



"RE-BUILDING THE CITY'S WATER SYSTEMS FOR THE 21ST CENTURY"

Sewerage & Water Board OF NEW ORLEANS

C. RAY NAGIN, President

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July 31, 2008

Mr. D. Casey Levy
Mitigation Section Chief
Governors Office of Homeland Security & Emergency Preparedness
415b North 15th St. 4th Floor Mitigation
Baton Rouge, LA 70802

Subject: Maintenance Responsibility Letter 404 Mitigation Application

Dear Mr. Levy,

The Sewerage & Water Board of New Orleans intends to own, operate, and maintain all facilities shown in this Grant Application, which includes 8 Sewage Pump Stations, and accepts the associated Performance Responsibilities. The 8 Sewage Pump Stations include SPS 6, SPS 8, Bullard, Dodt, Lake Forest, Lawrence, Plum Orchard, and Victoria. The approved maintenance schedule for Drainage and Sewerage operations, Departmental Policy I, Section B is attached. No increased or additional maintenance costs are anticipated at this time.

Sincerely,



Jason Higginbotham, LEM
Director of Emergency management

Members of the Board: PIERRE E. CONNER, III • MICHAEL DARNELL • BENJAMIN L. EDWARDS, SR. • ARNIE FIELKOW • NORMA E. GRACE • BARBARA LAMONT
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"An Equal Opportunity Employer"

Routine Work Schedule

This policy is established to advise all employees of their responsibility with regards to routine work schedule at the assigned facilities. The employees are to comply with this policy and work assignments as given by the supervisor(s). Also see Employee Training Manual, Phase II for more information.

I. Manned Facilities

Each manned facility, such as DPS 1 or DPS 10, has a written work schedule for every shift which must be followed. From time to time revisions to this work schedule will be made.

II. Automatic Stations (Sewer and Underpass)

Each routes, including the Underpass station route must follow the following work schedule. This work schedule is a guide to the work that must be performed on each facility. It is NOT all inclusive. There will be other duties that must be performed that are not included on this schedule. **All employees are reminded that the route operator is the immediate supervisor**, and is responsible for getting the work done on the route. If you are not the route operator, you are to comply with the directives and work assignments as given by the operator.

All personnel are expected to be at their assigned route truck and ready to leave Station "D" by 7:15 AM. The operator should not have to seek the whereabouts of the helpers assigned to him/her.

Both the operator and the assigned helper are to enter any and all stations that are being checked, or where work is being done. Helpers found sitting in the truck while the operator is in the station will receive disciplinary action in a manner similar to the attendance policy.

During the course of the workday, unless you have an emergency that has been approved by a Supervisor OR Supervisor Assistant, **do not ask to:**

- 1) Stop home or anywhere else
- 2) Go off the route
- 3) Take care of personal business
- 4) Use the telephone (except at lunch time)
- 5) Study non-SWB approved class material (except at lunch)
- 6) Sleep in the truck
- 7) Smoke in the truck

DRAINAGE & Sewerage Operations
Departmental Policy I, Section B
Revised: March 16, 1998

All employees are expected to:

- 1) Properly wear and buckle their seat belts when riding in an assigned Water Board vehicle.
- 2) Have all personal equipment that may be needed for performing work, including boots, raingear, and safety equipment. Everyone is reminded that they are personally responsible for any equipment charged to their inventory. Items lost are to be reported immediately and must be paid for.

Helpers are required to take an active part in their training by assisting in any and all work being performed and by asking questions concerning operation and maintenance procedures of the stations.

Operators are expected to take an active part in training their helpers by seeing that their helpers assist in performing any and all work being performed, and asking questions of the helper pertaining to operation and maintenance procedures.

All stations on the route are to be inspected on Monday, Wednesday and Friday. In the event of holidays and/or bad weather, these days may be changed. During your inspection on route days, you are to tend to any maintenance that requires immediate attention and make your plans as to any routine maintenance to be performed on "maintenance" days (usually Tuesday and Thursday).

