

German DWA Set of Rules

Standard DWA-A 199-1E

Service and Operating Instructions for the Personnel of Wastewater Systems

Part 1: Service Instructions for the Personnel of Wastewater Systems

November 2011

Dienst- und Betriebsanweisung für das Personal von Abwasseranlagen
Teil 1: Dienstanweisung für das Personal von Abwasseranlagen



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Publisher/Marketing:
German Association for Water, Wastewater and Waste
Deutsche Vereinigung für Wasserwirtschaft, Abwasser und Abfall e. V.
Theodor-Heuss-Allee 17 · 53773 Hennef · Germany
Tel.: +49 2242 872-333 · Fax: +49 2242 872-100
E-Mail: info@dwa.de · Internet: www.dwa.de

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The German Association for Water, Wastewater and Waste (DWA) is strongly committed to the development of secure and sustainable water and waste management. As a politically and economically independent organisation it is professionally active in the field of water management, wastewater, waste and soil protection.

In Europe DWA is the association with the largest number of members within this field. Therefore it takes on a unique position in connection with professional competence regarding standardisation, professional training and information. The approximately 14,000 members represent specialists and executives from municipalities, universities, engineering offices, authorities and companies.

Imprint

Publisher and marketing:

DWA German Association for
Water, Wastewater and Waste
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53773 Hennef, Germany
Tel.: +49 2242 872-333
Fax: +49 2242 872-100
Email: info@dwa.de
Internet: www.dwa.de

Translation:

Comlogos Gbr

Printing (English version):

DWA

ISBN:

978-3-944328-47-8

Printed on 100% recycled paper

© DWA German Association for Water, Wastewater and Waste, Hennef, Germany, 2013
Deutsche Vereinigung für Wasserwirtschaft, Abwasser und Abfall

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Foreword

According to §60 of the German Water Resources Management Law (WHG), wastewater facilities are to be set up and operated so that the generally accepted rules of technology, especially according to §57 of the WHG, are adhered to. With self-inspection or self-monitoring ordinances, Germany's federal states have set the minimum requirements for the standard operation of facilities.

Sewerage systems, including stormwater treatment facilities, wastewater pumping stations and wastewater treatment plants, are technical facilities for the safe discharge of wastewater and the protection of surface and underground waters. In order to ensure seamless functioning and fault-free operation, it is necessary that appropriate personnel be properly trained and provided with continuous training, possess precise knowledge of the systems and their technical aspects and that they perform their duties with the utmost care. Safe and efficient operation further requires the precise definition of staff duties and areas of responsibility.

Operators of wastewater facilities shall therefore establish service and operating instructions tailored to their respective circumstances in order to meet these requirements.

The Standard ATV-DVWK-A 199-1 was first established in 2002 replacing the previous German Standards (ATV-A 124, ATV-A 140 and ATV-A 148). Changes to statutory regulations made a revision of part 1 necessary.

The operating instructions relating to parts 2 to 4 of the Standard deal with the special regulations for the subareas of sewerage systems, including stormwater treatment facilities, wastewater pumping stations and wastewater treatment plants.

The Standard thus adopts the following structure:

- Part 1: Service instructions for the personnel of wastewater facilities
- Part 2: Operating instructions for sewerage systems and stormwater treatment facilities personnel
- Part 3: Operating instructions for wastewater pumping stations personnel
- Part 4: Operating instructions for wastewater treatment plants personnel

In the individual sections, the respective minimum contents of service and operating instructions are outlined first. They are supplemented by sample texts in the appendices for illustration and simpler implementation. Due to the sometimes wide variation in local conditions, operators shall clarify which components shall be adopted or, if necessary, modified. Depending on the scope and nature of the facilities being operated, a different structure to, or even a compilation of individual parts of, the service and operating instructions may be practical in certain cases.

Note

The user is provided with a model service instruction for download free of charge on the DWA website in a secure user area ('DWAdirect') at: <http://www.dwa.de/dwadirekt>. You can reach the secure user area by entering your username and password. If you are not yet registered, you can request your authorisation code using the specified link, which will then be sent to you via email.

Authors

This standard has been devised by the DWA working group KA-12.3 'Service and operating instructions for wastewater treatment plants' in the DWA technical committee KA-12 'Operation of wastewater treatment plants' in coordination with the technical committee ES-7 'Operation and maintenance of drainage systems'.

The working group KA-12.3 'Service and operating instructions for wastewater treatment plants' contains the following members:

KAMMERER, Roland	Dipl.-Ing., Frankfurt am Main
PREIß, Wolfgang	Dipl.-Ing., Essen
SCHAUERTE, Hubert	Dipl.-Ing., Gummersbach (Chairman)
SCHOCH, Otto	Dipl.-Ing., Emmingen-Liptingen

The following have collaborated as invitees:

BECKERMANN, Günter	Dipl.-Ing. (FH), Magdeburg
DRIES, Bernd-Rüdiger	Dipl.-Ing. (FH), Kenzingen
KOPMANN, Thilo	Dipl.-Ing., Eichenau

Project supervisor in the DWA head office:

THALER, Sabine	Dipl.-Biol., Hennef Department for Wastewater and Water Pollution Control
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Contents

