



What YOU need to do when entering, working at and exiting a WTD facility

WTD Facility Entry Protocol

The following protocol is required and applies to anyone entering WTD Treatment Plants, Pump Stations, Regulator Stations, Miscellaneous Structures, or Conveyance pipelines.

1. Before or immediately after entry, contact Main Control with detailed information on what work is being performed, where, who, and for how long the work or entry is expected to last.

- West Point Treatment Plant Main Control: 206-263-3840
- South Treatment Plant Main Control: 206-263-1760
- Brightwater Treatment Plant Main Control: 206-263-9500

2. Log into the facility logbook with your name(s), date, time, and nature of your business each time you visit a facility.

NOTE: This is a MANDATORY REQUIREMENT with absolutely no exceptions.

3. Contact the West Section or East Section Offsite Supervisor, depending on the facility, if you need detailed information about an Offsite Facility or Conveyance System.

NOTE: The Offsite Supervisors have the most current information regarding the operating status or construction projects at the offsite facilities and conveyance systems. Main Control does not always have this information, so you must call the Offsite Supervisor for this detail.

4. Enter pump or regulator stations in teams of two or more. You may enter alone for short-term walk-through inspections that do not involve working on ladders, working on or around electrical equipment or entering into confined spaces.

- Offsite Supervisor approval is required for solo work beyond short-term inspections.
- Consultants or Contractors **MUST BE ACCOMPANIED** by a WTD employee. Offsite Supervisor approval is required for unaccompanied visits.
- **ONLY** assigned Operation and Maintenance personnel are pre-authorized to enter WTD Pump Station and Regulator Stations to conduct work alone.

5. **Check in with Main Control every two hours when working alone at an offsite facility for an extended period of time.**

6. Wear required personal protection equipment; hearing protection, hard hats, safety shoes, safety glasses, gloves and high-visibility vests.

7. Follow all appropriate safety procedures for the work you are performing. If you are not aware of the required safety procedures, **DO NOT ENTER** the facility.

8. All work requiring more than one lockout/tagout point must be done following a written Hazardous Energy Control Procedure. This work may **ONLY** be done by employees who are authorized, trained and certified in LOTO and Electrical Safety.

9. Do not open panels, operate equipment, or adjust equipment. **ONLY** Operation and Maintenance personnel are authorized to perform this type of activity.

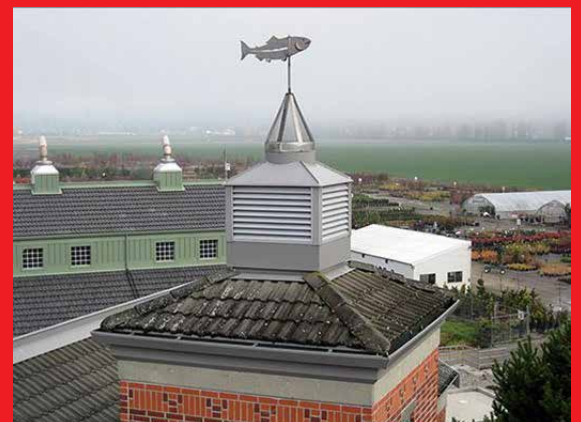
NOTE: Immediately report all safety, security or equipment concerns and observations to Main Control and the Offsite Supervisor.

10. Authorized employees may enter pump station wet wells (catwalk level only) using the posted Safe Work Practices Entry Procedure for that particular wet well when all of the following conditions are met:

- **ONLY** assigned Operation and Maintenance personnel, who are Confined Space Certified, are pre-authorized to enter WTD Pump Station wet wells.
- You must follow all requirements of the WTD Operation and Maintenance Facility Entry Protocol.
- The wet well continuous forced mechanical ventilation system is running. Safe atmospheric conditions are required to maintain the wet well as safe for entry.
- The entrant must carry with them a portable, four gas, atmospheric monitor to continuously monitor the wet well atmosphere.
- You must immediately evacuate the wet well if any conditions within the wet well change.

NOTE: If you are not able to confirm these conditions, DO NOT ENTER the Wet Well.

11. Log out and contact Main Control when you leave the facility. Turn off the lights, double check that all doors and gates are locked.



You Have the Responsibility — Think Safety

WTD SAFETY HOTLINE: 206-263-3744



King County

Department of
Natural Resources and Parks