Daily Work

Operator: Before leaving Station "D" check oil and gas in truck and for lawn equipment (you are responsible for mixing gas). All are to be fueled up either before you go out on your route, or in the afternoon when you are returning from your route. Likewise for supplies and/or equipment from the Yard or Station "D". You are not to return to the Yard or Station "D" during the day unless it is an emergency and your route supervisor has authorized your return. Make sure that you have all required paper work (Preventive Maintenance Work Order, Route Report, etc.), prior to leaving.

Helper: Follow directives of your operator, such as getting ice, supplies, loading tools and/or equipment onto truck, etc.

At Each Station:

Helper: Check all bearings; bearings should be checked for the proper oil level, heat,

DRAINAGE & Sewerage Operations
Departmental Policy I, Section B
Revised: March 16, 1998

excess grease seepage, and any abnormal noise and heat. Check water supply to packing glands, check packing glands for heat and excess leakage. Check all grease cups and refill if half empty. Be sure all bearings and packing glands are checked with pumps running during operators test. Check all lights, except switch board lights, and change if needed (**note:** all incandescent light bulbs should have a glass cover over them. Report any that are missing to the operator). Pick up any trash and paper in station yard and around station. Discard of the trash at the dumpster by Station "D".

Operator: Check the operation of all equipment that is in service. Run each pump, sump pump, vacuum pump, and air compressor at each station. Make necessary repairs and/or replacement of equipment required for normal station operation. Check all switch board lights and change if needed. Check elevation gauges for proper operation, and insure that pumps are operating in automation at the proper levels. Bleed air compressor tanks and regulator bowls. Re-pack pumps as needed. Assist and supervise helper in his/her daily routine.

Fill in all log books (sign first initial and last name, not just initials), and Route Reports legibly. Print if necessary. The time you arrive and leave the station must be recorded. Record amp and kilowatt readings (if possible) on all units in the station log book. (Stations having four speed pumps - record amp and kilowatt readings for all speeds at least once a week). Route Reports must be turned in to the supervisor(s) at the end of each day. Be sure to list all equipment which needs repair or work, and make verbal reports of all problems to your supervisor upon turning in your route report.

Any problems found during your station inspection that hamper normal operations are to be reported to your route supervisor **immediately**. Do not wait until later in the day. If you are unable to contact your assigned route supervisor via radio, have him/her beeped. If no response is received within five (5) minutes, contact another route supervisor.

Weekly Work

Helper: Clean upper and lower level floors. Sweep and mop upper level floors, and hose down lower levels and steps. Dust and wipe down all equipment, using Varsol or degreaser if necessary. Dust switch boards. Clean all bathroom facilities and be sure that all facilities are in working order. Clean sump pits and sump pumps. Cut grass and edge around fences, cut down trees growing in and over fences. Cut grass growing in cracks of station yard and surrounding sidewalks. If no weed eater is available you are to use a flat shovel to clear the cracks. Load all trash on truck for dumping in the dumpster by Station "D", at the end of the day.

DRAINAGE & Sewerage Operations
Departmental Policy I, Section B
Revised: March 16, 1998

Operator: Check all station equipment as per daily work schedule. Assist and supervise helper in all his/her work. **Never leave helper unsupervised.** The operator should assign specific work for the helper to perform during this time. Thoroughly check all stations for which complaints have been received since the previous daily check. Operate all valves in station. Be sure the valves are left in the proper operating position, and grease all valve stems before operating. The following tasks are to be performed weekly:

1. Air compressor and bubbler system: Check operations, flow meter, drain condensate, clean exterior, inspect tubing.
2. Ventilation: Check for proper operation.
3. Coupling: Inspect and lubricate.
4. Main pumps and vacuum pump: Check operations, packing/seals, vibration, and vacuum system.
5. Valves: Inspect, clean, adjust packing.
6. Sump pumps: Check operations, inspect and clean pit.
7. Gauges: Record load current, voltage, KW, pressure, vacuum, temperature, and elevation.
8. Wet well: Inspect condition of well and its cover.
9. Station building: Check locks, light, doors, grass, housekeeping, and electrical cut off switch.
10. Check all Gauges, switches, indicating lights, etc.,
11. Motors: inspect brush/bearings, ring/magnet, over heat., lubricate bearings.
12. Related other work

