

The Township of James

OPERATIONAL PLAN

for the *Elk Lake Drinking Water System*

Updated: June 24, 2026



This Operational Plan is designed for the exclusive use of the system(s) specified in this Operational Plan.

This Operational Plan has been developed with OCWA's operating practices in mind and utilizing OCWA personnel to implement it.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.



OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Doc: OP-ToC
Issue Date: 2019-10-07
Pages: 1 of 1

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Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

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	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-01 Rev Date: 2024-06-20 Rev No: 2 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the Elk Lake Drinking Water System operated by the Ontario Clean Water Agency (OCWA). It sets out the OCWA's policies and procedures with respect to quality and environmental management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

2. Definitions

Drinking Water Quality Management Standard (DWQMS) – has the same meaning as Quality Management Standard for Drinking Water Systems approved under section 21 of the Safe Drinking Water Act (SDWA).

Operational Plan – means the operational plan required by the Director's Direction.

Quality & Environmental Management System (QEMS) – a system to:

- a) Establish policy and objectives, and to achieve those objectives; and
- b) Direct and control an organization with regard to quality.

Ministry - means the Ontario government ministry responsible for the administration of the SDWA.

3. Procedure

3.1 The Elk Lake Drinking Water System is owned by the Township of James. OCWA is the contracted Operating Authority for the Elk Lake Drinking Water System, which includes the Elk Lake water treatment plant and the Elk Lake distribution system.

3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
2. Understanding and controlling the risks associated with the facility's activities and processes;
3. Achieving continual improvement of the QEMS and the facility's performance.

3.3 The Operational Plan for the facilities listed above fulfils the requirements of the MECP's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.

4. Related Documents

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-01 Rev Date: 2024-06-20 Rev No: 2 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

Ontario's Drinking Water Quality Management Standard, as amended from time to time
 All QEMS Procedures and Documents referenced in this Operational Plan

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-01 was originally set out in the main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Addition of new wording (s. 3.3) to clarify that the Operational Plan now aligns with the 21 elements of the DWQMS.
Oct. 07, 2019	1	Updated MOECC to MECP.
Jun. 20, 2024	2	Procedure updated [update revision history based on your current procedure] definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added “as amended from time to time directly following reference to Ontario’s DWQMS to point to the most current version of the document, removed watermark.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-02 Rev Date: 2024-06-20 Rev No: 2 Pages: 1 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To document a QEMS Policy that provides the foundation for OCWA's Quality & Environmental Management System.

2. Definitions

Quality Management System Policy – means the policy described in Element 2 developed for the Subject System or Subject Systems

3. Procedure

- 3.1 The Ontario Clean Water Agency, its Board of Directors, Officers and entire staff are committed to the principles and objectives set out in our QEMS Policy.

OCWA's Policy is to:

- Deliver safe water and wastewater services that protect public health, the environment, and the sustainability of communities.
- Comply with applicable legislation and regulations.
- Promote client, consumer and stakeholder confidence through service excellence, effective communications and reporting.
- Train staff on their QEMS responsibilities.
- Maintain and continually improve the QEMS.

Originally issued as Environmental Policy on June 8, 1995

Last revised, approved by OCWA's Board of Directors on April 4, 2024

(This policy is annually reviewed)

- 3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).
- 3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, through OCWA's intranet. The Owner and members of the public can access the policy through OCWA's public website (www.ocwa.com). A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.
- 3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-02 Rev Date: 2024-06-20 Rev No: 2 Pages: 2 of 2
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

3.5 Corporate Compliance coordinates the annual review and approval of the QEMS Policy by the Board of Directors and communicates the approval to all OCWA employees via an electronic communication.

3.6 The current version of the policy indicates the date of the last revision and that the policy is annually reviewed. Electronic and hard-copy documents that include the QEMS Policy will only be required to be updated in years when the Policy has been revised. A complete review/revision history of the QEMS Policy (documenting the annual policy review and/or revision approval date) is accessible to all staff on OCWA's intranet and is available upon request for external stakeholders.

4. Related Documents

Current QEMS Policy (Posted on OCWA's intranet and internet)
 QEMS Policy Revision History (Posted on OCWA's intranet)
 OP-05 Document and Records Control
 OP-13 Essential Supplies and Services

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Section 3.4, 3.5 and 3.6 were added to the information originally set out in the main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New sections: Purpose, Definitions, Procedure, Related Documents and a separate Revision History. Minor revisions to wording in s. 3.3 to reference location of posted copy of the policy. Added sections on how annual policy review is conducted (s. 3.5 and s. 3.6) and reference to OP-13 ESS (s. 3.4). The full revision history for the QEMS policy is available on OCWA's intranet.
Mar. 4, 2023	1	Revised Step 3.1 to remove the word “approved” from the statement “Last revised, approved by OCWA's Board of Directors on April 6, 2016”. Reviews and approvals of the policy are conducted by the board every year.
Jun. 20, 2024	2	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-03 Rev Date: 2019-01-10 Rev No: 1 Pages: 1 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To document the endorsement of the Operational Plan for the Elk Lake Drinking Water System by OCWA Top Management and the Township of James (Owner) and to set out when re-endorsement would be required.

2. Definitions

Top Management – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

3. Procedure

3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by the Senior Operations Manager and the Regional Hub Manager.

Endorsement by the Owner is represented by the Reeve and the Clerk-Treasurer.

3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:

1. A revision to OCWA's QEMS Policy;
2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
3. A modification to the drinking water system processes/components that would require a major change to the description in OP-06 Drinking Water System;
4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.

Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.

4. Related Documents

OP-03A Signed Commitment and Endorsement
 OP-05 Document and Records Control
 OP-06 Drinking Water System

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-03 Rev Date: 2019-01-10 Rev No: 1 Pages: 2 of 2
COMMITMENT AND ENDORSEMENT		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-03 was originally set out in the main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). Procedure provides information on who from Top Management endorses the Operational Plan (s. 3.1); when owner re-endorsement is sought and 'criteria' as to what is considered a major revision to the Plan (s. 3.2). Appendix OP-03A includes the Owner and Top Management sign-off section.
Jan. 10, 2019	1	Updated step 3.1 to include representatives of the Owner who are responsible for re-endorsement of the Operational Plan and changed step 3.2.3 by adding "major" changes in the system description will require re-endorsement of the Plan.





OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Doc: OP-03A
Rev Date: 2026-06-17
Rev No: 3
Pages: 1 of 1

SIGNED COMMITMENT AND ENDORSEMENT

This Operational Plan sets out the framework for OCWA's Quality & Environmental Management System (QEMS) that is specific and relevant to your drinking water system(s) and supports the overall goal of OCWA and the Township of James (Owner) to provide safe, cost-effective drinking water through sustained cooperation. OCWA will be responsible for developing, implementing, maintaining and continually improving its QEMS with respect to the operation and maintenance of the Elk Lake Drinking Water System and will do so in a manner that ensures compliance with applicable legislative and regulatory requirements.

Through the endorsement of this Operational Plan, the Owner commits to work with OCWA to facilitate this goal.

OCWA Top Management Endorsement

Owner Endorsement

Patrick Roy
Digitally signed by Patrick Roy
Date: 2026.06.24 09:49:56 -04'00'

Patrick Roy
Senior Operations Manager, Kirkland Lake Cluster

Date

Teri-Lynn Jibb
Teri-Lynn Jibb
Clerk-Treasurer

June 18, 2026
Date

Jeremy Galda
Safety Process & Compliance Manager,
Northeastern Ontario Hub

Date

24/06/26
Rodger Donaldson
Reeve

Date

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-04 Rev Date: 2018-07-18 Rev No: 0 Pages: 1 of 1
QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE		
Reviewed by: I. Bruneau, PCT		Approved by: Y. Rondeau, SPC Manager

1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the Elk Lake Drinking Water System.

