enter a dangerous situation.

2. Note spill location, contents, and approximate quantity of spill.

3. Notify Project Manager or Operations Supervisor if PM is not available. If Project Manager or Operations Supervisor are unavailable or unable to respond within a short period of time, contact OM Services Spill Guidance Hotline:

C & R Emergency Compliance Phone Number 855-590-3791

4. If instructed to, report spill to the National Response Center within 15 minutes of spill discovery.

National Response Center 800-424-8802

5. If Project Manager determines the spill is significant, First Strike Environmental of Roseburg should be notified immediately. Their number is **541-673-9892**.
6. If instructed to, gather clean up materials and contain the event. Spill kits are located in the HazMat room, Laboratory, and Mechanic Shop. Booms and drain covers are located in the chlorine building.
7. Note spill location, time, date, contents and approximate quantity in the Operations Log and highlight entry. Include any other pertinent data.

Emergency Response for Hydraulic Overload

The following procedures should be followed when the Roseburg plant experiences High Flow conditions:

If the plant flow exceeds 18 MGD, the following operational procedures shall be used.

1. Ensure that all Influent, RAS, and Biofilter pumps are fully operational.
2. If flow continues to rise above 18 MGD, the primary clarifiers will start to back up. If flows continue to rise and you receive high Biofilter wet well alarms you will need to divert some of the flow from the tower. This is done by opening BF2, only open BF2 enough to relieve the desired flow.
3. If the clarifiers continue to rise, it will be necessary to route some of the influent flow through the RAS wet well. To route the flow through the RAS wet well, open RHF1 and then RHF2, this will allow flow from the Primary splitter box to the RAS wet well and up to the aeration basins. This should relieve the flow to the clarifiers and ensure that we don't overflow #2 primary.

Notify your Supervisor as soon as possible.

4. Once the Flow is diverted through the RAS wet well, the RAS gates should be lowered to hold some solids into the Secondary clarifiers.
5. If flows in the plant exceed 18 MGD we will need to staff the plant around the clock. At that time call your supervisor and determine who will be called into the plant after your scheduled shift.
6. Once the flows go below 18 MGD we will no longer staff the plant around the clock and should be able to resume normal plant operations. The only people authorized to deviate from these procedures shall be the Lead Operator or the Project Manager.
7. When flows reach 24 MGD and Influent wet well is above 10 feet, the plant overflow and Influent pump station shall be checked every hour and logged in the plant logbook.

Emergency Response for Toxic Discharge or Shock Loads

Upon notification that there has been a spill of toxic material into the collection system, the person receiving the notification should get as much information as possible. At a minimum, the following information should be obtained:

1. Name of the contact person
2. Type and amount of material discharged
3. Have MSDS/SDS sheet available
4. Date, time and duration of discharge

The professionals responding to a toxic discharge or other shock load to the system must assess what options are available to minimize damage from the discharge. As always, our priorities are to prevent harm to associates and other people, to protect the environment and to protect the plant processes and equipment. If there is a threat to any of the above, immediate action must be taken.

1. If there is a threat of explosion or toxic fumes in the collection system, CALL 911 and then notify Project Manager and RUSA. If an associate is at the site of the discharge, every effort should be made to also clear the area of all personnel. No other actions should be taken at the site until the HAZ MAT team has arrived. It is important to remember that the HAZ MAT Team is the expert, not us.

2. If there is a threat that a toxic shock load will hit the plant, the plant flow should be diverted around the biotower and into an empty aeration basin until the threat passes

3. If a toxic load hits the plant, the flow should be diverted into an empty aeration basin and steps should be taken to find a source of healthy bugs for the activated sludge system

    - Check the RAS first under the microscope. If there is good activity, use the RAS to seed the new aeration basin.

    - If the RAS is unhealthy, contact Winston Green or Sutherlin to see if they have any WAS or RAS they can give us.

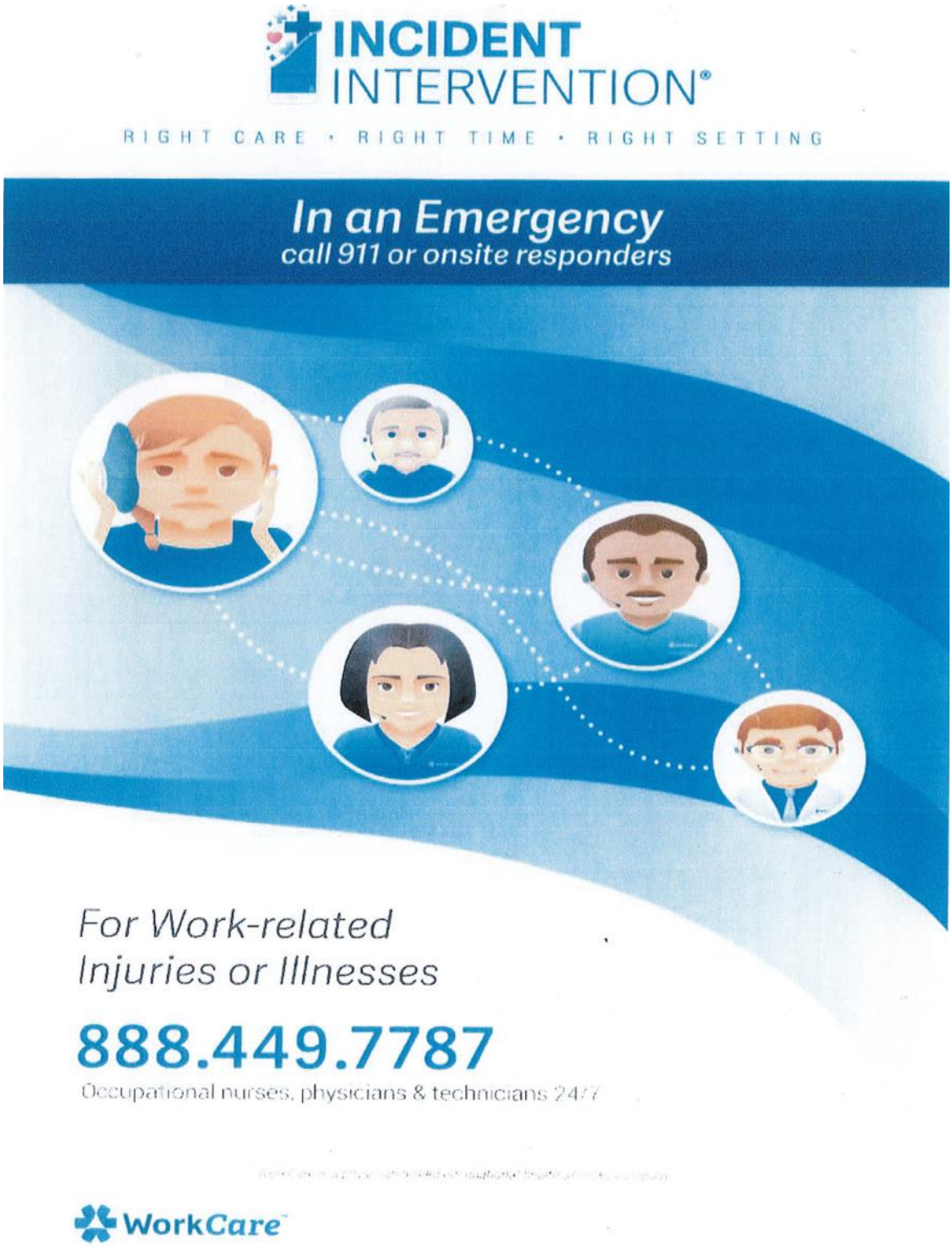
4. If the toxic spill or shock load occurs on a weekend or after-hours, at least one additional associate should be called in to assist.

Emergency Response Contingency Plan for Sludge Spills

In case of biosolids spill during transport:

1. Attempt to contain spill and isolate the area.
2. If spill is large and traffic is impeded; call the City, County or State Police to direct traffic until help arrives.
3. Notify the Project Manager of spill and location.
4. The Project Manager will contact the necessary reporting authorities.
5. The Project Manager or supervisor will get help with cleaning biosolids up.
6. Contact RUSA for the assistance of their Vac Truck(s) if the volume calls for it. It may be necessary to have RUSA use the Backhoe & Dump truck to assist with the spill also.
7. Sand may have to be used to spread around the spill and then be picked up with a front-end loader.
8. After the spill is picked up and removed to the storage site, it will be necessary to wash down the area of biosolids residual.
9. As soon as possible, begin filling out the Spill Report (see Sanitary Sewer Overflow Report) and provide it to the Project Manager.
10. The Project Manager is responsible for completing and sending a copy of Spill Report to D.E.Q. with the Compliance Report.

