



Maintaining und using ETP records

GIZ FABRIC – ETP Operator Course



Common ETP records

Reviewing ETP records

Overview of ETP record keeping

Contents

Monitoring and keeping ETP records essential for efficient ETP operation

- Benefits of maintaining good records
 - **positive impression** about ETP with visitor, evaluator or enforcement personnel
 - Allowing performance review at various levels for fine-tuning ETP operation
- Responsibility of ETP operator
 - Keeping records (except lab records)
 - Assisting manager in processing and reviewing data.

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Continuous observation of parameters with impact on ETP performance

Type of record	Item to be recorded							
ETP operational aspects	Operation times of various equipment & flow rates							
Performance parameters critical for ETP process	 Chemical dosing, sludge generated, dewatered, pH, temperature, MLSS, RAS/WAS, nutrient dosing 							
Laboratory records	Effluent quality at various stages of treatment							
Inventory records	Details of stock, spares & procurement							
Maintenance records	Preventive maintenance done, repairs, trouble shooting							
Expenditure records	Cost of treatment (fixed, variable)							

Maintaining log sheets

- Log sheets often printed and as properly bound booklet.
 - If ready made-booklet, need to carefully decide type of data and information to be collected
- Ensure sufficient space for legibly recording data and information
 - If in operator's own handwriting, increase credibility and proof
 - Entering of data in computer or smartphones suitable for easier compilation and processing



Good practices in recording data and information

- In operational ETP avoid recording straightaway when taking over shift
 - First conduct walk around ETP, complete basic checks and take necessary immediate actions
 - Keep pocket book ready to note number and time of switching on/off units (e.g. pumps, mixers or blowers)
 - Note need of chemical charging
 - Note observations from checks during second round
 - Example: Break-down of any motor or treatment unit



Operational records

- Operation time of all ETP equipment with starting and switching off times
 - If continuous operation during a shift to noted by shift operator
 - Any power failure during shift e.g. in remarks column.
 - For filter press include filter feed pump time (filtration cycle)
- Flow rates at inlet and outlet points, ideally with shift-wise readings
- For multiple units (e.g. pumps, blowers) assign specific
 reference number to each unit and note data for the same
 - Example: running time of pump#01 in aeration tank 1



Performance records

- Record on daily basis in form of weekly register as per monitoring plan
- Examples
 - Screenings removed from screens in kg per day
 - Dosing of chemicals in primary treatment => to be recorded independently
 - Dosage of ferrous sulphate, lime and polyelectrolyte calculated as quantity used per day and ppm
 - Sludge removed from primary treatment in m3 as well as kg/d (dry wt)
 - Quantity of dewatered sludge



Performance records

- Examples
 - Performance parameters of aeration tank and clarifier
 - If more than one aeration tank, values to be recorded separately
 - **pH** and **temperature of inlet** to aeration tank once a day.
 - **Sludge volume** and **DO values** once every shift or once a day depending on ETP capacity.
 - Percentage of Return Activated Sludge (RAS) and Wasted Activated Sludge (WAS) as daily values.
 - Addition of nutrients on daily or weekly basis

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Performance records – Model logsheet

Date: Signature of ETP Manager:

Raw effluent Pumps			nt pui	mps	s RAS pump				Eq. T Blower				Aeration Tank blower						
No.	ON	OFF	Total time	No.	ON	OFF	Total time	No.	ON	OFF	Total time	No.	ON	OFF	Total time	No.	ON	OFF	Total time
1				1				1				1				1			
2				2				2				2				2			
3				3				3				3				3			

Total Operation time (hrs)		Chemical	usage		Dewatering operation	Spot check values		Nutrients added		
Unit	Time	Chemical	mg/l dosage	Usage (kg)	Inlet solids %		Dissolved Oxygen (mg/l)		with qty & Time (kg)	
Flash Mixer		Ferrous sulphate		(0)	Cake solids %		Temperature		DAP Urea	
Flocculator		Lime			Cycle Time (hrs)		pH at Eq.T			
Primary Clarifier		Polyelectrolyte			Sludge taken to SDB	m³	pH at AT inlet		Total energy	
Mechanical screen		Colour removal			Sludge disposed off	kg	SV (30)		consumed, kWh	
Sec.Clarifier		Others (specify)			Screenings removed	kg	SVI			

Operational problems/Remarks: Details of problem, area, action taken, problem solved or not, Details of any visitors. Details of any shutdown/ power failure etc.



Laboratory records

- Usually maintained by ETP chemist, but possibly filled by operator in absence of chemist.
- Main analytical records concerning effluent at different stages such as

 (a) equalized effluent, (b) chemically treated effluent, (c) aeration tank sample, (d) treated effluent and (e) sludge.
- Records on quality checks of chemicals used in treatment (e.g. available CaOH in lime, Fe in ferrous sulphate etc.).
- To be tabulated in excel sheets to plot performance curves, efficiency trends etc.
- Also to record parameters tested outside



Maintenance records

- Usually maintained on monthly basis by operator in charge of maintenance
- Date, time and location of oiling and greasing done
 - in line with approved **preventive maintenance** chart and plan
- Repairs and trouble shooting done in ETP indicating area, repair details, item(s) out of order.



Inventory records

- Usually also maintained on monthly basis by operator in charge of maintenance
- Showing spares kept in stock, with dates when consumed and replenished.
 - Look out for spares repeatedly or consumed more often than usual



Expenditure records

- To be maintained on monthly basis
- Presented also as operating cost per month or cost per m3 of effluent treated
 - **Energy cost** as kWh of power and cost in Taka
 - Cost of chemicals shown as consumption per ton and unit cost for each chemicals.
 - **Labor cost** separately covering salary and labor cost

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Other costs such as consumables, laboratory tests, statutory fee, sludge disposal, maintenance



Reviewing and using ETP records

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Reviewing and using ETP records



Reviewing and using ETP records

- ETP in-charge to review data on operational conditions and laboratory records once every day
 - To decide necessary adjustments in ETP operation
- One weekly basis, ETP in-charge and operators to jointly review data obtained during week
 - To decide on modulation in operation and maintenance
- Once a week, ETP in-charge to prepare list of maintenance work and list of spares purchased
 - Use for identifying and analyzing possible reasons for frequent complaints from specific area(s) or units.

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- Once a month, ETP in-charge to meet with supervisor
 - for **briefing on major events** during month
 - present the calculations and data on
 - total flow to ETP (e.g. m3 of effluent treated)
 - operation and maintenance cost giving break-up for power, labor, chemicals, sludge treatment, maintenance and administration
 - problems encountered and measures taken as well as areas needing replacement or improvement (e.g. alert on possible upcoming investments)

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Details of visitors and their feed back