2. Definitions

None

3. Procedure

3.1 The role of QEMS Representative for the Elk Lake Drinking Water System is the Process and Compliance Technician (PCT). The Safety, Process and Compliance Manager (or alternate PCT) will act as an alternate QEMS Representative when required.

3.2 The QEMS Representative is responsible for:

- Administering the QEMS for the Elk Lake Drinking Water System by ensuring that processes and procedures needed for the facility's QEMS are established and maintained;
- Reporting to Top Management on the facility's QEMS performance and identifying opportunities for improvement;
- Ensuring that current versions of documents related to the QEMS are in use;
- Promoting awareness of the QEMS to all operations personnel; and
- In conjunction with Top Management, ensuring that operations personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system.

4. Related Documents

None

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-04 was originally set out in the main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Change to responsibilities: Operations Manager no longer considered QEMS Representative and SPC Manager to act as alternate as required (s. 3.1); added wording to clarify shared responsibilities for Top Management and QEMS Representative to ensure operations personnel are aware of applicable legislative and regulatory requirements (s. 3.2).

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2023-03-04 Rev No: 11 Pages: 1 of 6
DOCUMENT AND RECORDS CONTROL		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. This procedure applies to QEMS Documents and QEMS records pertaining to the Elk Lake Drinking Water System as identified in this procedure.

2. Definitions

Document – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QEMS Document – any document required by OCWA's QEMS as identified in this procedure

QEMS Record – any record required by OCWA's QEMS as identified in this procedure

Controlled – managed as per the conditions of this procedure

Retention Period – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document

3. Procedure

- 3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.
- 3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and revision date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.
- 3.3 Controls for the Operational Plan include the use of an authorized approval and a header on every page that includes a title, alpha-numeric procedure code, revision date, revision number and page numbers. A revision history is also included at the end of each procedure.

Authorized personnel responsible for the review and approval of this Operational Plan are:

Review: QEMS Representative, Team Lead or Overall Responsible Operator (ORO)
Approval: Safety Process and Compliance (SPC) Manager or Senior Operations Manager

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2023-03-04 Rev No: 11 Pages: 2 of 6
DOCUMENT AND RECORDS CONTROL		
Reviewed by: I. Bruneau, PCT		Approved by: A. Danis, Sr. Operations Manager

The QEMS Representative ensures that updated documents are provided to the above authorized personnel for review or approval prior to issuance.

Authorized personnel authenticate their review/approval of this Operational Plan during meetings or via emails.

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.

- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., Wonderware, OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

Plant SCADA records are maintained as per Appendix OP-05A and are accessible when required. SCADA records are stored on the SCADA network which is a secure network not connected to the internet. The data is backed-up using an external storage device. Operators can retrieve data from the SCADA computer which is password protected. The SCADA system is located in a secured, locked building with limited authorized access.

- 3.6 Any employee of the drinking water system may make a verbal or written request for a revision to improve an existing internal QEMS document or request the preparation of a new document. These requests are to be made to the QEMS Representative and should indicate the reason for the change. The need for new or updated documents may also be identified through the Management Review or system audits.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2023-03-04 Rev No: 11 Pages: 3 of 6
DOCUMENT AND RECORDS CONTROL		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos and/or provincial, regional hub/cluster or facility-level training sessions.

- 3.7 When a QEMS document is superseded, the hardcopy and/or electronic copy of the document is promptly removed from the applicable designated document control location specified in OP-5A for disposal or retention (as appropriate).

The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding. The QEMS Representative or delegate is authorized to shred the old version of the hardcopy document.

The authorized method for electronic documents and records are to re-locate them to an obsolete folder and mark them "superseded". They may be deleted after specified retention requirements have been met. The QEMS Representative is authorized to supersede the electronic document and locate it in the obsolete folder.

- 3.8 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form) Facility Emergency Plan (FEP) Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling schedule	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically all the documents/records listed in OP-05A)	3 years* if no specified legislative requirement identified in this table or in the facility's legal instruments	OCWA Requirement
Log Books or other record-keeping	5 years	O. Reg. 128/04

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2023-03-04 Rev No: 11 Pages: 4 of 6
DOCUMENT AND RECORDS CONTROL		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

Type of Document/Record	Minimum Retention Time	Requirement Reference
mechanisms		
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 (LMR) and THM, HAA, nitrates, nitrites and lead program sampling and testing, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium test results and related corrective action records/reports, 60 month fluoride test results (if the system doesn't fluoridate), Engineering Reports	15 years	O. Reg. 170/03
Lead samples, correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR) 15 years (SMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03
Records by or created in accordance with the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP). Except records specifically referenced in O. Reg. 170/03 or otherwise specified in the MDWL or DWWP.	5 years	MDWL
Ministry forms referenced in the DWWP, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	10 years	DWWP

- 3.9 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policies or

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2023-03-04 Rev No: 11 Pages: 5 of 6
DOCUMENT AND RECORDS CONTROL		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

4. Related Documents

OP-05A Document and Records Control Locations
 OP-19 Internal QEMS Audits
 OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Clarification of responsibility and method of maintaining currency of documents (step 5.4); Provided a better description of how network security is maintained (step 5.5); Clarified retention times (step 5.9); Included the operation plan review (step 5.10); added “verbally” to documents revision requests (step 5.6); Corrected position title (Operations & Compliance Manager to Process Compliance Manager); Updated document locations in Table 1.
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Changed C of A Exceedance form & record to MDWL Exceedance form & record and updated document locations in Table 1.
May 24, 2013	3	Revised Table 1 to include the Township of James municipal office and website as controlled locations for the Operational Plan, added Incidents of Non-Compliance form, QEMS Summary of Findings forms and AWWA standards.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised Table 1 to include the public drive as the controlled location for laboratory reports and completed chain of custody forms, added Facility Emergency Plan (FEP) Binder, Confined Space Program, OCWA's Safety Binder, Action and Analysis Plan, form and records, Distribution Maintenance and Repair forms and records, MOE forms and records, QEMS Summary of Findings form and records, Tailgate Meeting form and records, Transportation of Dangerous Goods forms and records, Monthly Operations Report and removed SOPs reference in Plan and QEMS procedures as they are captured in other documents listed in the table.

DOCUMENT AND RECORDS CONTROL

Reviewed by: I. Bruneau, PCT

Approved by: A. Danis, Sr. Operations Manager

Jun. 30, 2015	5	Revised step 5.5 to include OCWA's new process data collection system (WISKI 7); Updated Table 1 by adding the Contingency Plan Review/Test Summary and Form and Record, changing Monthly Operations report to Quarterly Operations Report; changing the Kirkland Lake Water Pollution Control Plant to the Kirkland Lake Wastewater Treatment Plant to reflect the new plant and workplace of operations staff.
Sep. 15, 2016	6	Changed Team Lead to Senior Operator and added overall responsible operator (ORO); Updated Table 1 to include MOECC's Watermain Disinfection Procedure, municipal operators certificates, and training records; added the internet as a location for Equipment Operation Manuals; removed blank call-in forms; changed the location for ORO letters, community complaints, facility records, incident reports, call-in reports, maintenance and calibration records.
Sep. 21, 2017	7	Removed position of Operations Manager and added the new position for Safety, Process and Compliance Manager, changed control location for Tailgate and Transportation and Dangerous Goods records.
Jul. 18, 2018	8	QP-01 procedure renamed OP-05. Removed Scope and Responsibilities sections. Moved the former Table 1 (Designated location for documents and records required by OCWA's QEMS) to its own appendix (OP-05A). Assigned responsibility for ensuring current versions of QEMS documents are being used to the QEMS Representative (s. 3.4). Clarified that requests for revisions/new QEMS documents are made to the QEMS Representative (s. 3.6). Moved the former Table 2 (Relevant regulatory and corporate minimum retention periods) to be part of s. 3.9 and expanded on the minimum retention times for documents and records required to demonstrate compliance with legislation. Other minor wording changes.
Oct. 07, 2019	9	Changed Senior Operator to Team Lead in Step 3.3 and added Step 3.8 to describe how superseded electronic documents are managed.
Apr. 19, 2022	10	Procedure updated Added: clarity to version control requirements to align with the Director's Directions dated May 2021, detail to the approval process for Operational Plan. Updated: the table in section 3.9 (clarified minimum retention time requirements for documents/records required to demonstrate conformance with the DWQMS, added forms required by the MDWL and DWWP, including their minimum retention times and requirement reference).
Mar. 4, 2023	11	Updated step 3.7 to clarify who has the authority to supersede electronic copies of documents and who can shred hardcopies of documents.