Emergency Response for Medical Emergencies



Emergency Evacuation Routes and Assembly Points

1. Evacuation maps are placed near doors in every room in the plant and at all lift stations.
2. In the event of an evacuation, it is important to remain calm and proceed carefully.
3. In the event of a general evacuation, all associates will meet at the front gate entrance marked “Emergency Assembly Point- A”. If the hazard is at the front of the facility, all associates will meet at “Emergency Assembly Point-B” located just outside the back gate.
4. In the event of an off-site mass evacuation, all associates will meet at the Redeemer’s Fellowship Church (Old Hard Cinemas) parking lot on Harvard Avenue.

See attached diagrams and evacuation maps.

This map is for displaying general information.
For detailed information structures must be field verified and located.

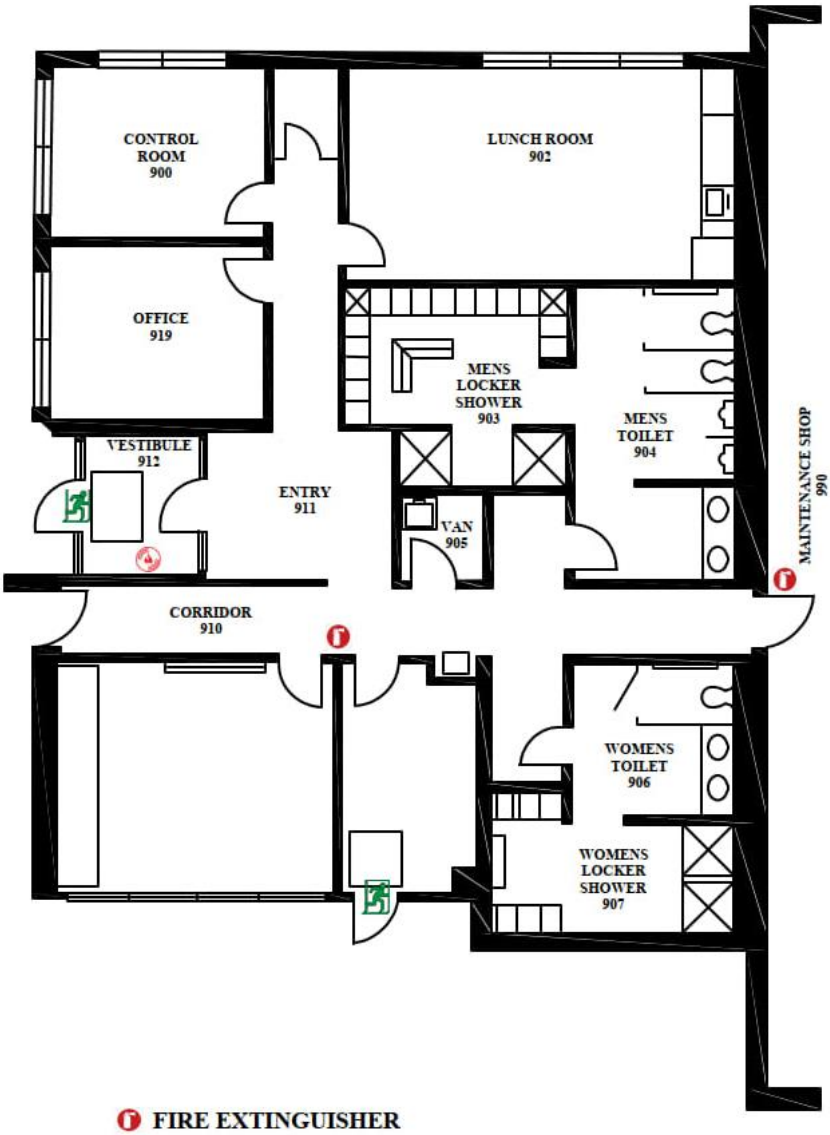
Roseburg Urban Sanitary Authority
1297 Grandview Dr.
PO box 1185
Roseburg, OR 97470
541-672-1551