Foreword	3
Authors	4
List of Tables	6
User Note	7
1 Scope	7
2 Definitions	8
2.1 General Definitions	8
2.2 Terms from the Model Service Instruction	8
3 Minimum Requirements	9
3.1 Scope of Application, Directives and Instructions.....	9
3.2 Organisation and Deployment of Staff	9
3.3 Occupational Safety and Health Protection	9
3.4 Operation of Services	10
4 Relevant Regulations, Guidelines and Standards	11
Attached Model Service Instruction	12
Model Service Instruction	12
Contents	12
1 Scope of Application, Directives and Instructions	14
1.1 Scope of Application	14
1.2 Further Directives	14
1.3 Instruction	14
2 Organisation and Deployment of Staff	14
2.1 Organisation	14
2.2 Deployment of Staff	14
3 Occupational Safety and Health Protection	15
3.1 Principles of Work Safety	15
3.2 Risk assessment.....	15
3.3 Protective and Safety Equipment	15
3.3.1 Protective Equipment	15
3.3.2 Safety Equipment.....	15
3.4 Duties of Superiors and Employees	16
3.4.1 Compliance with accident Prevention and Safety Regulations	16
3.4.2 Risks of Accidents and Deficiencies	16
3.4.3 Handling Hazardous Substances	16
3.5 Hazards and Preventive Measures.....	16
3.5.1 Dangers arising from Substances.....	16
3.5.2 Fall Hazards and Drowning.....	17
3.5.3 Rules of Conduct when Working on Electrical Systems	17
3.5.4 Rules of Conduct when Working in Areas with a Risk of Explosion and Ignition Hazards	18
3.5.5 Smoking Ban.....	18

3.5.6	Fire Prevention.....	18
3.5.7	Snow-clearing and Road-gritting in the Event of Ice and Snow.....	18
3.6	Hygiene.....	18
3.6.1	Infectious Diseases	18
3.6.2	Skin Protection Plan.....	18
3.6.3	Washing Facilities and Workwear	18
3.7	Procedure in the Event of Accidents.....	19
3.8	Use of Third-party Companies.....	19
3.9	Working on Public Roads.....	19
4	Operation of services	20
4.1	Working Times and Rules Concerning Breaks	20
4.2	Incapacity to Work.....	20
4.3	Holidays.....	20
4.4	Alcohol, Drugs and Medication	20
4.5	Access for Outsiders/visitors	20
4.6	Operating the Facilities	20
4.7	On-call Service	20
4.8	Changes to the Operation of Services.....	21
4.9	Overtime.....	21
4.10	Vehicles Belonging to the Operation	21
4.11	Sealing off of the Operation's Premises and Spaces.....	21
4.12	Efficient Operation of the Facilities	21
5	Coming into Force.....	21
6	Service Instruction Appendices	22
	Annex 1 Confirmation of Notice (to section 1.1)	22
	Annex 2 Instruction Form (to section 1.3)	23
	Annex 3 Organisation Diagram (to section 2.1).....	24
	Annex 4 Authorised Persons (to section 2.1)	24
	Annex 5 Skin protection Plan (to section 3.6).....	26
	Annex 6 First-aid Plan (to section 3.7)	27
	Annex 7 Third-party Company Instruction (to section 3.8).....	28
	Annex 8 General Working Times and Rules Concerning Breaks (to section 4.1).....	30
	Reference Sources.....	31

List of Tables

Table 1:	Important safety-related standards.....	11
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User Notes

This Standard has been produced by a group of technical, scientific and economic experts, working in an honorary capacity and applying the rules and procedures of the DWA and the Standard DWA-A 400. Based on judicial precedent, there exists an actual presumption that this document is textually and technically correct and also generally recognised.

Any party is free to make use of this Standard. However, the application of its contents may also be made an obligation under the terms of legal or administrative regulations, or of a contract, or for some other legal reason.

This Standard is an important, but not the sole, source of information for solutions to technical problems. Applying information given here does not relieve the user of responsibility for his own actions or for correctly applying this information in specific cases. This holds true in particular when it comes to respecting the margins laid down in this Standard.

1 Scope

This Standard contains minimum requirements for the contents of service instructions for wastewater facilities personnel, which are binding for all operators, irrespective of the type of organisation or business. They refer to all wastewater-related facilities, such as: Sewerage systems including stormwater treatment facilities, wastewater pumping stations and wastewater treatment plants.

Fundamental and plant-wide regulations on the organisation of the service operation and the definition of tasks and areas of responsibility for the individual employees shall be contained within the service instruction. The scope, degree of regulatory detail and structure of content are based in particular on the general rules of procedure, job descriptions and other specifications that already exist within the operation.

Furthermore, the operator has to take measures to protect the health and safety of its employees in accordance with the German Occupational Health and Safety Act. Operators are obligated under §25, Para. 1 of the German Accident Prevention Regulation 'Wastewater-related facilities' (GUV-V C5) to devise a service instruction in an understandable form and language based on this standard. It is directed toward employees by the operator and governs conduct within the operation for avoiding accidents and health hazards. In relation to commissioned third parties – e.g. through management contracts – similar regulations are to be issued.

The service instruction shall be updated at regular intervals or in the event of important changes. Operators have to issue appropriate regulations for implementation in this regard.

This Standard is intended as a template and guideline to assist operators of wastewater facilities in devising their own service instruction. A sample text has been added as an aid in the Annex.

By introducing a service instruction, in addition to a clear outlining of responsibilities and the organisation of the service operation, workflows are streamlined, internal interface issues are reduced and, as a result, additional costs are avoided. Transparent organisation also improves customer focus.

If technical safety management and/or quality and environmental management exist, the service instruction shall form an elementary component of this system. When introducing relevant instructions into a management system, the delegation of tasks and responsibilities and constant maintenance and updating are essential.

The model service instruction also meets the requirements of Advisory Guideline DWA-M 1000 "Anforderungen an die Qualifikation und die Organisation von Betreibern von Abwasseranlagen" (Requirements for the qualification and organisation of operators of wastewater facilities), as well as the integrated quality and environmental management system of Advisory Guideline DWA-M 801 'Integrated Quality and Environmental Management System for Operators of Wastewater Facilities'.

In compiling this service instruction every effort has been made to refer to all professions and functions in a gender-neutral way. Any oversight in this regard is not intentional and both genders are always intended.