

	Public Works Department	Implementation Date	09/14/2020
		Last Reviewed/Update Date	10/06/2020
		SOP Owner	Tom Eastwood, PE, PTOE City Engineer
Page #	1 of 2	Last Reviewed/Update Date	10/06/2020

Standard Operating Procedure | Valve Operation Requests

1. Purpose

The purpose of this Standard Operating Procedure is to delineate the process for administration of Valve Operation Requests submitted to or generated by the City of Belgrade Public Works Department.

The Valve Operation Request form was developed to address potential safety issues related to City of Belgrade valves being operated without knowledge of how the municipal water or sanitary sewer system is intended to operate, and to verify correct valves to be operated in the field.

2. Responsibility

This procedure shall apply to all City of Belgrade Public Works Department personnel.

3. Required Submittals

- A. Valve Operation Request Form
 - 1. Completed by the Contractor and reviewed by the Project Engineer for private development projects.
 - 2. Completed by the City Engineer, Superintendent, or their authorized designee for City of Belgrade generated Work Orders.
- B. Map or plan showing the location of valves to be operated by Public Works Department personnel.

4. Procedure

Step 1: Receipt of Completed Valve Operation Request Form

- A. A Valve Operation Request form completed for a private development project shall be emailed to the City Engineer at teastwood@cityofbelgrade.net and the Public Works Administrative Assistant at lblank@cityofbelgrade.net.
- B. Hard copies may be delivered in triplicate to the Public Works office address at 205 East Main Street.

Step 2: Sufficiency Review of Completed Form

- A. For private development projects, the City Engineer or his/her designee shall review the submitted Valve Operation Request form to verify that all required information is included on the form and that the required map or plan of the valves to be operated has been included.

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Page #	2 of 2	Last Reviewed/Update Date	10/06/2020

- B. If the Valve Operation Request form is found to be lacking information or required submittals, the form shall be returned to the contact person listed on the form to be completed.

Step 3: Pre-Check & Field Review

- A. The City Engineer or his/her designee will complete a pre-check and field review of the locations of the valves to be operated as indicated on the Valve Operation Request form.
- B. Secondary valve locations will be noted on the form as a back-up in the event any issues are found with the requested valves to be operated by Public Works Department personnel.
- C. Once the pre-check and field review have been completed, the City Engineer or his/her designee will initial and date the appropriate location on the Valve Operation Request form.

Step 4: Scheduling of Work Order

- A. The City Engineer or his/her designee will transmit the final completed Valve Operation Request form to the Public Works Clerk for scheduling of the Work Order for valve operation by Public Works Department personnel.
- B. A copy of the final completed Valve Operation Request form will also be emailed to the Project Engineer and Contractor for private development projects, or two hard copies of the final completed form will be made available for pickup at the Public Works office.

Step 5: Performance of Work Order

If during the performance of the Work Order any discrepancies are found or there are any questions, it is recommended to contact the City Engineer as necessary.

5. References

City Code of Belgrade

City of Belgrade *Design Standards & Specifications*

City of Belgrade *Standard Modifications to the Montana Public Works Standard Specifications*