Clean and Sanitize Bottled and Filtered Water Coolers

Tank Farm Plant Maintenance Procedure

Change history (≤ last 5 Rev-Mods)

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<th>Rev-Mod</th>
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<tr>
<td>F-3</td>
<td>11/14/2018</td>
<td>Maintenance Request</td>
<td>Added note above 5.1.26 and modified step 5.2.9.</td>
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<td>F-2</td>
<td>11/02/2017</td>
<td>Periodic Review</td>
<td>Inconsequential Change to Update Record Section.</td>
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<td>F-1</td>
<td>02/01/2016</td>
<td>Maintenance Request</td>
<td>Added content to cover filtered water coolers in purpose and scope, 4.1, 5.1.2, 5.2.1 and changed title to include filtered water coolers</td>
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<tr>
<td>F-0</td>
<td>03/17/2015</td>
<td>Periodic Review</td>
<td>Struck Warning prior to Step 5.1.3. Reword Sections 3.1 &amp; 5.5. Added Note prior to Step 5.1.3.</td>
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<tr>
<td>E-2</td>
<td>06/19/2013</td>
<td>WRPS-PER-2012-1587</td>
<td>Updated MSDS to reference GHS-SDS</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for cleaning and sanitizing bottled and filtered water coolers.

1.2 Scope

This procedure applies to cleaning and sanitizing bottled and filtered water coolers.

2.0 INFORMATION

NONE

3.0 PRECAUTIONS AND LIMITATIONS

3.1 Personnel Safety

Direct contact with cleaning solution(s) can cause eye and skin irritation.

4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

The following supplies are needed to perform this procedure:

- Total Solution Cleaner (GHS-SDS and/or MSDS # 070769 or equivalent) anti-bacterial cleaner
- Bleach (GHS-SDS and/or MSDS # 012915)
- Splash, Safety, or Chemical Goggles
- A small tapered rubber plug to be used as a stopper for the hot water reservoir inlet
- Chemical resistant gloves (latex, nitrile, PVC, neoprene and rubber all acceptable)
- Other tools, equipment and supplies as identified by Shift Manager/OE/FWS/User.
- Filters (for filtered water coolers only)
5.0 PROCEDURE

5.1 Cleaning the Cooler

5.1.1 IF Cleaning Bottled Water Coolers proceed to step 5.1.2

OR

IF Cleaning Filtered Water Coolers proceed to step 5.1.19

Bottled Water Coolers

5.1.2 UNPLUG cooler from power supply.

5.1.3 REMOVE bottle from cooler.

NOTE - Direct contact with cleaning solution(s) can cause eye and skin irritation.

5.1.4 DON PPE which includes as a minimum, safety goggles and chemical resistant gloves made of Latex, Nitrile, Neoprene, PVC or rubber.

5.1.5 CLEAN exterior of cooler with Total Solution Cleaner referenced in Section 4.1 or equivalent (i.e. an anti-bacterial cleaner).

5.1.6 IF the water cooler has a label with an inspection date, REMOVE the label.

5.1.7 RINSE exterior of cooler thoroughly with clean water.

5.1.8 REMOVE internal components and plastic reservoir AND

CLEAN with Total Solution Cleaner referenced in Section 4.1 or equivalent (i.e. an anti-bacterial cleaner).

5.1.9 SOAK removed components in a solution of one cap of bleach to one gallon of water for one hour.

5.1.10 AFTER one hour remove components from bleach solution AND

RINSE components thoroughly with clean water.
5.1 Cleaning the Cooler (Cont.)

5.1.11 INSTALL a tapered rubber plug into hot water reservoir inlet piping.

5.1.12 ADD a solution of approximately one cap of bleach to one gallon of potable water to main reservoir AND

WAIT approximately one hour before proceeding.

5.1.13 AFTER approximately one hour DRAIN main reservoir AND

FLUSH several times with clean water until all traces of bleach are gone.