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-05 Rev Date: 2024-06-20 Rev No: 12 Pages: 1 of 7
DOCUMENT AND RECORDS CONTROL		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. This procedure applies to QEMS Documents and QEMS records pertaining to the Elk Lake Drinking Water System as identified in this procedure.

2. Definitions

Document – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

Record – a document stating results achieved or providing proof of activities performed

QEMS Document – any document required by OCWA's QEMS as identified in this procedure

QEMS Record – any record required by OCWA's QEMS as identified in this procedure

Controlled – managed as per the conditions of this procedure

Retention Period – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document

3. Procedure

- 3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.
- 3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and revision date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.
- 3.3 Controls for the Operational Plan include the use of an authorized approval and a header on every page that includes a title, alpha-numeric procedure code, revision date, revision number and page numbers. A revision history is also included at the end of each procedure.

Authorized personnel responsible for the review and approval of this Operational Plan are:

Review: QEMS Representative, Team Lead or Overall Responsible Operator (ORO)
Approval: Safety Process and Compliance (SPC) Manager or Senior Operations Manager

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DOCUMENT AND RECORDS CONTROL		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

The QEMS Representative ensures that updated documents are provided to the above authorized personnel for review or approval prior to issuance.

Authorized personnel authenticate their review/approval of this Operational Plan during meetings or via emails.

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.

- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts, multi-factor authentication and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., Wonderware, OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

Plant SCADA records are maintained as per Appendix OP-05A and are accessible when required. SCADA records are stored on the SCADA network which is a secure network not connected to the internet. The data is backed-up using an external storage device. Operators can retrieve data from the SCADA computer which is password protected. The SCADA system is located in a in a secured, locked building with limited authorized access.

- 3.6 Any employee of the drinking water system may make a verbal or written request for a revision to improve an existing internal QEMS document or request the preparation of a new document. These requests are to be made to the QEMS Representative and should indicate the reason for the change. The need for new or updated documents may also be identified through the Management Review or system audits.

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The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos and/or provincial, regional hub/cluster or facility-level training sessions.

- 3.7 When a QEMS document is superseded, the hardcopy and/or electronic copy of the document is promptly removed from the applicable designated document control location specified in OP-5A for disposal or retention (as appropriate).

The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding. The QEMS Representative or delegate is authorized to shred the old version of the hardcopy document.

The authorized method for electronic documents and records are to re-locate them to an obsolete folder and mark them "superseded". They may be deleted after specified retention requirements have been met. The QEMS Representative is authorized to supersede the electronic document and locate it in the obsolete folder.

- 3.8 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form) Facility Emergency Plan (FEP) Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling plan/schedule/ calendar	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically all the documents/records listed in OP-05A)	3 years* if no specified legislative requirement identified in this table or in the facility's legal instruments	OCWA Requirement



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Type of Document/Record	Minimum Retention Time	Requirement Reference
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 sampling, chain of custodies and test results	6 years LMR 15 years SMR	O. Reg. 170.03
THM, HAA, nitrates, nitrites and lead program (including pH and alkalinity) sampling, chain of custodies, and test results, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium sampling, chain of custody and test results and related corrective action records/reports, 60 month fluoride sampling, chain of custody and test results (if the system doesn't fluoridate), Engineering Reports, GUDI/Non-GUDI Reports	15 years	O. Reg. 170/03
Corrective action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR) 15 years (SMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03
Records required by or created in accordance with the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP). Except records specifically referenced in O. Reg. 170/03 or otherwise specified in the MDWL or DWWP.	5 years	MDWL
Ministry forms referenced in the DWWP, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	10 years	DWWP

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3.9 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policies or operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

4. Related Documents

OP-05A Document and Records Control Locations
OP-19 Internal QEMS Audits
OP-20 Management Review
Summary of Findings

5. Revision History

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DOCUMENT AND RECORDS CONTROL		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Clarification of responsibility and method of maintaining currency of documents (step 5.4); Provided a better description of how network security is maintained (step 5.5); Clarified retention times (step 5.9); Included the operation plan review (step 5.10); added "verbally" to documents revision requests (step 5.6); Corrected position title (Operations & Compliance Manager to Process Compliance Manager); Updated document locations in Table 1.
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Changed C of A Exceedance form & record to MDWL Exceedance form & record and updated document locations in Table 1.
May 24, 2013	3	Revised Table 1 to include the Township of James municipal office and website as controlled locations for the Operational Plan, added Incidents of Non-Compliance form, QEMS Summary of Findings forms and AWWA standards.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised Table 1 to include the public drive as the controlled location for laboratory reports and completed chain of custody forms, added Facility Emergency Plan (FEP) Binder, Confined Space Program, OCWA's Safety Binder, Action and Analysis Plan, form and records, Distribution Maintenance and Repair forms and records, MOE forms and records, QEMS Summary of Findings form and records, Tailgate Meeting form and records, Transportation of Dangerous Goods forms and records, Monthly Operations Report and removed SOPs reference in Plan and QEMS procedures as they are captured in other documents listed in the table.
Jun. 30, 2015	5	Revised step 5.5 to include OCWA's new process data collection system (WISKI 7); Updated Table 1 by adding the Contingency Plan Review/Test Summary and Form and Record, changing Monthly Operations report to Quarterly Operations Report; changing the Kirkland Lake Water Pollution Control Plant to the Kirkland Lake Wastewater Treatment Plant to reflect the new plant and workplace of operations staff.
Sep. 15, 2016	6	Changed Team Lead to Senior Operator and added overall responsible operator (ORO); Updated Table 1 to include MOECC's Watermain Disinfection Procedure, municipal operators certificates, and training records; added the internet as a location for Equipment Operation Manuals; removed blank call-in forms; changed the location for ORO letters, community complaints, facility records, incident reports, call-in reports, maintenance and calibration records.
Sep. 21, 2017	7	Removed position of Operations Manager and added the new position for Safety, Process and Compliance Manager, changed control location for Tailgate and Transportation and Dangerous Goods records.

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Jul. 18, 2018	8	QP-01 procedure renamed OP-05. Removed Scope and Responsibilities sections. Moved the former Table 1 (Designated location for documents and records required by OCWA's QEMS) to its own appendix (OP-05A). Assigned responsibility for ensuring current versions of QEMS documents are being used to the QEMS Representative (s. 3.4). Clarified that requests for revisions/new QEMS documents are made to the QEMS Representative (s. 3.6). Moved the former Table 2 (Relevant regulatory and corporate minimum retention periods) to be part of s. 3.9 and expanded on the minimum retention times for documents and records required to demonstrate compliance with legislation. Other minor wording changes.
Oct. 07, 2019	9	Changed Senior Operator to Team Lead in Step 3.3 and added Step 3.8 to describe how superseded electronic documents are managed.
Apr. 19, 2022	10	Procedure updated Added: clarity to version control requirements to align with the Director's Directions dated May 2021, detail to the approval process for Operational Plan. Updated: the table in section 3.9 (clarified minimum retention time requirements for documents/records required to demonstrate conformance with the DWQMS, added forms required by the MDWL and DWWP, including their minimum retention times and requirement reference).
Mar. 4, 2023	11	Updated step 3.7 to clarify who has the authority to supersede electronic copies of documents and who can shred hardcopies of documents.
Jun. 20, 2024	12	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.