Monthly

Operators: Purge bubbler tubes. Check all discharge pressure gauges and elevation gauges to make sure they read zero (0) when disconnected from system. Check all other gauges in station for proper operation. Grease all pumps and equipment in the stations assigned for each day during the first week of each month. Check the operation of the normal operation feeder and emergency feeder, and make sure that the change over switch operates properly. The following tasks are to be performed monthly:

1. Air compressors: Check bolt tension, operate safety valve, tighten bolts.
2. Crane: Lubricate bearing, wheels, gears, check control, inspect rope, hood, check operation.
3. Main pump: Inspect drive shaft, belts and sheaves.
4. Valves: Exercise, and lubricate.

5. Station building: Inspect structural steel, ladders, flooring, grating, roof, fencing, walls, windows.
6. Ventilation: Check belt tension.
7. Main pump motor: Clean brushes, ring, and clean exterior.
8. Related other work

Quarterly

Operators: Operate station isolation valve. Record number of turns and direction to open/close on your route sheet. The following tasks are to be performed quarterly:

1. Air compressors: Change oil, inspect compressor valves.
2. Main pumps: Lubricate bearings.
3. Related other work

Semi-annually

Operators: Grease all pumps and motors that use grease. The following tasks are to be performed semi-annually:

1. Ventilation: Inspect, clean wheels/ fan blades.
2. Main pumps: Inspect packing/ seals, replace if necessary.
3. Lighting: check operations and clean.
4. Related other work

Annually

Operators: The following tasks are to be performed annually:

1. Ventilation: Lubricate bearings.
2. Wet wells: Inspect cracks and leaks, report your findings to your supervisor(s).
3. Bubbler system: Replace tubing and/or fittings as needed.
4. Air compressor: Lubricate bearings.
5. Sump pump: Inspect bearings (if applicable).
6. Related other work

VII MAINTENANCE AGREEMENT

Elevation of 8 Sewage Pump Stations (1603-071-0006)

All applicants whose proposed project involves the retrofit or modification of existing public property or whose proposed project would result in the public ownership or management of property, structures, or facilities, must first sign the following agreement prior to submitting their application to FEMA.

(NOTE: those applicants whose project only involves the retrofitting, elevation, or other modification to private property where the ownership will remain private after project completion DO NOT have to complete this form.)

The **Sewerage and Water Board of New Orleans**, State of Louisiana, hereby agrees that if it receives any Federal aid as a result of the attached project application, it will accept responsibility, at its own expense if necessary, for the routine maintenance of the **8 Sewage Pump Stations** reconstructed as a result of such Federal aid. **These 8 Sewage Pump Stations include SPS 6, SPS 8, Bullard, Dodt, Lake Forest, Lawrence, Plum Orchard, and Victoria.** Routine maintenance shall include, but not be limited to, such responsibilities as keeping vacant land clear of debris, garbage, and vermin; keeping stream channels, culverts, and storm drains clear of obstructions and debris; and keeping detention ponds free of debris, trees, and woody growth. **The approved maintenance schedule for Drainage and Sewerage operations, Departmental Policy I, Section B is attached. No increased or additional maintenance costs are anticipated at this time.**

The purpose of this agreement is to make clear the Subgrantee's maintenance responsibilities following project award and to show the Subgrantee's acceptance of these responsibilities. It does not replace, supercede, or add to any other maintenance responsibilities imposed by Federal law or regulation and which are in force on the date of project award.

Signed by Marcia A St. Martin the duly authorized

Executive Director of The Sewerage and Water Board,

this 21 (day) of November (month), 2008 (year).

Signature Marcia A. St. Martin _____ Applicants Certification