EMERGENCY EVACUATION MAP

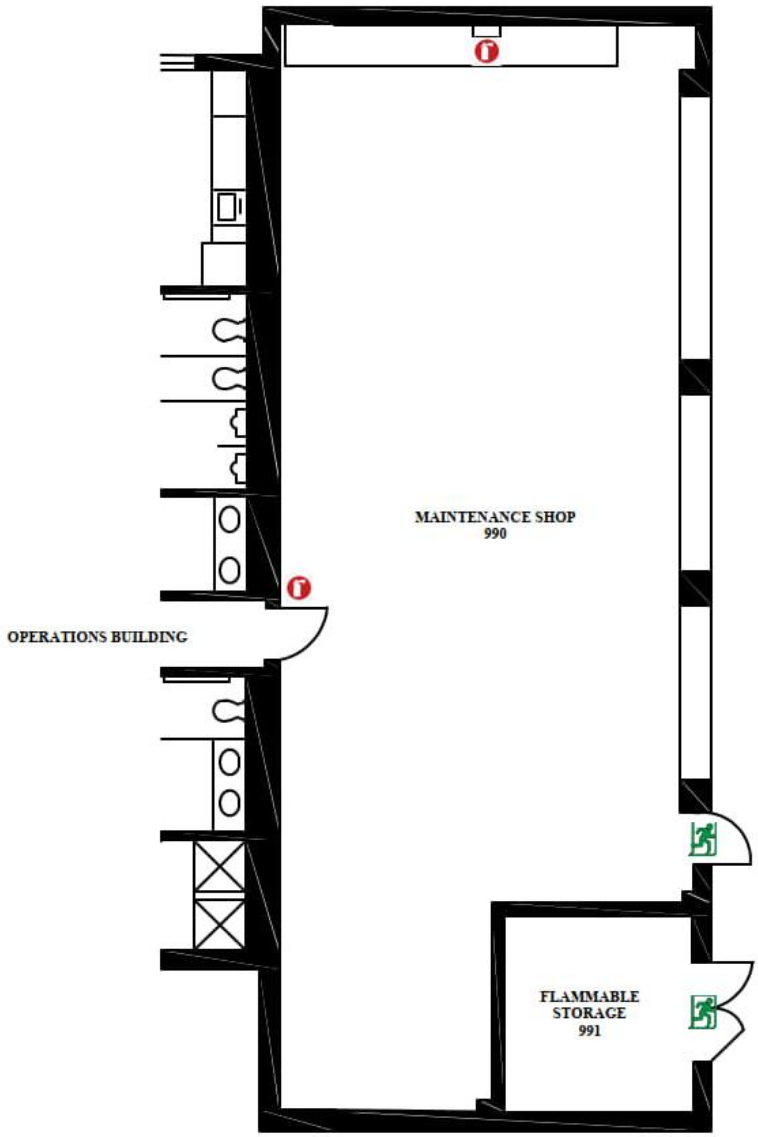
N

1 inch = 100 feet

OPERATIONS BUILDING

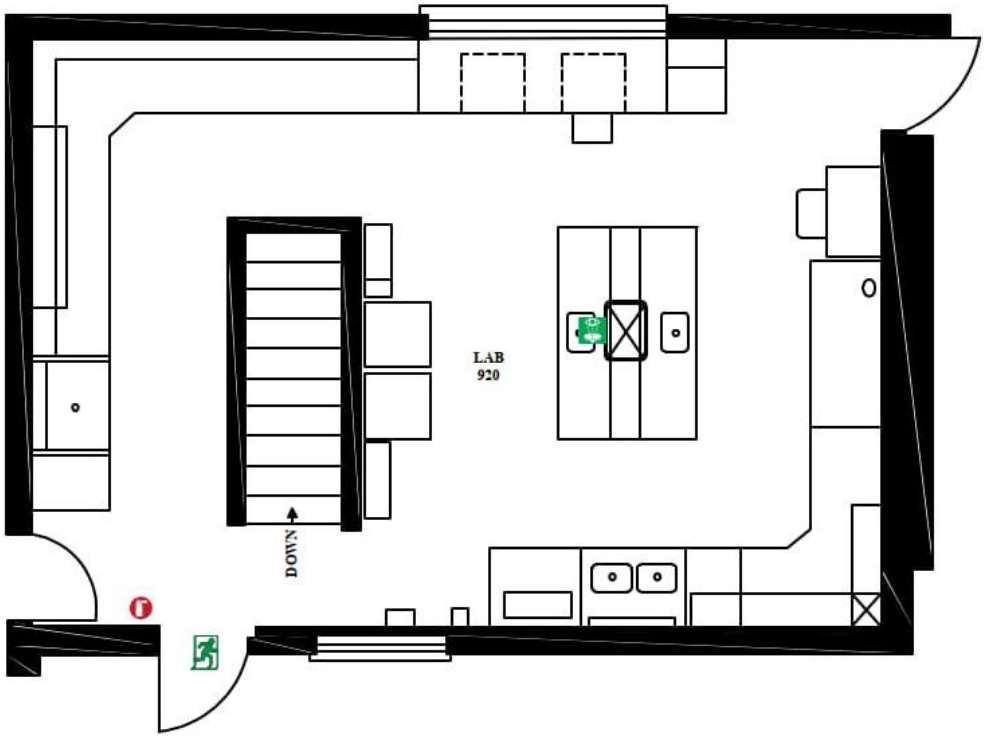


MAINTENANCE BUILDING



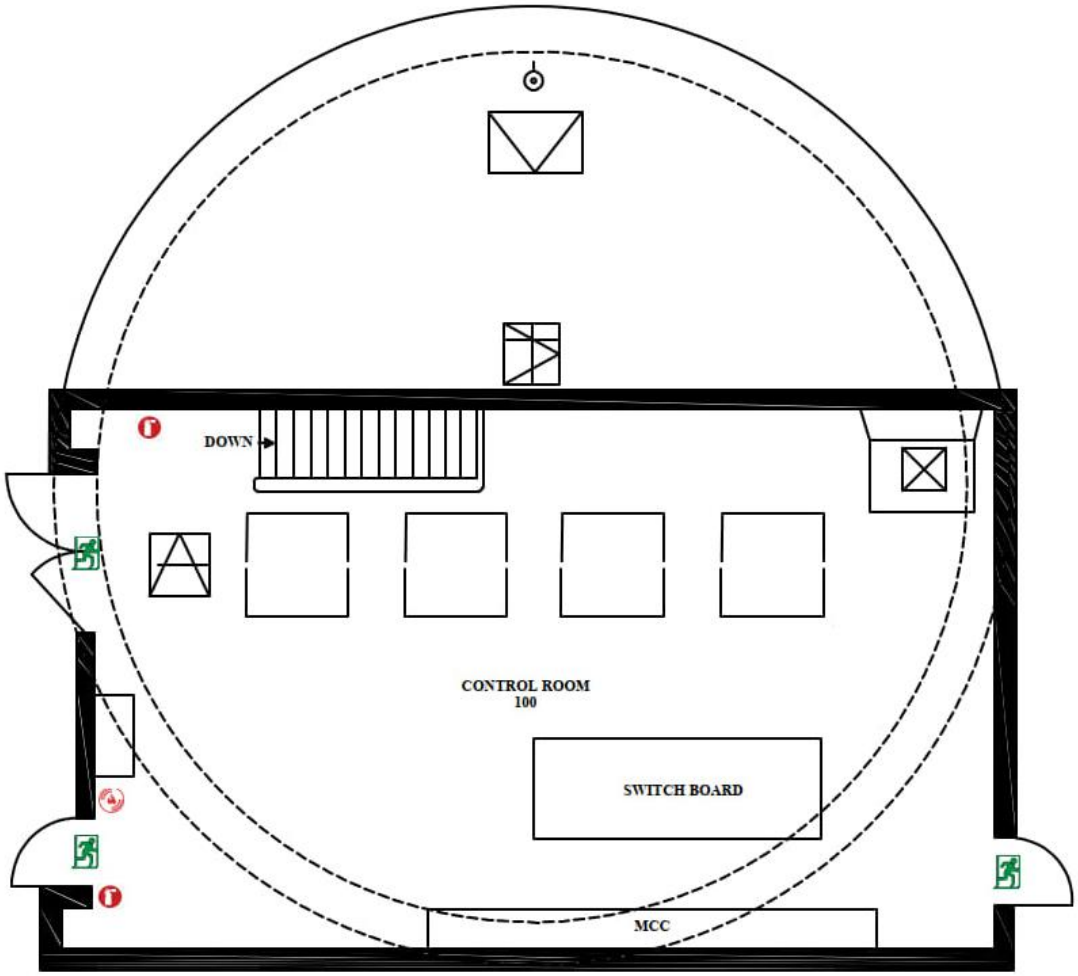
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

LABORATORY



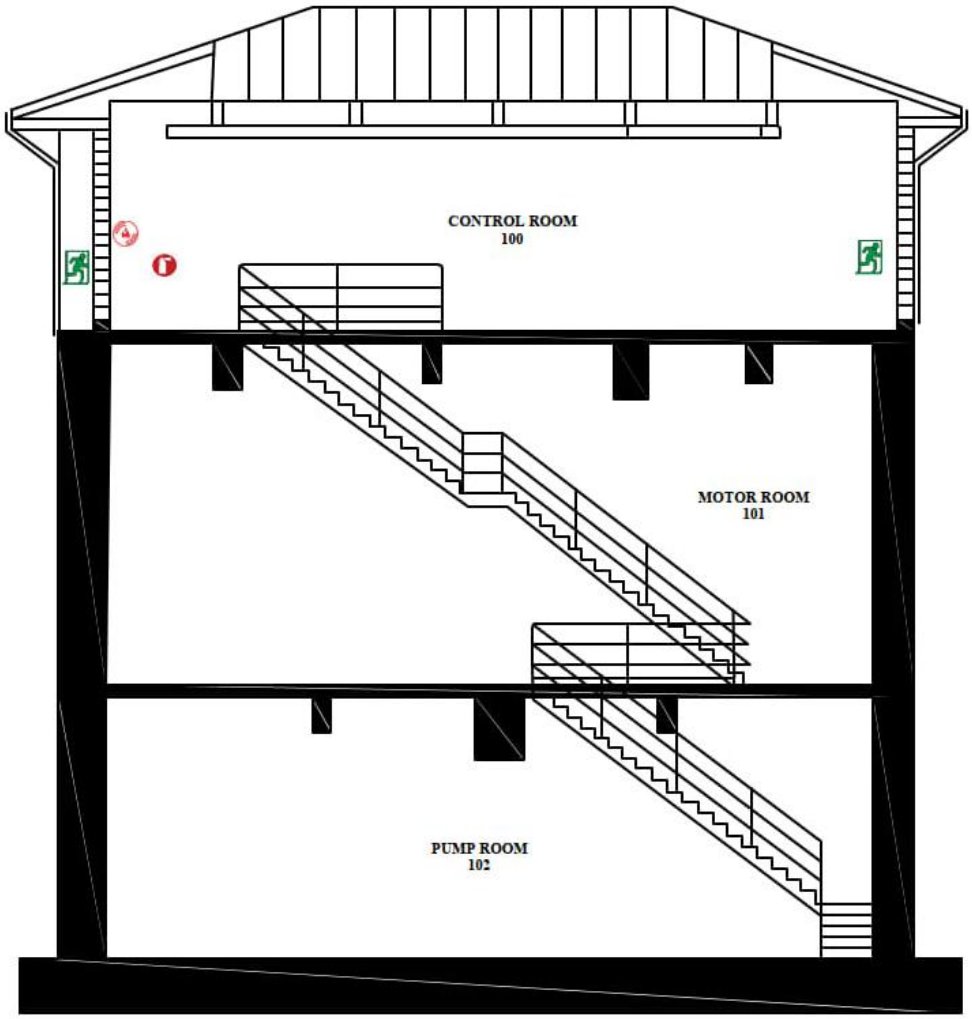
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

INFLUENT BUILDING
(UPPER LEVEL)