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Designated locations for documents and records required by OCWA's QEMS

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Internal QEMS Documents	
Confined Space Program	HC - Kirkland Lake Wastewater Treatment Plant
Corporate Emergency Response Plan (CERP)	EC OCWA's Sharepoint - site https://ocwa365.sharepoint.com
Facility Emergency Plan (FEP) Binder (includes Emergency Contact List, Essential Supplies and Services List, OCWA's Emergency Communications Protocol, Contingency Plans, Site Specific Emergency Procedures and OCWA's Emergency Management Program)	HC - Elk Lake Water Treatment Plant
OCWA's Health & Safety Management System	EC - OCWA's Sharepoint Site https://ocwa365.sharepoint.com
On-call Schedule	EC - Microsoft Outlook Shared Calendar (Team Lead)
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System EC - Municipal website www.elklake.ca HC - Kirkland Lake Wastewater Treatment Plant
ORO Letter	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
QEMS Policy	EC - OCWA's public website www.ocwa.com & OCWA's Sharepoint Site https://ocwa365.sharepoint.com HC - Kirkland Lake Process & Compliance Office HC - Kirkland Lake Wastewater Treatment Plant
Sample Schedule	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System HC - Elk Lake Water Treatment Plant
Vacation Schedule	EC - Microsoft Outlook Shared Calendar (Team Lead)
Internal QEMS Forms (blank)	
Analysis and Action Plan (AAP) Form	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
Community Complaint Form	
Contingency Plan Review/Test Summary Form	
Distribution Maintenance and Repair Form	
Environmental Incident Report Form	
Facility Rounds Sheets	
Incidents of Non-Compliance Form	
Instrumentation Calibration/Maintenance Report Form	
Laboratory Chain of Custody Forms	
Loss of Pressure Incident Form	
QEMS – Summary of Findings Spreadsheet	



OPERATIONAL PLAN

Elk Lake Drinking Water System

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DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: H.Dalwadi, PCT

Approved by: J.Galda, SPC Manager

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Tailgate Meeting Form	
Transportation of Dangerous Goods Form	
External QEMS Documents	
American Water Works Association (AWWA) Standards (as referenced in the DWWP) & Ontario's Watermain Disinfection Procedure	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
ANSI/NSF product registration documentation for Chemicals/Materials Used	EC - https://info.nsf.org/Certified/PwsChemicals/
Applicable Federal and Provincial Legislation	Provincial Online at www.e-laws.gov.on.ca Federal online at www.laws.justice.gc.ca
DWQMS Standard	EC - https://www.ontario.ca
Engineering schematics/plans/drawings	HC - Elk Lake Water Treatment Plant
Equipment Operation /Maintenance Manuals	HC - Elk Lake Water Treatment Plant EC - Internet
Ministry Inspection Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Municipal By-laws	Municipal Office
Municipal Drinking Water Licence (MDWL) / Drinking Water Works Permit (DWWP) / Permit to Take Water (PTTW)	HC - Elk Lake Water Treatment Plant
Operations Manual (including standards operating procedures)	HC - Elk Lake Water Treatment Plant
Operator Certificates (OCWA)	HC - Kirkland Lake Wastewater Treatment Plant
Operator Certificates (Municipality)	HC - Elk Lake Water Treatment Plant
External QEMS Forms (blank)	
Adverse Water Quality Incident (AWQI) Form	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
Ministry forms referenced in the Drinking Water Works Permit, including Form 1, Form 2, Form 3 and Director Notifications	EC - \\ocwfilereg\NEO Collab\NEO DWQMS
QEMS Records	
Adverse Water Quality Incident (AWQI) Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Analysis and Action Plan (AAP) Report	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Annual Compliance / Summary Reports for Municipalities	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Audit Reports - External	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Audit Reports - Internal	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System

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Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Call In/Call Back/Call Out Reports	EC - Workplace Management System (Maximo)
Confined Space Records (Entry Permits/Co-ordination Documents)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\NEO - Health and Safety
Community Complaint Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Contingency Plan Review/Test Results	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\KL Group - Common Facility Documents
Distribution Maintenance and Repair Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Environmental Incident Reports	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Facility Logbooks	HC - Elk Lake Water Treatment Plant (old versions)
Facility E-Logbooks	EC - https://ocwa.eriscloud.com/ EC – eRIS Application (mobile or tablet device)
Visitor's Logbook	HC – Elk Lake Water Treatment Plant
Facility Generator Sheet (annual sheet)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System (completed copy)
Facility Rounds Sheets	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Incidents of Non-Compliance Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Infrastructure Review (Capital Letter & 5 Year Capital/Major Maintenance Recommendations)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Instrumentation Calibration/Maintenance Records	EC - \\OCWFILEREG\Public\Northeastern\NEOShared EC - Workplace Management System (WMS) – (completed WMS work orders)
Laboratory Analytical Reports and completed Chain of Custody Forms	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Loss of Pressure Incident Report	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Maintenance Records (completed WMS work orders)	EC - Workplace Management System (WMS)
Management Review Documentation	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Ministry Forms (Form 1, Form 2, Form 3 and Director Notifications)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Operator Training Records (OCWA)	EC - OCWA's Training Summary Database
Operator Training Records (Municipality)	HC – Municipal Office
QEMS Communications - External	EC - Microsoft Outlook E-mail
QEMS Communications - Internal	EC - Microsoft Outlook E-mail

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DOCUMENT AND RECORDS CONTROL LOCATIONS		
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Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
QEMS – Summary of Findings Record	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
Quarterly Operations Reports (to the Owner)	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\DWQMS - Elk Lake Drinking Water System
SCADA Records (Wonderware, OCWA)	EC - maintained through Wonderware
SCADA Records (Plant SCADA, Client Owned)	EC - maintained through SCADA network
Tailgate Records	EC - \\ocwfilereg\NEO Collab\NEO DWQMS\NEO - Health and Safety
Transportation of Dangerous Goods Records	HC - Kirkland Lake Wastewater Treatment Plant

Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	8	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (revision 7, dated September 21, 2017). Added section for blank external QEMS forms, changed location for Confined Space Program and Operational Plan and changed name of OCWA's Safety Manual to OCWA's Health and Safety Management System and its location.
Oct. 07, 2019	9	Added OCWA's Emergency Communication Protocol to documents identified with the FEP binder, removed OCWA's Reference Manual, changed Senior Operator to Team Lead for the on-call and vacations schedules, added Loss of Pressure Incident Report under document/records and updated MOECC to MECPC.
Nov. 8, 2021	10	Updated designated location for Confined Space Records, Tailgate Reports and Transportation of Dangerous Goods Records. Removed controlled location for the hardcopy of the Operational Plan at the municipal office. Added controlled locations for a Visitor's Logbook and OCWA's new e-logbook. Changed link to the NEO DWQMS public drive and OCWA's intranet.
Apr. 19, 2022	11	Clarified which documents are included under the Operational Plan, clarified locations for maintenance and calibration records, added locations for plant schematics/plans/drawings, ANSI/NSF chemical registration and plant SCADA records. Changed OCWA's intranet with OCWA's Sharepoint site. Added row to header to show who reviewed and approved the document.
Mar. 4, 2023	12	Changed location of OCWA's Emergency Response Plan from OCWA's public website www.ocwa.com to 365 Sharepoint https://ocwa365.sharepoint.com . Clarified that the hard copies of the Logbooks are old versions, added location for generator sheets and corrected location for MECPC Inspection Reports.

