


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Administrative</b>	<b>Procedure Number:</b>	<b>ADM-41</b>
<b>Subject:</b>	<b>Loss of Effluent Flow</b>	<b>Effective Date:</b>	<b>May, 1996</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

In the event of a total or partial loss of effluent flow, immediate steps will be taken to notify personnel and to minimize the time needed to restore effluent service to the disrupted areas.

**Purpose**

To provide a systematic approach to restoring effluent flow by outlining specific procedures which are designed to enhance communication, and the safety and protection of all occupants affected by a loss or reduction of effluent service.

**Procedure**

1. Any person experiencing either a loss or reduction in effluent flow should notify Central Control at extension 5353 or 4298.
2. The Central Control Operator on duty shall immediately verify the current available effluent routes.
3. The Central Control Operator on duty shall notify additional maintenance staff on duty and the Campus Police Dispatcher and make them aware of the situation and request an on-site visit to investigate for problems.
4. The investigating personnel shall review the existing conditions where the loss/reduction of effluent was reported and inform Central Control of any unusual conditions.
5. The Central Control Operator on duty shall evaluate the problem and inform the responding on-duty personnel to make any needed repairs, if possible. If immediate repairs cannot be made, the Central Control Operator on duty shall implement the following notification protocol:

	UT PHONE	MOBILE PHONE
Mike Nowicki Manager, Mechanical Maintenance & Joint Commission Compliance	419-383-4913	419-367-1602

6. In the event there is a shutdown resulting in the total loss of effluent flow within the institution, the Central Control Operator shall notify the Campus Police Dispatcher, extension 2601, and report the nature of the emergency; who will in turn notify the following individuals, in the order listed below:
  - a) Telephone Operator
  - b) Director of Safety & Health
  - c) Appropriate Building Coordinators (Hospital-Nursing Supervisor)

7. The Central Control Operator, upon further direction from a Maintenance Supervisor, will begin the call-in procedure for additional facilities personnel in consecutive rotation, as outlined in the on-call list located within Central Control.
8. The Central Control Operator on duty may have to periodically relate the status of the blockage to the Building Coordinators, in preparation for announcements to be made over the P.A. system by the Telephone Operator.
9. The Director of Facilities Maintenance, along with the Manager of Electrical Systems and responding Plumbing supervisory staff, shall evaluate the severity of the problem and the appropriate action in restoring normal effluent service.

The main criterion for determining the course of action will be the time table for restoration of the normal effluent service and an evaluation of the capability to maintain an adequate amount of flow for the buildings.

The actual need for equipment and action required will have to be based on the extent of damage incurred to the sanitary waste system.

10. The Director of Facilities Maintenance will implement the plan of action and estimate time required to restore normal flow capability.

	UT PHONE	MOBILE PHONE
Todd Marti Director, Facilities Maintenance & Joint Commission Compliance	419-383-4357	419-265-3281

11. If deemed necessary to meet the emergency, as determined by the Director of Facilities Maintenance and the Vice-President of Facilities and Construction, in conjunction with the Senior Campus Police Officer on duty, a main Control Center shall be established in the basement "recreation room" of the Mulford Library and a effluent emergency shall be declared.
12. In the event of a effluent flow emergency, the Hospital Administrator on duty (following consultation with the Lead Administrator, if possible, the Director of Facilities Maintenance, and Nursing Administrator on duty, and the Senior Police Officer on duty), shall make the decision whether the appropriate emergency procedures shall be implemented within the Hospital.
13. Once an effluent emergency has been declared, the Director of Facilities Maintenance, or designate, shall then inform the Telephone Operator to inform the following:

EMERGENCY LIST		
	UT PHONE	HOME PHONE
Christine Wasserman Executive Communications Manager	419-530-4279	419-276-4120

BUILDING COORDINATORS	PAGER	UT PHONE	CELL PHONE
<b>HEALTH SCIENCE BUILDING</b>			
Heather Lorenz Director, Env. Health & Rad Safety		419-530-3603	419-206-0896
<b>HEALTH EDUCATION BUILDING</b>			
Lisa Root Director, Laboratory Animal Medicine		419-383-4310	734-770-2392
<b>MULFORD LIBRARY</b>			
Jolene Miller Director of the Library		419-383-4959	419-351-1278
<b>CLINICAL AFFAIRS OFFICE/COLLEGE OF MEDICINE</b>			
Nikki Russell Director, Admin. Operations		419-383-4243	419-356-8321
<b>HOSPITAL</b>			
Hospital Administrator On-Call		419-383-3407	Operator to page Administrator on-call
Nursing Administrator On-Duty	419-218-4260	419-383-5003 1320 (Blue Phone)	
Mo Smith Administrator, Surgical Services		419-383-6314	419-345-4799
Arlene Fell Director of Environmental Services		419-383-6886	419-277-2648
<b>KOBACKER CENTER, REHABILITATION HOSPITAL, AND RUPPERT HEALTH CENTER</b>			
Hospital Administrator On-Call		419-383-1320	Operator to page Administrator on-call
Nursing Administrator On-Duty	419-218-4260	419-383-5003	
<b>COMPREHENSIVE CARE CENTER</b>			
Ken Vellequette Practice Administrator		419-383-3642	
<b>EDUCARE</b>			
Caryn Salts Director of Early Learning Center		419-530-6710	419-367-8709
<b>IDA MARIE DOWLING HALL</b>			
Heather Lorenz Director, Env. Health & Rad Safety		419-530-3603	419-206-0896

<b>FACILITY SUPPORT BUILDING</b>			
Todd Marti Director, Facilities Maintenance & Joint Commission Compliance		419-383-4357	419-265-3281

14. The following individuals will be involved in developing plans to meet the emergency:

- a) Director, Facilities Maintenance
- b) Building Coordinators (Hospital-Nursing Administrator)
- c) Hospital Director on call
- d) Nursing Administrator on duty
- e) Director of Safety & Health
- f) Director, Office of Communication

The representatives shall evaluate the effluent emergency and make decisions, such as evacuation of patients, personnel, total shut down of buildings, moving animals, equipment, etc.

15. Building Coordinators, or their designee, shall activate secondary control centers in the lobby of each respective building. It shall be the responsibility of the Building Coordinators to inform the occupants of their respective buildings of the emergency. The Building Coordinators shall be responsible for implementing the emergency plans as set forth from the Central Control Center.

16. Should it be deemed necessary to secure auxiliary pumping equipment, the following companies will be notified with the approval of the Director of Facilities Maintenance.

- 1. Howard T. Moriarity Company  
143 Broadway  
Toledo, OH 43602  
27/7 Service Number: 419-243-5544 or 419-243-3111

	PAGER	UT PHONE	CELL PHONE
Todd Marti Director, Facilities Maintenance & Joint Commission Compliance		419-383-4357	419-265-3281

17. If the affected area cannot be repaired immediately by using normal procedures, a pumping station will be established using equipment from the previous vendors. This station will utilize the manholes that are located on the site plan to pump from the blocked manhole to an open manhole while repairs are made.

18. In the event that emergency repairs will require outside contractors, the following companies will be notified with approval of the Director of Facilities Maintenance.

Dunbar Mechanical  
2806 N. Reynolds Rd.  
Toledo, OH  
24/7 Service Line: 419-537-1900

Bayes  
Chris Bayes  
7414 Ponderosa Rd.  
Perrysburg, Ohio  
Phone: 419-661-3933