5.1.14 REMOVE rubber plug from hot water reservoir inlet piping.

5.1.15 DISASSEMBLE faucets AND

SOAK removed components in a solution of one cap of bleach to one gallon of water for approximately one hour.

5.1.16 AFTER one hour remove components from bleach solution AND

RINSE thoroughly with clean water.

5.1.17 REASSEMBLE faucets.

5.1.18 ASSEMBLE unit.
5.1 Cleaning the Cooler (Cont.)

Filtered Water Coolers

5.1.19 UNPLUG cooler from power supply.

5.1.20 SHUT OFF water supply AND DRAIN water through H&C faucet to release pressure.

NOTE - Direct contact with cleaning solution(s) can cause eye and skin irritation.

5.1.21 DON PPE which includes as a minimum, safety goggles and chemical resistant gloves made of Latex, Nitrile, Neoprene, PVC or rubber.

5.1.22 CLEAN exterior of cooler with Total Solution Cleaner referenced in Section 4.1 or equivalent (i.e. an anti-bacterial cleaner).

5.1.23 IF the water cooler has a label with an inspection date, REMOVE the label.

5.1.24 RINSE exterior of cooler thoroughly with clean water.

5.1.25 REMOVE H&C faucets and REPLACE with sanitized faucets.

NOTE - Faucet seals should be black for hot and white for cold.

5.1.26 CLEAN with Total Solution Cleaner referenced in Section 4.1 or equivalent (i.e. an anti-bacterial cleaner).

5.1.27 SOAK removed components in a solution of one cap of bleach to one gallon of water for one hour.

5.1.28 AFTER one hour remove components from bleach solution AND RINSE components thoroughly with clean water.

5.1.29 ADD a solution of approximately one cap of bleach to one gallon of potable water to main reservoir AND WAIT approximately one hour before proceeding.

5.1.30 AFTER approximately one hour DRAIN main reservoir AND FLUSH several times with clean water until all traces of bleach are gone.
5.2 Restoration

5.2.1 IF Restoring Bottled Water Coolers proceed to step 5.2.2

OR

IF Restoring Filtered Water Coolers proceed to step 5.2.9

**Bottled Water Coolers**

5.2.2 INSTALL water bottle on cooler.

5.2.3 IF the cooler is a hot and cold cooler VENT the hot tank by engaging hot tap until water flows through tap.

5.2.4 DRAW AND DISCARD approximately two cups of water from faucet(s).

5.2.5 PLUG water cooler into power supply.

5.2.6 INSTALL a label with an inspection date.

5.2.7 INITIAL, DATE AND CHECK Data Sheet as each location is completed.

5.2.8 RECORD any deficiencies in comment section of the Data Sheet.

**Filtered Water Coolers**

5.2.9 CHANGE filters.

5.2.10 IF the cooler is a hot and cold cooler VENT the hot tank by engaging hot tap until water flows through tap.

5.2.11 DRAW AND DISCARD approximately two cups of water from faucet(s).

5.2.12 PLUG water cooler into power supply AND SWITCH unit on.

5.2.13 INSTALL a label with an inspection date.

5.2.14 INITIAL, DATE AND CHECK Data Sheet as each location is completed.

5.2.15 RECORD any deficiencies in comment section of the Data Sheet.
5.3 Acceptance Criteria

Comparison and verification of data in applicable steps of procedure with Data Sheet steps satisfies Acceptance Criteria for this procedure.

5.4 Review

5.4.1 INFORM FWS when all cooler cleaning and sanitizing is complete.

5.4.2 FWS REVIEW AND ENSURE the following:

- Completed Data Sheets meet the acceptance criteria.
- Comments sections are filled out appropriately.
- Work requests needed as a result of this procedure are identified and generated.
- Work request number(s) of any work documents generated as a result of this procedure, are recorded in the Comments/Remarks section of the Data Sheet, as applicable.

5.5 Records

This procedure is performed within a work package, as such, the procedure in its entirety will be maintained as a record per the Work Control process.

The record custodian identified in the Company Level Records Inventory and Disposition Schedule (RIDS) is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02.