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DOCUMENT AND RECORDS CONTROL LOCATIONS		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

Date	Revision #	Reason for Revision
Jun. 20, 2024	13	Appendix updated with MECP revised to Ministry, updated Corporate Emergency Plan (CERP) name, minor wording, removed watermark.

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DRINKING WATER SYSTEM		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

1. Purpose

To document the following for the Elk Lake Drinking Water System:

- The name of the Owner and Operating Authority; and
- Provide a description of the system, including all applicable water sources, treatment system processes and distribution system components.

2. Definitions

Distribution System - means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

Primary Disinfection - means a process or series of processes intended to remove or inactivate human pathogens such as viruses, bacteria and protozoa in water.

Secondary Disinfection - means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- (a) protecting water from microbiological re-contamination;
- (b) reducing bacterial regrowth;
- (c) controlling biofilm formation;
- (d) serving as an indicator of distribution system integrity; and

includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).

Treatment System - means any part of a drinking water system that is used in relation to the treatment of water and includes,

- (a) any thing that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) any thing related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system, and
- (c) a well or intake that serves as the source or entry point of raw water supply for the system;

3. Procedure

3.1 Drinking Water System Overview

Owner / Operating Authority

The Elk Lake Drinking Water System is a communal ground water well supply that services the Town of Elk Lake. It is owned by the Corporation of the Township of James and consists of a Class 1 water treatment subsystem and a Class 1 water distribution subsystem. The Ontario Clean Water Agency (OCWA) is the accredited

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DRINKING WATER SYSTEM		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

operating authority and is designated as the Overall Responsible Operator for both the water treatment and water distribution facilities. Certified municipal operators assist OCWA with operations by performing regular maintenance and checks of system.

3.2 Source Water

Raw Water Supply

The water treatment system is located on Lot 83 First Street in the Township of James and is supplied by one 64.3 m deep, double steel casing production well. The well is located in the water treatment plant and is equipped with a vertical turbine pump, rated at 63 L/s with a 250 mm diameter magnetic flow meter installed on the discharge line. The well includes pump-to-waste capabilities from the pump discharge line.

A second well located in the vicinity of the east end of the bridge across the Montreal River on Lot 5, Concession 5 in the Township of James acts as monitoring/observation well. It is drilled to a depth of 79 meters and consists of a steel casing. This well is not equipped with a well pump and is not connected the water treatment plant.

General Characteristics

The well supply obtains its water from a confined aquifer found below the bedrock. The chemistry of the groundwater indicates a highly suitable source for drinking water. The water temperature is relatively constant. The turbidity is low and shows very little variation. Bacteriological analysis of the raw water also indicates a source of relatively good quality.

The source water has high levels of iron and manganese which is not a health issue for the public however it does pose an aesthetic concern. In 2007 the plant was upgraded with a series of filters to aid in the removal of these metals with much success.

Well No. 1: Raw Water Characteristics (based on average data from 2017 to 2022)

Characteristic	Average					
	2017	2018	2019	2020	2021	2022
<i>E. coli</i> (CFU/100 mL)	0	0	0	0	< 0.038	< 0.038
Total Coliforms (CFU/100 mL)	0	0	0	0	< 0.038	< 0.038
Turbidity (NTU)	1.81	0.875	0.530	0.692	0.678	0.916
Temperature (°C)	11.7	9.15	8.75	9.58	12.6	11.1
pH	7.47	7.91	7.68	7.16	7.52	7.54
Iron (mg/L)	0.363	0.347	0.552	0.284	0.335	0.333
Manganese (mg/L)	0.230	0.227	0.235	0.241	0.255	0.252

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DRINKING WATER SYSTEM		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

Common Fluctuations

Data available for the past several years indicates that the water source is stable and consistent in terms of both quality and quantity. There are no major event-driven fluctuations or threats in the characteristics of the raw water supply.

Threats

A potential threat to the raw water source is the proximity of the wells to the Highway. A fuel or chemical spill from a tanker truck could contaminate the aquifer, however, the grade of the land from the highway to the wells along with the protection from the bedrock makes this threat unlikely.

Operational Challenges

No major operational challenges have been encountered with this source water, however, only one ground water production well (Well No. 1) supplies the Elk Lake drinking water system. Contamination of the aquifer or structural failure of the well or its components could result in a major loss of water supply.

3.3 Treatment System Description

Water Treatment

The production well feeds the water treatment plant that has a maximum rated capacity of 2790 cubic meters per day (m³/d).

The raw water is directed to an iron and manganese removal system (Filtronics brand) consisting of two reaction vessels fed with sodium hypochlorite, three pressure filters each having a rated capacity of 646 L/min, three flow meters dedicated to each filter and continuous monitoring of chlorine residual and filter operation. The filter backwash recycling system is equipped with a 40 m³ underground holding tank, a submersible pump rated at 3.8 L/s with a discharge line that re-circulates the supernatant with raw water at the well pump header, and a sludge pump for residual disposal to a tanker truck.

The primary disinfection system consists of a 450 L sodium hypochlorite solution tank equipped with spill containment and duplicate pace-to-flow chemical feed injection pumps (one duty and one standby). Chemical injection is accomplished at the raw water pipe header, prior to entering the reaction vessels.

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DRINKING WATER SYSTEM		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

Water Storage and Pumping Capabilities

The treated water discharges into twin cell storage clearwells, connected in series and having a total volume of 540 m³. Curtain baffling was installed in Cell #2 of the clearwell to provide sufficient chlorine contact time.

Three vertical turbine pumps (one duty, one standby draw from clearwell #1, and one fire pump installed over clearwell #2) with variable frequency drives each rated at 37.5 L/s. A magnetic finished flow meter, chlorine residual analyzer, and a surge anticipator are installed on the discharge main prior to exiting the plant and entering the distribution system. The water treatment process is controlled by a dedicated Program Logic Controller (PLC) and monitored through the SCADA computer system.

Control System

Control System Supervisory Control and Data Acquisition (SCADA) is the method of control implemented for the Elk Lake Water Treatment System. All analyzing, monitoring and control module equipment information is routed through the SCADA system for operator monitoring and control. Control of equipment can be accomplished locally using the SCADA computer located at the Elk Lake water treatment plant or remotely using operator computers and cell phones. Alarm capability and set point adjustment along with trend monitoring are also available through SCADA system controls.

Emergency Power

A 160 kW emergency stand-by power generator is available at the plant and is capable of supplying power to the entire facility during power failures.

3.4 Treatment System Process Flow and Instrumentation Diagram

Refer to Figure 1 on page 6.

3.5 Description of the Distribution System Components

The Elk Lake Drinking Water System is classified as a Large Municipal Residential Drinking Water System and provides water to a population of approximately 460 residents through an estimated 220 service connections. The distribution system was constructed in 1992 and consists of mainly of PVC constructed pipe. Approximately 60 fire hydrants are connected to the system to aid in fire protection. There are no off-site water storage facilities in the distribution system, as storage is incorporated within the treatment plant.

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DRINKING WATER SYSTEM		
Reviewed by: I. Bruneau, PCT		Approved by: A. Danis, Sr. Operations Manager

3.6 Distribution System Components Map

Refer to Figure 2 on page 7

4. Related Documents

None

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-06 (s. 3) was originally set out in main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Updates based on revisions to DWQMS (e.g. removal of critical upstream or downstream processes, separation of systems that provide primary and/or secondary disinfection and systems that do not, for systems that are connected to another system with different owners, must now include which system is relied upon to ensure the provision of safe drinking water). Moved order of system description to follow the process (e.g., source water first, then treatment, then distribution). Updated the Raw Water Characteristics table with more current data.
Jan. 10, 2019	1	Clarified the location of the well in section 3.2. Added spill containment for sodium hypochlorite and the rated capacity of the plant in section 3.3.
Sep. 21, 2020	2	Revised procedure to include the address of the water treatment plant, to indicate the raw water well has pump-to-waste capabilities and to include the brand name of the filter system (Filtronics). Updated the raw water characteristics in the table to include average data from 2014 to 2019.
Nov. 8, 2021	3	Enhanced the description of the location for the monitoring/observation well in Step 3.2, added a description the system's control system in step 3.3 and updated the population and number of service connections in step 3.5.
Mar. 4, 2023	4	Updated the raw water characteristics in the Table found in Step 3.2 with more current data.