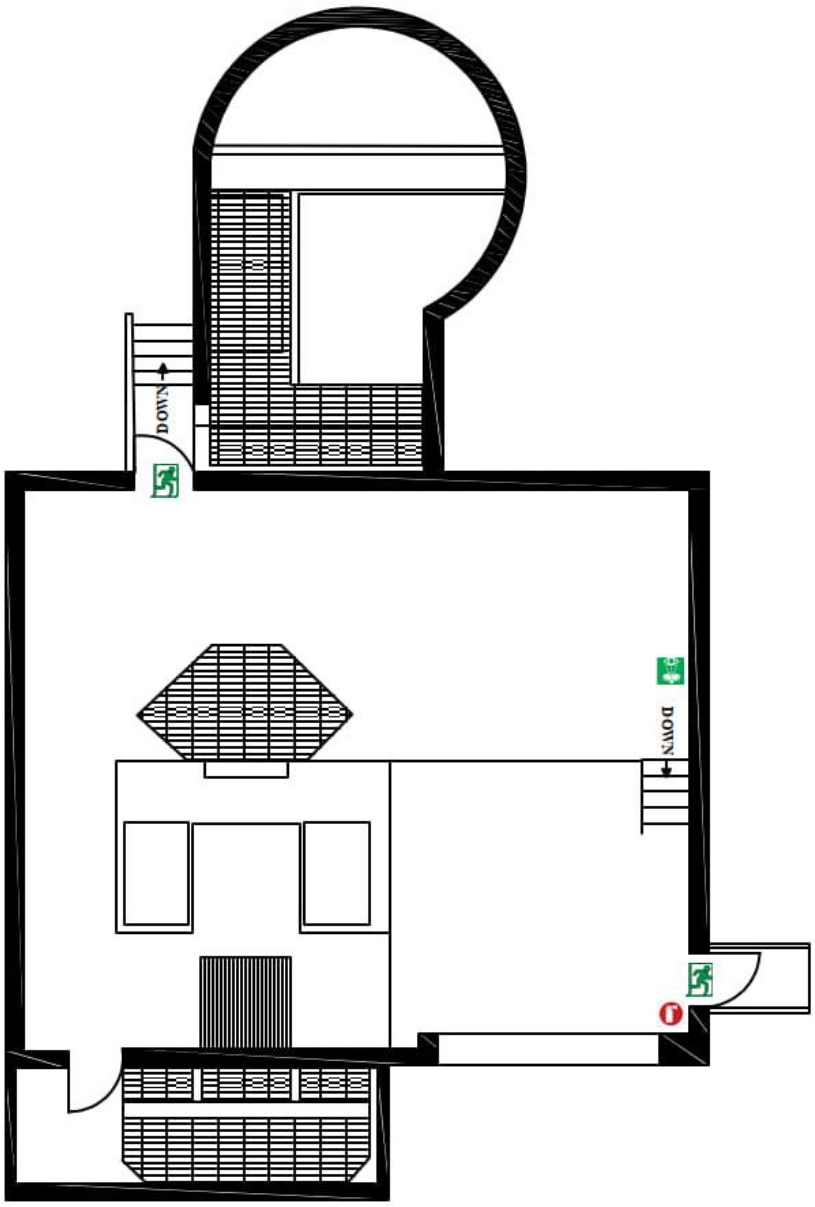
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

INFLUENT BUILDING (LOWER LEVELS)



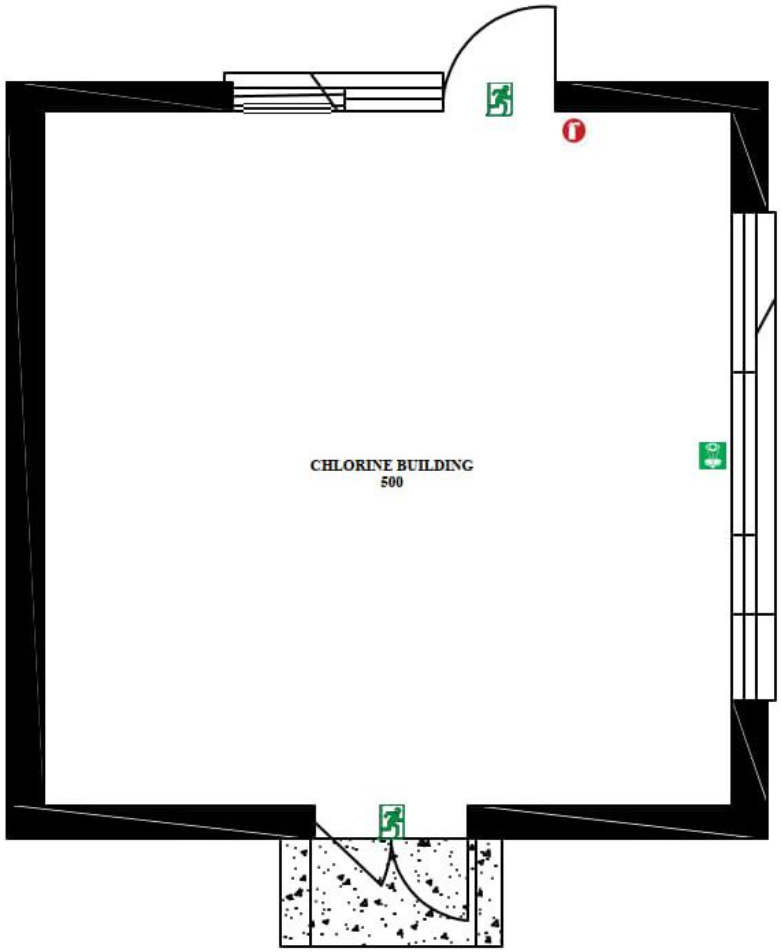
- FIRE EXTINGUISHER
- EYE WASH
- FIRE ALARM
- EXIT

PRETREATMENT BUILDING



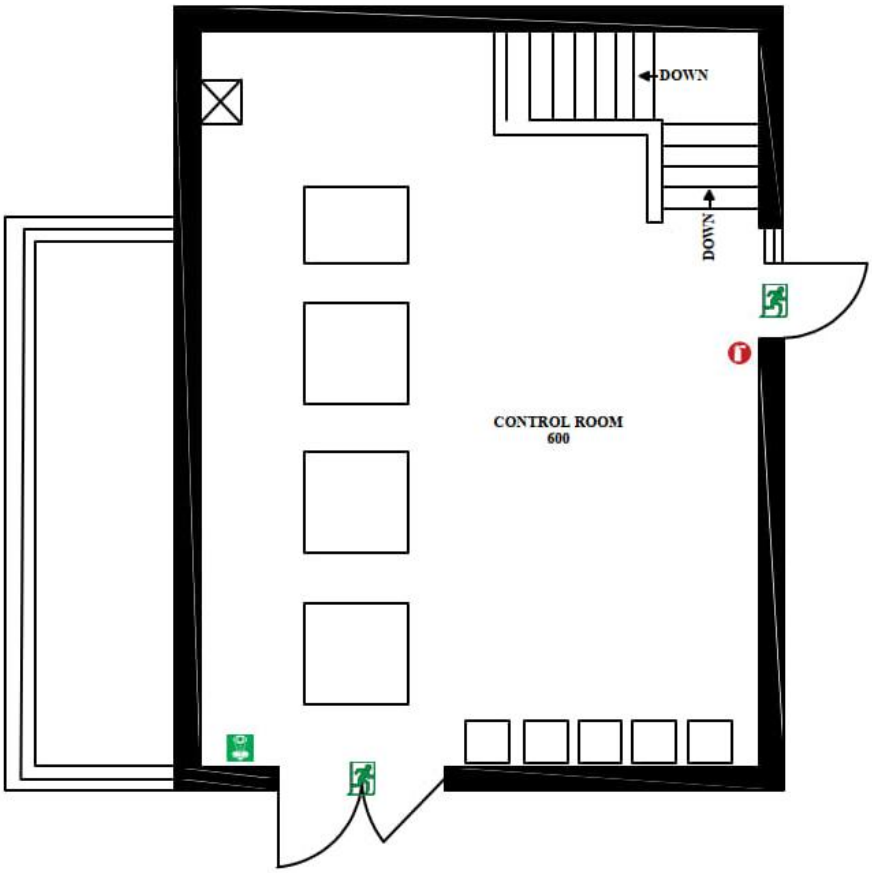
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

