



Administrative Procedure HKO-P201
**SEWER BACK-UP (CATEGORY 3)
REMEDIATION PROCEDURE**

Responsible: Department of Facilities Management: Housekeeping

PURPOSE

This administrative procedure describes the process in which the Housekeeping Department remediates sewer back-ups (Category 3) in the Washoe County School District ("District").

PROCEDURE

1. Definitions:
 - a. Category 3: Highly contaminated water that could cause death or serious illness if consumed by humans.
 - b. Disinfectant: Bleach (6% solution – one-half (1/2) cup of bleach to one (1) gallon of water); WCSD's authorized disinfectants, IE Sparks 64, etc.
2. The following Personal Protective Equipment (PPE) will be utilized:
 - a. All schools will maintain an adequate supply of PPE, designed for sewer back-ups (category 3), including but not limited to:
 - i. Latex gloves (minimal),
 - ii. Eye protection,
 - iii. Splash proof goggles/safety glasses,
 - iv. Rubber boots, and
 - v. Over garments to protect street clothes (optional).
3. Inside Sewer Spills
 - a. The Housekeeping Department must be notified of any significant sewer back-up in the WCSD (sites will call the after-hours phone number for back-ups occurring after 4:00 PM).
 - i. A significant sewer back-up encompasses one or more of the following:
 1. contact with carpet;
 2. sheet rock or dry wall contact or water extending above the base boards;
 3. contact with soft surfaces like wood book shelves, furniture;
 4. card board boxes; etc.
 - ii. The Housekeeping Field Supervisor will determine if assistance is needed from Housekeeping. If assistance is not needed, the Site Facility Coordinator will be informed of the back-up and clean-up.

Housekeeping will also determine if an outside vendor is needed to assist in the clean-up.

- b. If assistance is needed from Housekeeping, the following protocol is utilized:
 - i. Housekeeping responds to the call.
 - ii. The WCSD's Environment Compliance Office is notified. The WCSD's Environmental Compliance Office notifies the Health Department.
 - iii. The Housekeeping Operations Manager is notified.
 - iv. If needed, the vendor is dispatched.
 - v. If a call is received after 5:00 PM, the Emergency Call list will be utilized.
- c. Mark off areas with security tape, cones, locking doors to area, etc.
 - i. Remove organic waste and solid debris and place into a plastic bag that will not leak (double bagging is recommended). Remove debris with a non-porous instrument (shovel, rake, hoe, porta-pan, plastic broom, etc.) Do not use porous equipment like a straw broom, etc. Equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.
 - ii. Set-up extractor and fill with disinfectant according to label instructions. If using a mop, fill mop bucket with disinfectant according to label instructions.
 - iii. Using the extractor, extract liquid waste from the carpet utilizing disinfectant. If using a mop on tile or linoleum floor, remove organic liquid waste from the floor, empty mop bucket, disinfect mop bucket and mop head.
 - iv. Using the extractor, spray disinfectant on the contaminated carpet area and allow for a minimum of ten (10) minutes dwell time. If using a mop on tile or linoleum floor, fill mop bucket with disinfectant according to label instruction, mop floor, empty and disinfect mop bucket, and dispose of mop head.
 - v. Extract the carpet again and if necessary apply the spray freshener using the extractor.
 - vi. Set up fans for drying the carpet.
 - vii. Infected water from the extractor should be disposed of in the toilet, urinal, or clean-out. This may require first pouring the water

from the extractor into a bucket and then pouring the water from the bucket into the toilet.

1. **Note:** Infected water from the extractor is not to be poured into a storm drain or custodial slop sink.
 - viii. When cleaning items like furniture, desks, cabinets, baseboards, etc. (hard surfaces) wipe down surfaces with disinfectant.
 - ix. All equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.
 - x. Dispose of bagged waste in outdoor waste dumpster.
4. Outside Sewer Spills
- a. Notify Housekeeping Operations immediately.
 - b. Mark off areas with security tape and cones.
 - c. Housekeeping must be notified of any outside sewer back-up. If the sewage reaches the storm drain the Environmental Compliance Office must be notified.
 - d. Stop the flow of sewage and prevent it flowing into the storm drain. This can be accomplished by shoveling dirt, rags, paper towels, sand bags, booms, etc. around storm drain.
 - e. The Housekeeping Field Supervisor will access the back-up and will determine if the clean-up will be completed by the site and/or if a vendor will be utilized.
 - f. Housekeeping Field Supervisor will notify the WCSD Environmental Specialist, if needed.
 - g. If clean-up is to be completed by the site, remove organic waste and solid debris and place into a plastic bag that will not leak (double bagging is recommended). Remove debris with a non-porous instrument (shovel, rake, hoe, porta-pan, plastic broom, etc.) Do not use porous equipment like a straw broom, etc. Absorbent should be used for standing water, puddling of sewage. Clean-up absorbent. Equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.
 - h. Spray disinfectant, saturating the affected areas.
 - i. If playground area is affected, Housekeeping will determine procedure for clean-up.

- j. All equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.
- k. Dispose of bagged waste in outdoor waste dumpster.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District’s Strategic Plan and aligns with the governing documents of the District.

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
9/1/2006	A	Adopted
7/25/2007	B	Revised
3/6/2008	C	Revised:
11/09/2011	D	Revised:
6/22/2015	E	Revised: updated accreditation information
3/12/2019	v1	Revised: Changes disinfectant from 1 cap of bleach to 1 gallon of water