Figure 1: Elk Lake Water Treatment Plant - Process Flow & Instrumentation Diagram

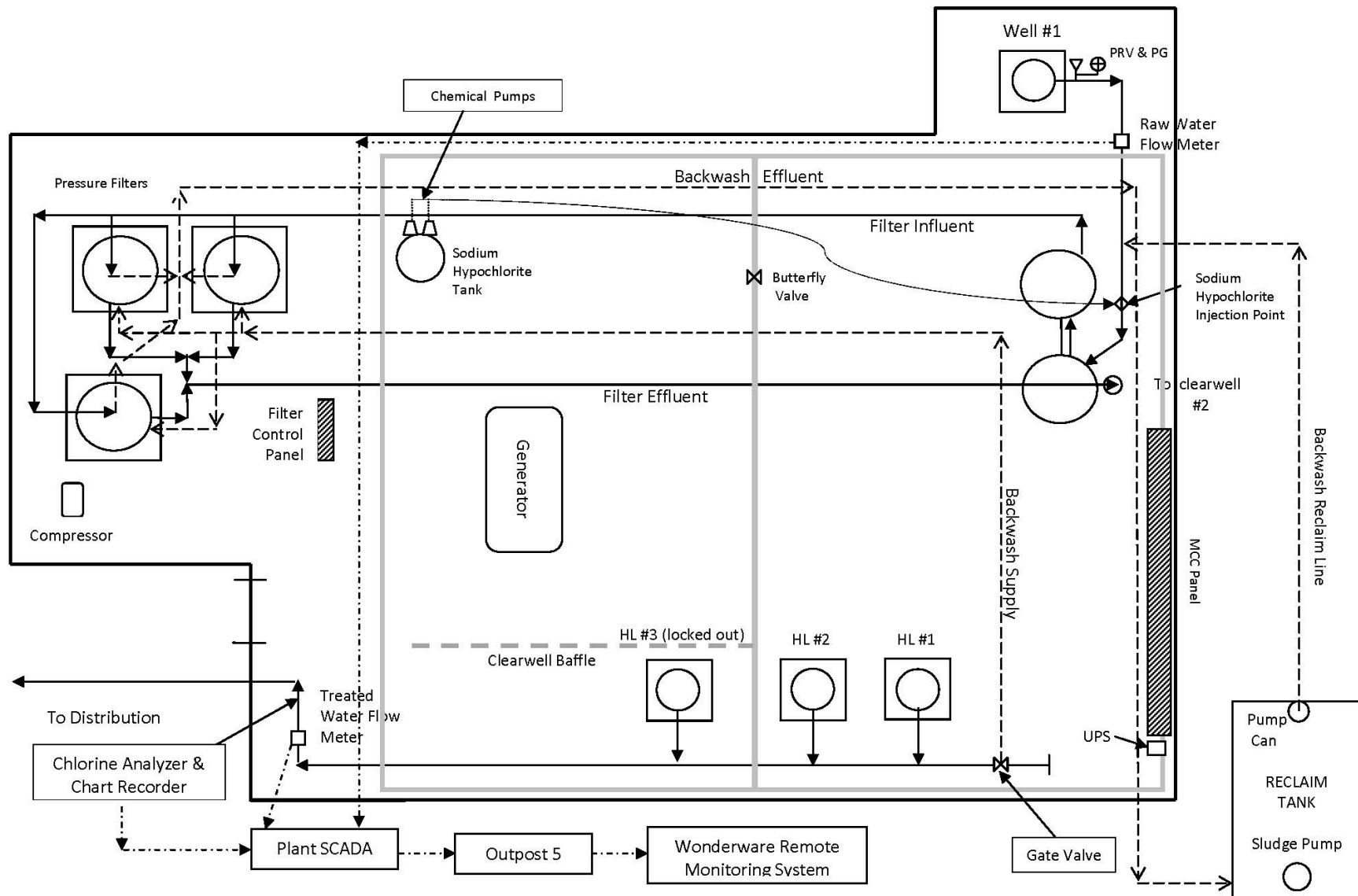
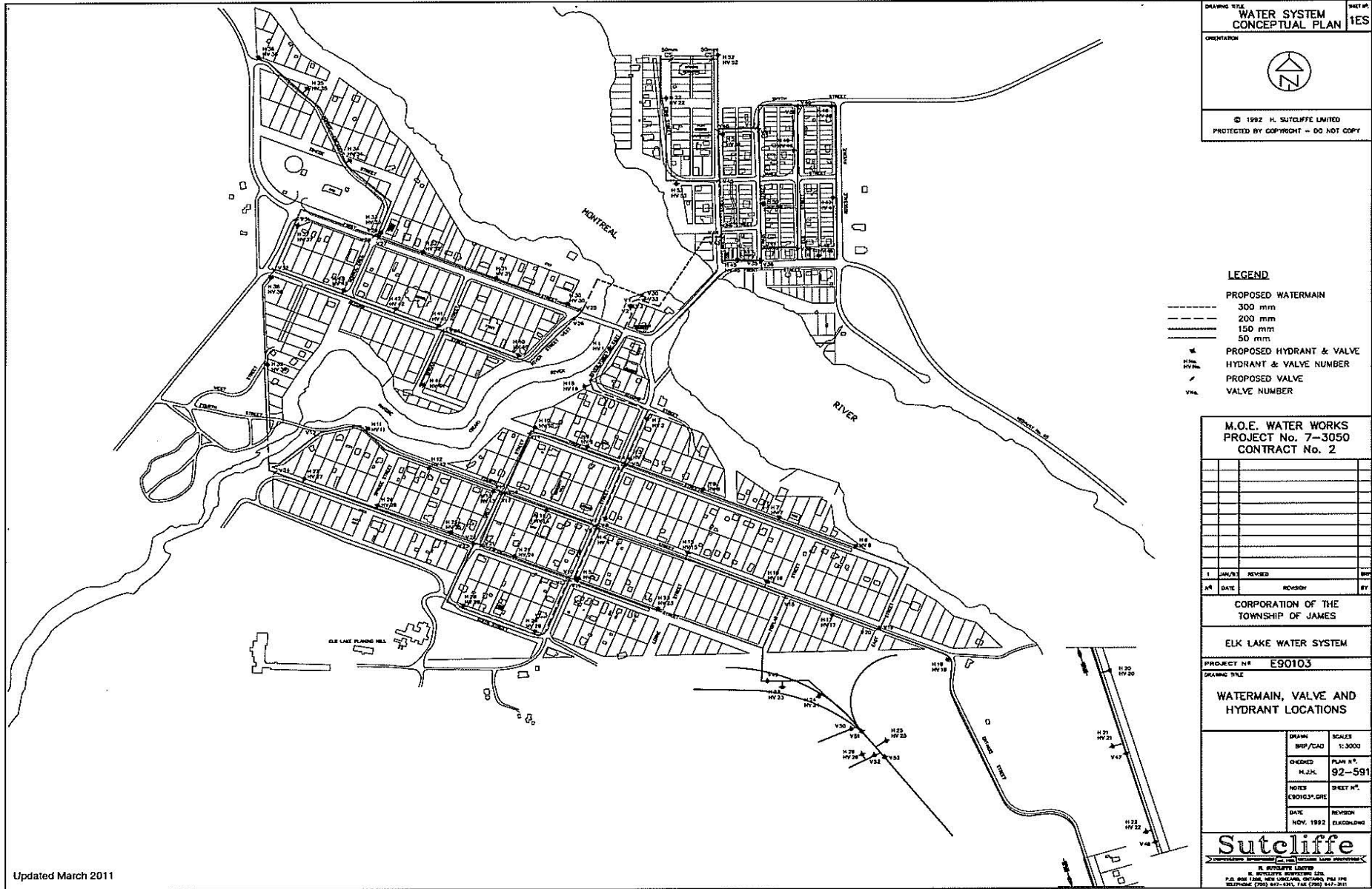


Figure 2: Elk Lake Drinking Water System – Distribution Map



	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-07 Rev Date: 2022-05-02 Rev No: 2 Pages: 1 of 5
RISK ASSESSMENT		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To document the process for conducting a risk assessment to identify and assess potential hazardous events and associated hazards that could affect drinking water safety.