CHLORINE BUILDING



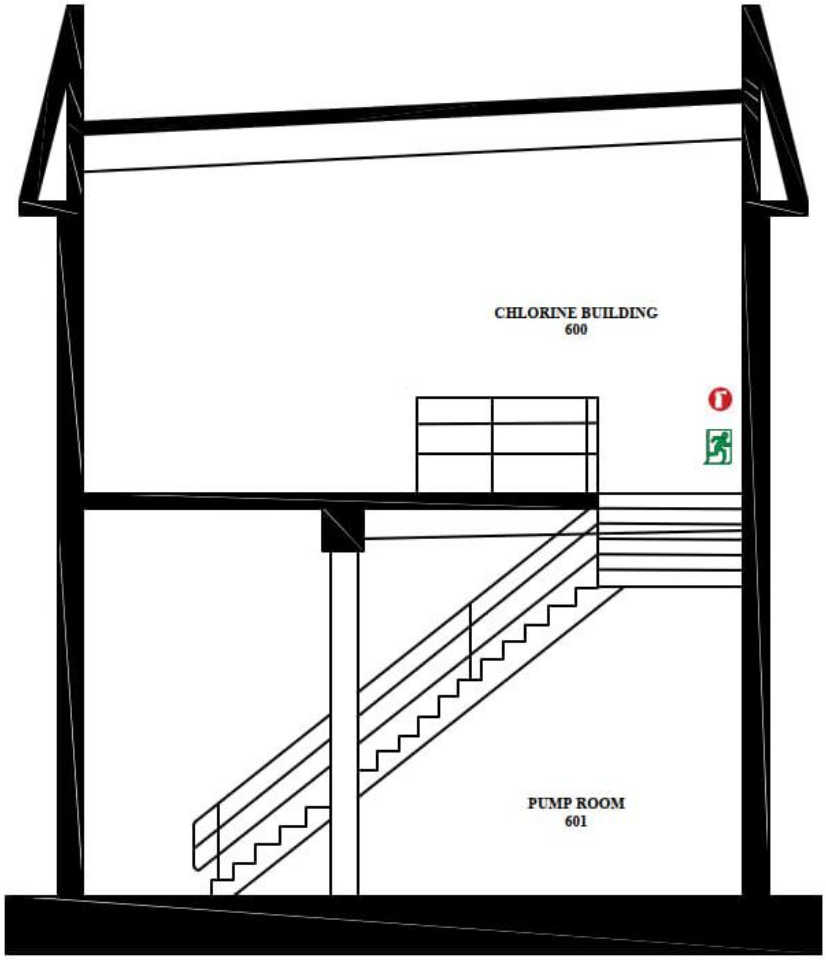
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

RAS BUILDING



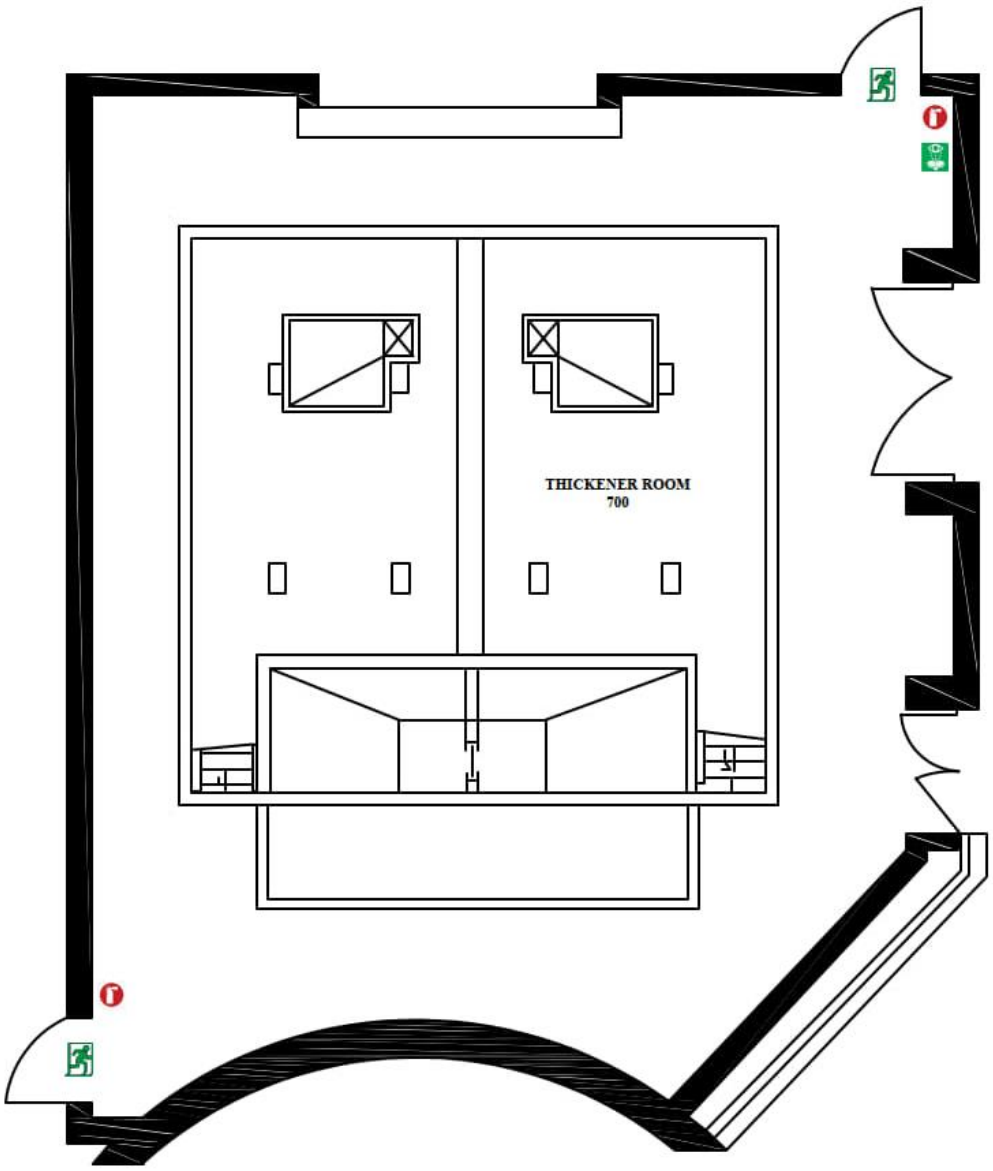
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

RAS BUILDING
(LOWER LEVEL)



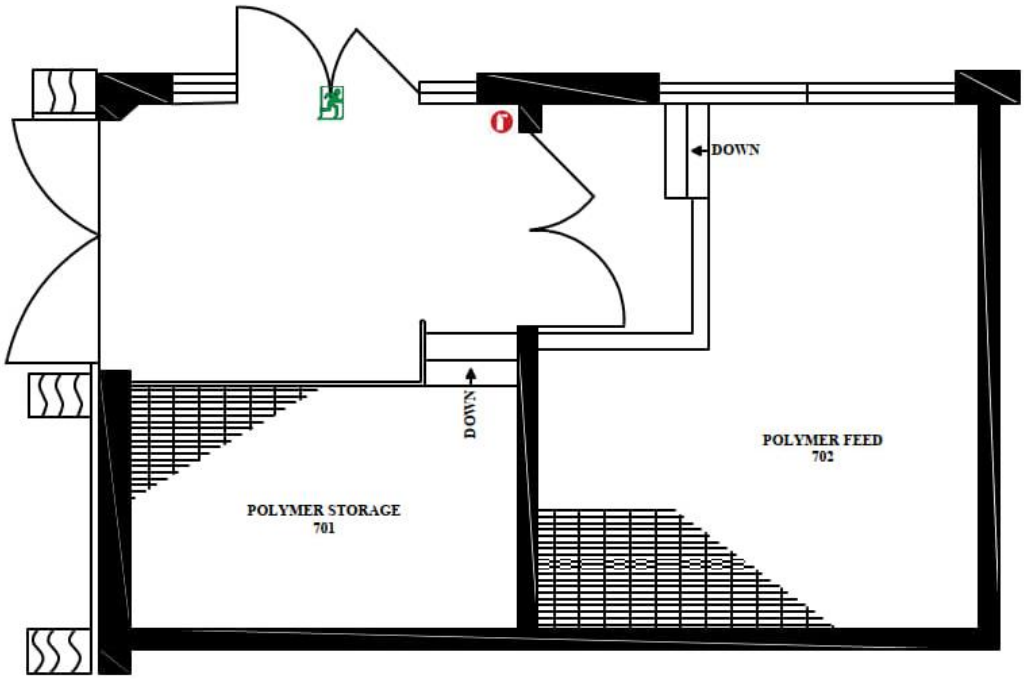
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

