



Sewer Back-Up (category 3) Remediation Procedure (HKO-P201)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

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

2.0 RESPONSIBILITY:

- 2.1 Facilities Management Director

(Approval signature on file)

3.0 APPROVAL AUTHORITY:

Signature

Date

- 3.1 Housekeeping Operations Manager

4.0 DEFINITIONS:

- 4.1 Category 3: Highly contaminated water that could cause death or serious illness if consumed by humans.
- 4.2 Disinfectant: Bleach (6% solution – one (1) cap full of bleach to one (1) gallon of water); WCSD’s authorized disinfectants, IE Sparks 64, etc.
- 4.3 HFS – Housekeeping Field Supervisor
- 4.4 PPE – Personal Protective Equipment
- 4.5 Sewer Back-ups: Situations that are suspected of containing water that contains pathogenic micro-organisms.
- 4.6 WCSD - Washoe County School District

5.0 PROCEDURE:

- 5.1 The following PPE will be utilized:

- 5.1.1 All schools will maintain an adequate supply of PPE, designed for sewer back-ups (category 3), including but not limited to:

- Latex gloves (minimal)
- Eye protection
- Splash proof goggles/safety glasses
- Rubber boots
- Over garments to protect street clothes (optional)

- 5.2 Inside Sewer Spills

- 5.2.1 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). A significant sewer back-up encompasses one or more of the following: contact with carpet;



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sheet rock or dry wall contact or water extending above the base boards; contact with soft surfaces like wood book shelves, furniture; card board boxes; etc. 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.

5.2.2 If assistance is needed from Housekeeping, the following protocol is utilized:

5.2.1 Housekeeping responds to the call.

5.2.2.1 The WCSD's Environment Compliance Office is notified. The WCSD's Environmental Compliance Office notifies the Health Department.

5.2.2.2 The Housekeeping Operations Manager is notified.

5.2.2.3 If needed, the vendor is dispatched.

5.2.2.4 If a call is received after 5:00 PM, the Emergency Call list will be utilized.

5.2.3 Mark off areas with security tape, cones, locking doors to area, etc.

5.2.3.1 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.

5.2.3.2 Set-up extractor and fill with disinfectant according to label instructions. If using a mop, fill mop bucket with disinfectant according to label instructions.

5.2.3.3 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.

5.2.3.4 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.

5.2.3.5 Extract the carpet again and if necessary apply the spray freshener using the extractor.

5.2.3.6 Set up fans for drying the carpet.

5.2.3.7 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.

Note: Infected water from the extractor is not to be poured into a storm drain or custodial slop sink.

5.2.3.8 When cleaning items like furniture, desks, cabinets, baseboards, etc. (hard surfaces) wipe down surfaces with disinfectant.



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5.2.3.9 All equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.

5.2.3.10 Dispose of bagged waste in outdoor waste dumpster.

5.3 Outside Sewer Spills

5.3.1 Notify Housekeeping Operations immediately.

5.3.2 Mark off areas with security tape and cones.

5.3.3 Housekeeping must be notified of any outside sewer back-up. If the sewage reaches the storm drain the Environmental Compliance Office must be notified.

5.3.4 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.

5.3.5 HFS 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.

5.3.6 HFS will notify the WCSD Environmental Specialist, if needed.

5.3.7 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.

5.3.8 Spray disinfectant, saturating the affected areas.

5.3.9 If playground area is affected, Housekeeping will determine procedure for clean-up.

5.3.10 All equipment must be disinfected after use, including placing equipment in mop bucket with disinfectant and allowing equipment to soak.

5.3.11 Dispose of bagged waste in outdoor waste dumpster.

6.0 ASSOCIATED DOCUMENTS:

6.1 Institute of Inspection, Cleaning, and Restoration Certification (IICRC)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------------------------------------|----------------|------------------|--------------------|-------------------|
| No records have been identified for this procedure. | None | None | None | None |



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8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/1/06 | A | Initial Release |
| 7/25/07 | B | Changed "it" to "if" in 5.2.1; changed identification of Associated Document 6.1 to include why WCSD uses the IICRC as a standard. |
| 3/6/08 | C | Deleted "Plant Facilities" from Scope 1.0; changed the title of Approval Authority in 2.0; alphabetized 4.1 through 4.6; added new 4.4; deleted bold text under 5.0; identified WCSD office in 5.2.2.1; indented paragraphs accordingly; added "Operations" to 5.2.2.2; added 5.3.1 and renumbered accordingly; deleted unnecessary information in 6.1; updated Record Retention Table. |
| 11/09/11 | D | Grammatical corrections |
| 06/22/15 | E | 2.1 Replaced Superintendent of Operations with Facilities Management Director; 4.2 replaced Johnson product with Sparks 64; 5.2.1 changed 5:00 to 4:00; 5.2.2.2 replaced Supervisor with Manager; 5.2.3.4 reworded dwelling with dwell time. |

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