2. Definitions

Consequence – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

Control Measure – includes any processes, physical steps or other practices that have been put in place at a drinking water system to prevent or reduce a hazard before it occurs

Critical Control Point (CCP) – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

Drinking Water Health Hazard – means, in respect of a drinking water system,

- a) a condition of the system or a condition associated with the system's waters, including any thing found in the waters,
 - i. that adversely affects, or is likely to adversely affect, the health of the users of the system,
 - ii. that deters or hinders, or is likely to deter or hinder, the prevention or suppression of disease, or
 - iii. that endangers or is likely to endanger public health,
- b) a prescribed condition of the drinking water system, or
- c) a prescribed condition associated with the system's waters or the presence of a prescribed thing in the waters

Hazardous Event – an incident or situation that can lead to the presence of a hazard

Hazard – a biological, chemical, physical or radiological agent that has the potential to cause harm

Likelihood – the probability of a hazard or hazardous event occurring

3. Procedure

- 3.1 Operations Management ensures that operations personnel are assigned to conduct a risk assessment at least once every thirty-six months. At a minimum, the Risk Assessment Team must include the QEMS Representative, at least one Operator for the system and at least one member of Operations Management.
- 3.2 The QEMS Representative is responsible for coordinating the risk assessment and ensuring that documents and records related to the risk assessment activities are maintained.

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RISK ASSESSMENT		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

3.3 The Risk Assessment Team performs the risk assessment as follows:

- 3.3.1 OP-07 Risk Assessment and OP-08 Risk Assessment Outcomes are reviewed.
- 3.3.2 For each of the system's activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system's ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazard as identified in the most current version of the Ministry's document titled "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as applicable to the system type) must be considered.
- 3.3.3 For each of the hazardous events, control measures currently in place at the system to eliminate the hazard or prevent it from becoming a threat to public health are specified. Control measures may include alarms, monitoring procedures, standard operating procedures/emergency procedures/contingency plans, preventive maintenance activities, backup equipment, engineering controls, etc.
- 3.3.4 To ensure that potential drinking water health hazards are addressed and minimum treatment requirements as regulated by SDWA O. Reg. 170/03 and the Ministry's "Procedure for Disinfection of Drinking Water in Ontario" (as amended) are met, OCWA has established mandatory Critical Control Points (CCPs).

As a minimum, the following must be included as CCPs (as applicable):
 - Equipment or processes required to achieve primary disinfection (e.g., chemical and/or UV disinfection system, coagulant dosing system, filters, etc.)
 - Equipment or processes necessary for maintaining secondary disinfection in the distribution system
 - Fluoridation system
- 3.3.5 Additional CCPs for the system are determined by evaluating and ranking the hazardous events for the remaining activities/process steps (i.e., those not included as OCWA's minimum CCPs).
- 3.3.6 Taking into consideration existing control measures (including the reliability and redundancy of equipment), each hazardous event is assigned a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:

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Value	Likelihood of Hazardous Event Occurring
1	Rare – Estimated to occur every 50 years or more (usually no documented occurrence at site)
2	Unlikely – Estimated to occur in the range of 10 – 49 years
3	Possible – Estimated to occur in the range of 1 – 9 years
4	Likely – Occurs monthly to annually
5	Certain – Occurs monthly or more frequently

Value	Consequence of Hazardous Event Occurring
1	Insignificant – Little or no disruption to normal operations, no impact on public health
2	Minor – Significant modification to normal operations but manageable, no impact on public health
3	Moderate – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	Major – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	Catastrophic – Complete failure of system, water unsuitable for consumption

The likelihood and consequence values are multiplied to determine the risk value (ranking) of each hazardous event. Hazardous events with a ranking of 12 or greater are considered high risk.

3.3.7 Hazardous events and rankings are reviewed and any activity/process step is identified as an additional CCP if all of the following criteria are met:

- ✓ The associated hazardous event has a ranking of 12 or greater;
- ✓ The associated hazardous event can be controlled through control measure(s);
- ✓ Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
- ✓ Specific control limits can be established for the control measure(s); and
- ✓ Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or Ministry or both.

3.4 The outcomes of the risk assessment are documented as per OP-08 Risk Assessment Outcomes.

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3.5 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk assessment in preparation for the Management Review (OP-20). When performing this review, the following may be considered:

- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results
- Changes to the Ministry document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

4. Related Documents

Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

Ministry’s “Procedure for Disinfection of Drinking Water in Ontario” (as amended)

OP-08 Risk Assessment Outcomes

OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 5, dated September 21, 2017). Revised Purpose to reflect element 7 requirements only. Included minimum requirements for the Risk Assessment Team (QEMS Representative, at least one operator for the system and at least one member of Operation Management. Clarified role of QEMS Representative in coordinating the risk assessment and maintaining documents and records. Re-worded procedure for performing the risk assessment (process itself remains essentially unchanged). Included reference to MOECC’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems”. Removed requirements for documenting the outcomes of the risk assessment (now covered in OP-08). Changed annual review to at least once every calendar year and included potential considerations when performing the review.
Oct. 07, 2019	1	Updated MOECC to MECP.
May 2, 2022	2	Replaced MECP with Ministry (Ministry refers to the Ontario government ministry responsible for drinking water and environmental legislation); Added “(as amended)” directly following any references to Ministry documents to point to the most current version of the document and added the Ministry document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended) to the list of items



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Date	Revision #	Reason for Revision
		that may be considered when performing the annual verification of the currency of the information in the risk assessment.



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RISK ASSESSMENT OUTCOMES		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To document the outcomes of the risk assessment conducted as per OP-07 Risk Assessment.

2. Definitions

Critical Control Point (CCP) – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

Critical Control Limit (CCL) – The point at which a Critical Control Point response procedure is initiated

3. Procedure

3.1 The QEMS Representative is responsible for updating the information in OP-08A Summary of Risk Assessment Outcomes as required.

3.2 The results of the risk assessment conducted as per OP-07 are documented in Table 1 of OP-08A. This includes:

- Identified potential hazardous events and associated hazards (possible outcomes) for each of the system's activities/process steps;
Note: Hazards listed in the Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" (as amended) are indicated in the appropriate column using the reference numbers in Table 4 of OP-08A.
- Identified control measures to address the potential hazards and hazardous events; and
- Assigned rankings for the hazardous events (likelihood x consequence = risk value) and whether the hazardous event is a Critical Control Point (CCP) (mandatory or additional).
Note: If the hazardous event is ranked as 12 or higher and it is not being identified as a CCP, provide rationale as to why it does not meet the criteria set out in section 3.3.7 of OP-07).

3.3 Operations Management is responsible for ensuring that for each CCP:

- Critical Control Limits (CCLs) are set;
- Procedures and processes to monitor the CCLs are established; and
- Procedures to respond to, report and record deviations from the CCLs are implemented.