THICKENER ROOM



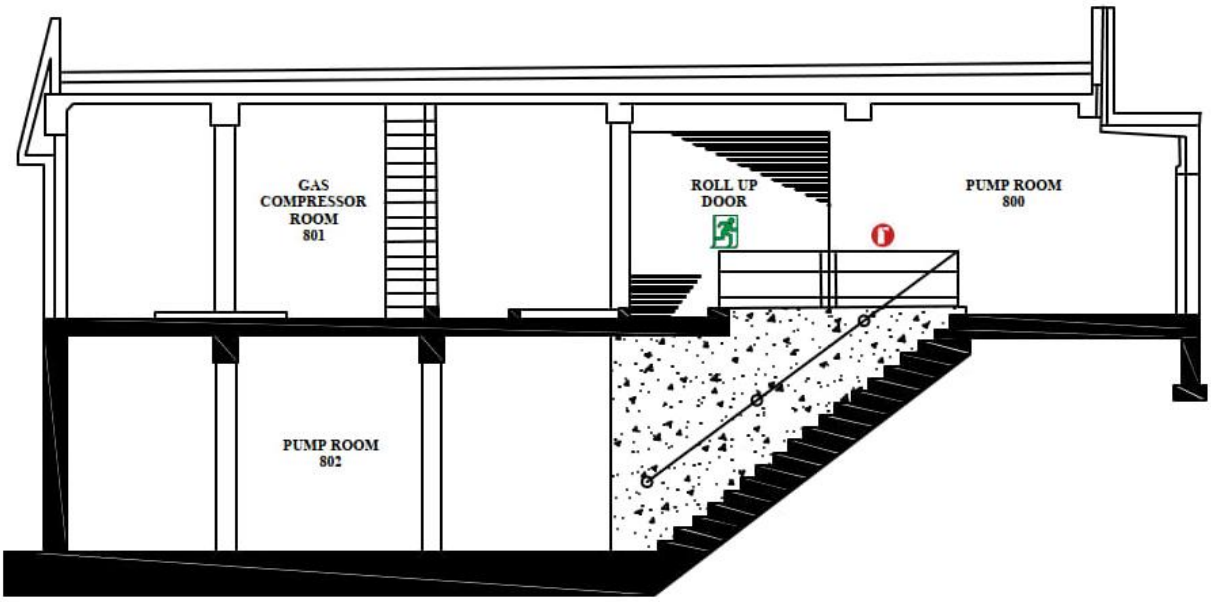
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

POLYMER ROOMS



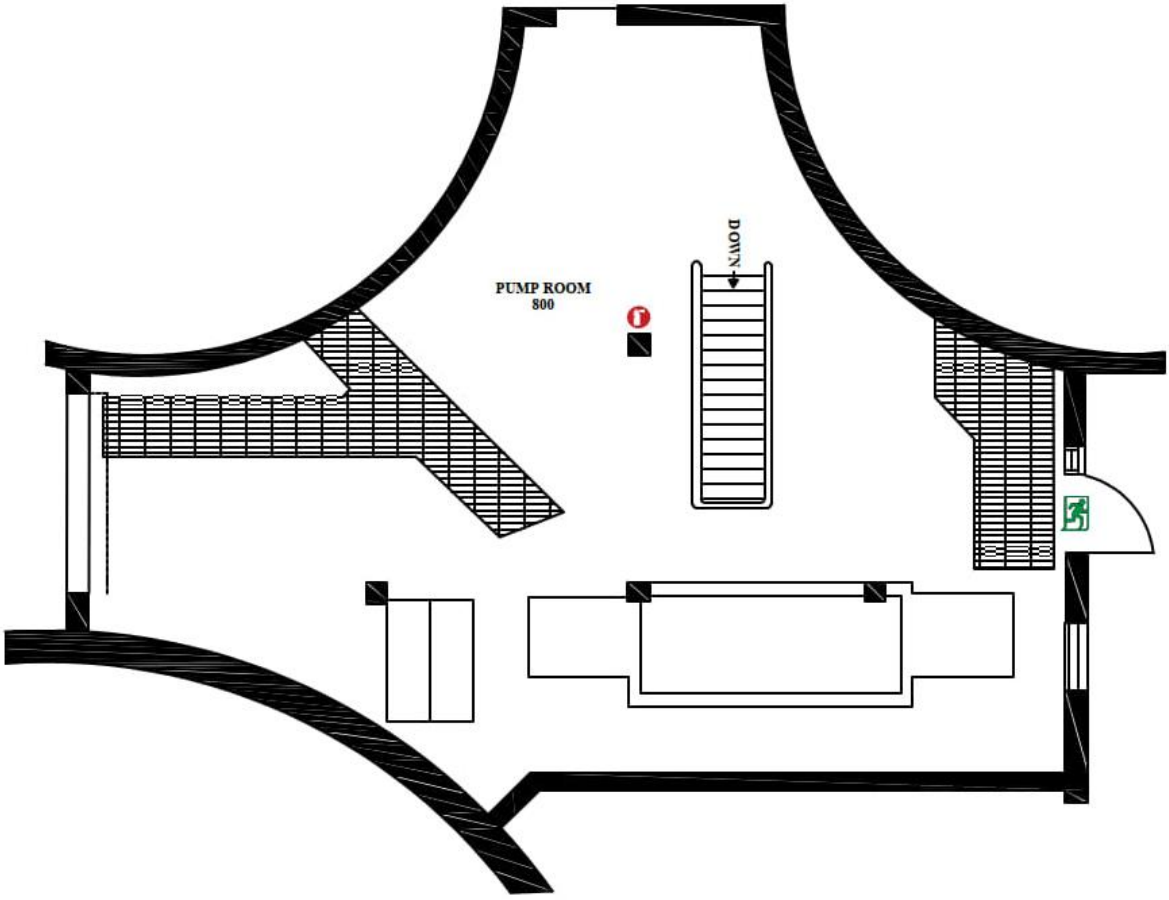
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

TRANSFER PUMP ROOM



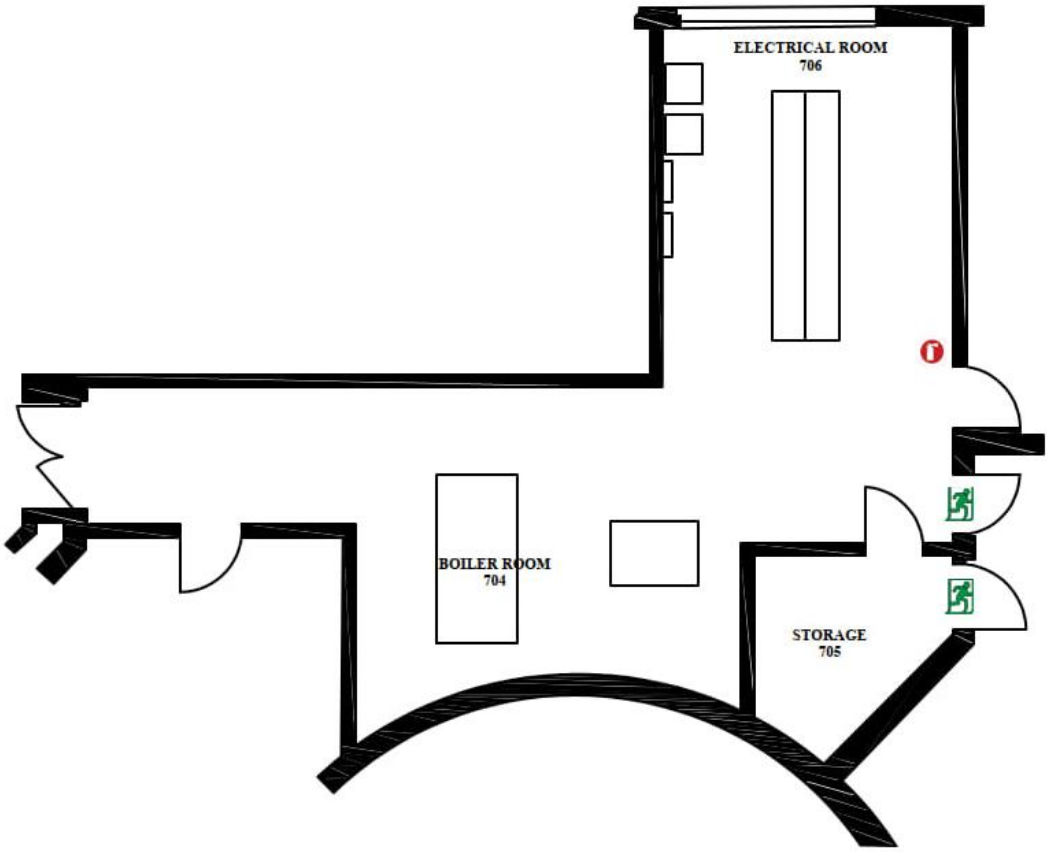
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

HEAT EXCHANGER ROOM



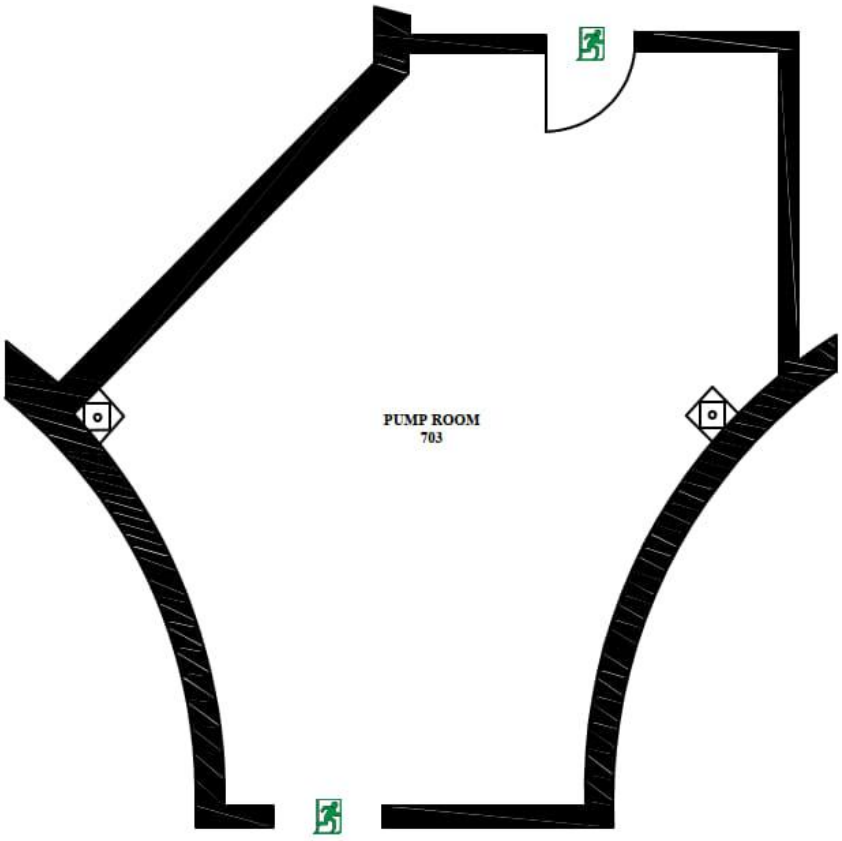
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

BOILER ROOM



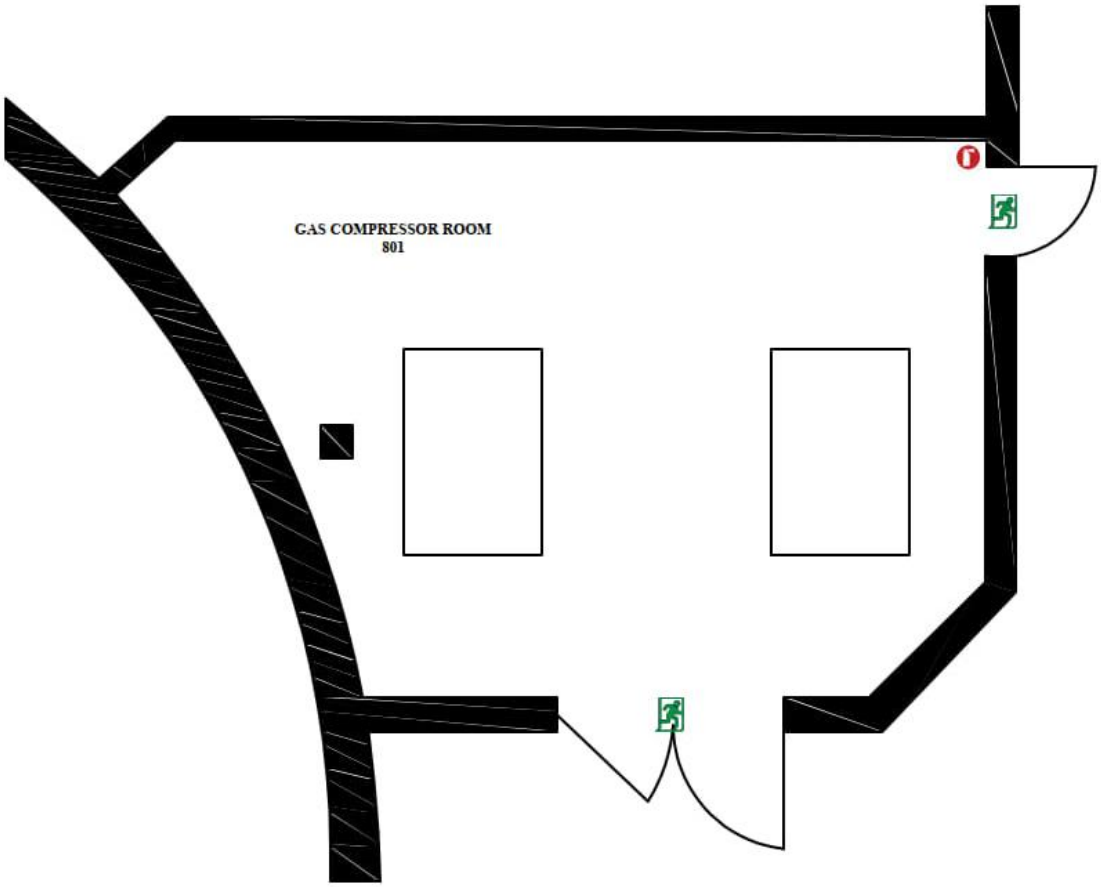
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

HOT WATER PUMP ROOM



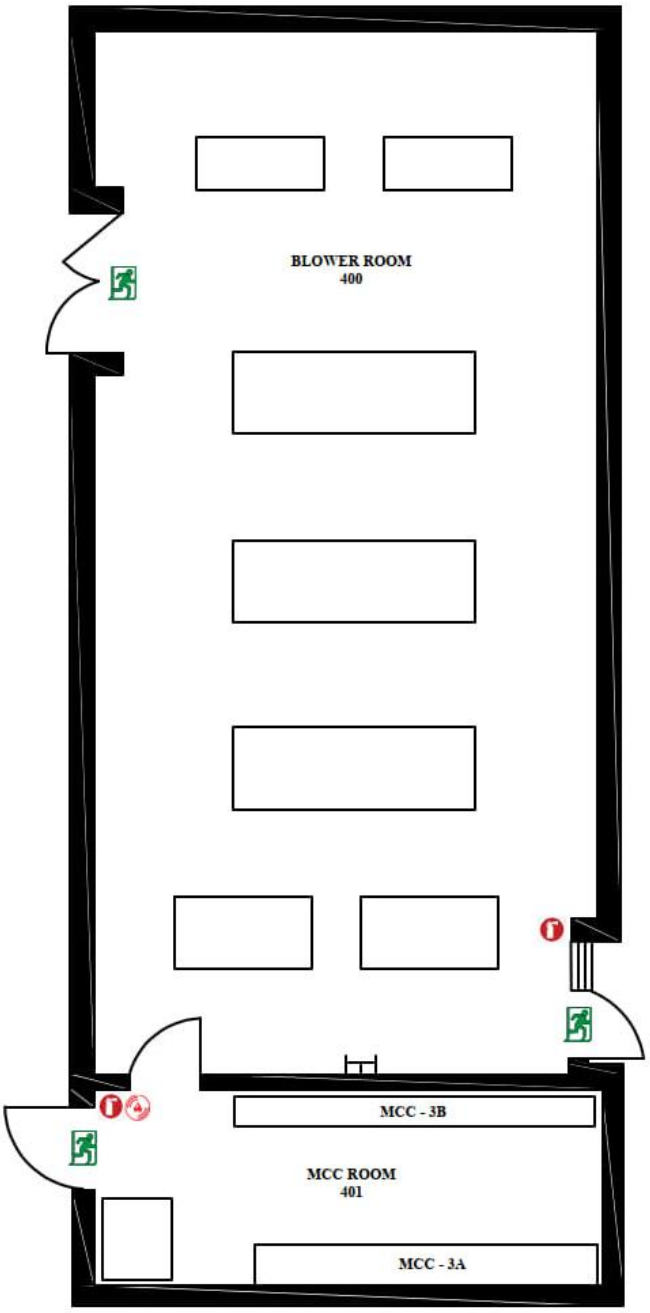
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

GAS COMPRESSOR ROOM



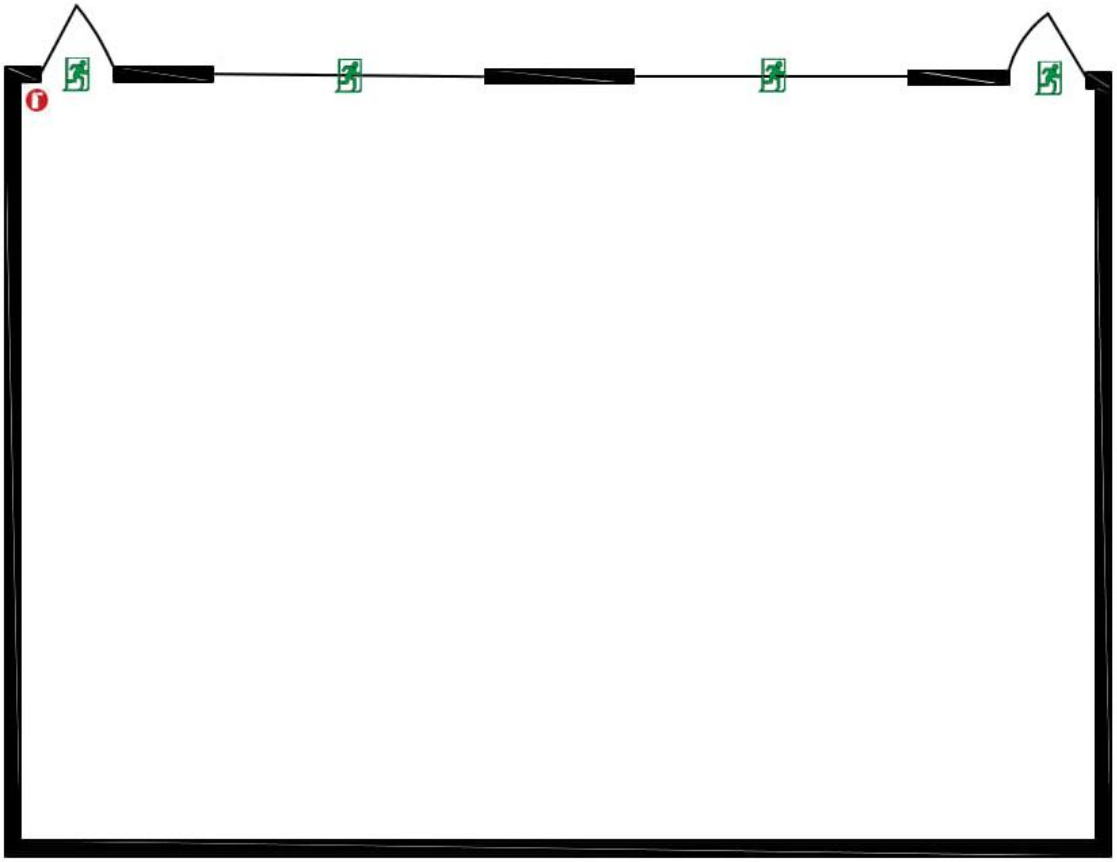
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

BLOWER BUILDING



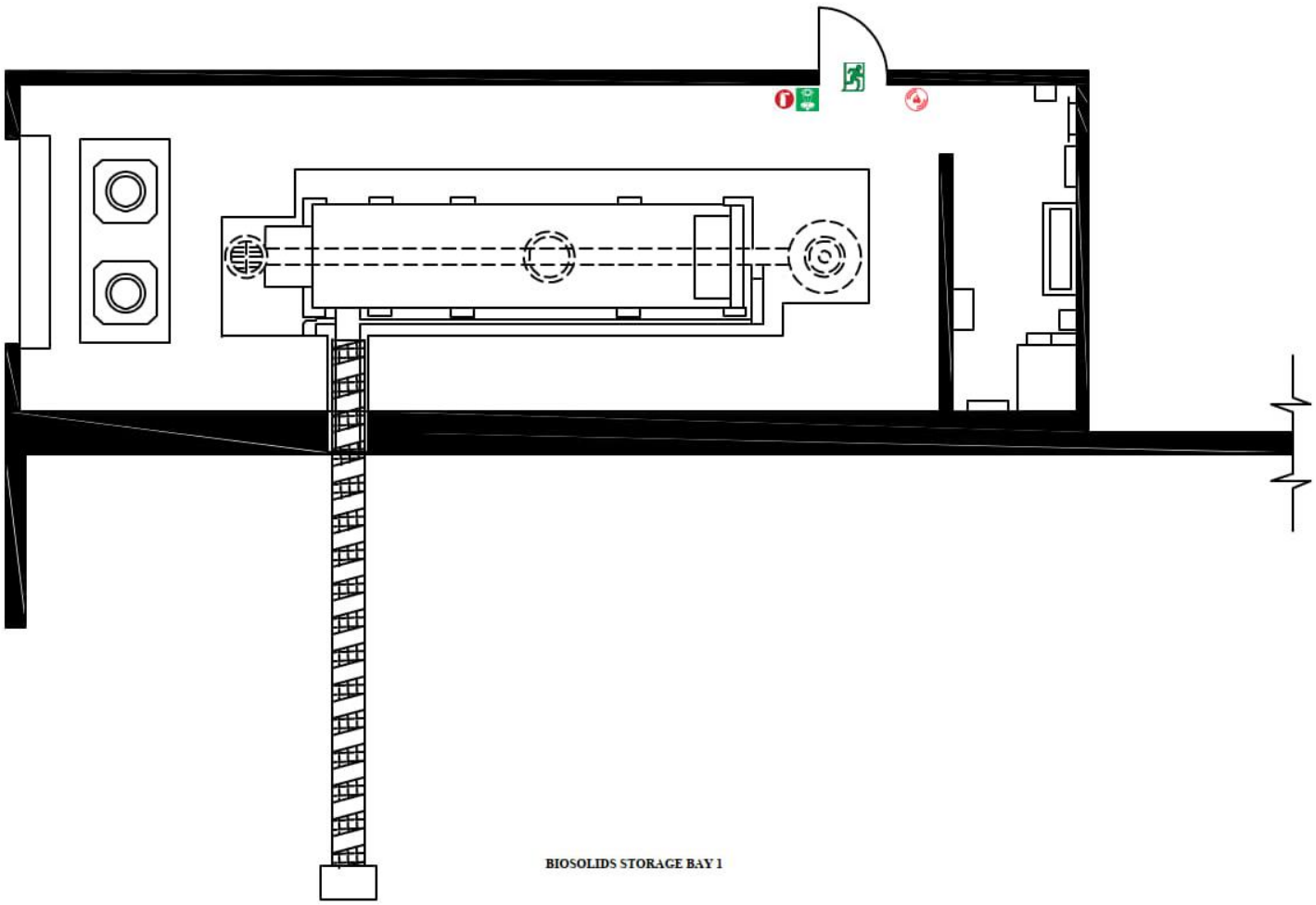
FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

GREEN STORAGE SHED



FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

BIOSOLIDS BUILDING



FIRE EXTINGUISHER
EYE WASH
FIRE ALARM
EXIT

Jacobs-Roseburg
Critical Equipment List

Wastewater Treatment Plant

- Influent
- Pretreatment
- Biofilter
- Blowers
- RAS
- Digester/Sludge
- Solids Building / Screw Press
- Clarifiers
- Chlorine
- Effluent

Lift Stations

- Fairgrounds
- Highland
- Winchester
- North Bank
- Wilbur #1
- Wilbur#2
- Loma Vista
- Bourbon Street