The identified CCPs, their respective CCLs and associated procedures are documented in Table 2 of OP-08A.

3.4 A summary of the results of the annual review/36-month risk assessment is recorded in Table 3 of OP-08A.

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3.5 Operations Management considers the risk assessment outcomes during the review of the adequacy of the infrastructure (Refer to OP-14 Review and Provision of Infrastructure).

4. Related Documents

Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"
(as amended)
OP-07 Risk Assessment
OP-08A Summary of Risk Assessment Outcomes
OP-14 Review and Provision of Infrastructure

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (revision 5, dated September 21, 2017). Clarified role of QEMS Representative in updating the information in OP-08A Summary of Risk Assessment Outcomes. Included requirements for how to document the risk assessment outcomes using the tables in OP-08A. Clarified responsibility of Operations Management to ensure Critical Control Limits are set and related procedures are developed. Included reference to OP-14 Review and Provision of Infrastructure to emphasize the need for Operations Management to review the risk assessment outcomes during the infrastructure review.
Oct. 07, 2019	1	Updated MOECC to MECP.
May 2, 2022	2	Replaced MECP with Ministry (Ministry refers to the Ontario government ministry responsible for drinking water and environmental legislation); Added "(as amended)" directly following references to the Ministry's "Potential Hazardous Events for Municipal Residential Drinking Water Systems" to point to the most current version of the document.

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Table 1: Risk Assessment Outcome Table

Note: Processes referred to in section 5.5 of QP-02 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Raw Water/Well	1, 2, 3, 4, 6	Well casing collapse due to natural disaster or vandalism/terrorism	Loss of raw water	Routine monitoring of well water flows via SCADA (Wonderware), Routine operational checks, Well pump failure alarm, low clearwell alarm, Implement water restrictions and/or ban if necessary, Township to supply an alternate source of drinking water, Notification to Fire Department & Planing Mill, Site specific Environmental Emergency Procedure (EEP) for Water Supply Shortage.	1	5	5	NO
Raw Water/Well	2	Well pump failure	Loss of raw water	Spare motor available on-site, Routine monitoring of well water flows via SCADA (Wonderware), Routine operational checks, Well pump failure alarm, low clearwell alarm, EEP for Well Pump Failure, EEP for Water Supply Shortage.	2	4	8	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Raw Water/Well	2, 5, 6, 9	Fuel/Chemical or biological spill to the well, accidentally or intentionally. (Municipal roads and gas station)	Contamination of aquifer	No method of control until contaminant has been identified - response may include; - shutting down the well, - distance allows for corrective actions to be carried out before contamination of groundwater occurs, - Township ordered water conservation or ban (supply alternate source of water), - monitor and sample, EEP for Fuel/Chemical Spill, EEP for Contaminated Raw Water Supply, Contingency Plan (CP) for Spill Response CP for Unsafe Water.	2	5	10	NO
Raw Water/Well	2, 9	Wells Overdrawn	Loss or reduction of raw water	Regular sampling of wells, Township ordered water conservation or ban, EEP for Water Supply Shortage	1	5	5	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Sodium Hypochlorite System (primary disinfection)	10, 11	Sodium hypochlorite pump failure	Loss of disinfection, Ineffective removal of pathogens (minimum treatment requirements not met), Potential for AWQI	Redundancy - back-up pump with manual switchover, Continuous on-line monitoring with alarms, In-house residual testing, Daily operator checks (remote & on- site), Scheduled maintenance activities, Spare pump parts available , in Cluster, SOP for CT (Chlorine Concentration x Time), Site specific spreadsheet to calculate CT EEP for Sodium Hypochlorite Pump Failure, EEP for Low or High Chlorine Residual in Treated Water, EEP for Reporting and Responding to Adverse Chlorine or CT Results, CP for Unsafe Water. Check for leaks on hypo line and fittings				YES – Mandatory CCP

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Sodium Hypochlorite System (primary disinfection)	10, 11	Analyzer failure	Unknown chlorine residual levels, Potential for AWQI	Low chlorine residual alarm, analyzer failure alarm, In-house residual testing, Spare analyzer within the hub, Scheduled maintenance activities, SOP for CT, Site specific spreadsheet to calculate CT, EEP for Free Chlorine Analyzer Failure, EEP for Low or High Chlorine Residual in Treated Water, EEP for Reporting and Responding to Adverse Chlorine or CT Results, CP for Unsafe Water.				YES – Mandatory CCP
Sodium Hypochlorite System (primary disinfection)	10, 11	Low supply of sodium hypochlorite	Inadequate disinfection, Potential for AWQI	Low chlorine residual alarm, Operator checks, Chemical available within the Region, SOP for CT Results, Site specific spreadsheet to calculate CT, EEP for Low or High Chlorine Residual in Treated Water, EEP for Reporting and Responding to Adverse Chlorine or CT Results, CP for Unsafe Water.				YES – Mandatory CCP

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Filtration Process (iron removal/pressure filter)	N/A	Filter breakthrough	Increased iron and manganese levels Increased turbidity levels	Visual check of filter media Scheduled maintenance activities, Regular backwashes, Regular monitoring of filter flows, Regular iron and manganese testing, Filter bypass capability.	3	2	6	NO
Filtration Process (iron removal/pressure filter)	N/A	Backwash System Failure	Increased iron and manganese levels Increased turbidity levels	Scheduled maintenance activities, Filter backwash failure alarm, Filter bypass capability, EEP – Backwash Failure.	2	2	4	NO
Clearwells (primary disinfection)	2, 10	Low level	Inadequate CT for primary disinfection, Inadequate treated water supply, Inadequate fire protection.	Low level alarm (low level pump lock-out), Routine operator checks, Township ordered water conservation or ban, SOP for CT Results, Site specific spreadsheet to calculate CT, EEP for Water Supply Shortage, EEP for Clearwell-Low Level , EEP for Reporting and Responding to Adverse Chlorine or CT Results, CP for Unsafe Water.				YES – Mandatory CCP

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Clearwells (primary disinfection)	10	Clearwell out of service for repair / maintenance	Inadequate CT for primary disinfection, Inadequate fire protection	Two clearwells with isolation valve between clearwells, Scheduled controlled maintenance plan and monitoring, Re-calculate CT and increase chlorine dosage to maintain primary disinfection, SOP for CT, Site specific spreadsheet to calculate CT, EEP for Reporting and Responding to Adverse Chlorine or CT Results, CP for Unsafe Water.				YES – Mandatory CCP
Clearwells (primary disinfection)	2, 10	Loss of structural integrity	Inadequate treated water supply, Inadequate CT for primary disinfection, Inadequate fire protection	Two clearwells with isolation valve between clearwells, Low clearwell level alarm, Maintenance and inspection activities, Emergency repair, Township ordered water conservation or ban (alternate source of water), EEP for Water Supply Shortage, CP Loss of Service				YES – Mandatory CCP
Reclaim Tank	N/A	Contamination during hauling events (hauling occurs 3-4 times per year)	Contamination of reclaim tank, Potential for AWQI	Signage posted on hatches indicating 'Potable Water Only', Backflow preventer on pipe from reclaim tank, Air break between discharge hose and haulage truck	1	3	3	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
High Lift Pumps	2, 7	High lift pump failure	Low pressure in distribution system, Low supply of water, Inadequate fire protection	Redundancy - 3 high lift pumps, On-line monitoring of discharge pressure, low pressure alarm, Back-up generator for loss of power situations, Scheduled maintenance activities, EEP for High Lift Pump Failure, EEP for Low or Loss Pressure in the Distribution System, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	3	6	NO
Water Treatment System	1, 2, 3, 4, 6, 7	Power failure due to weather, or vandalism/terrorism	Loss of pressure/ supply, Potential loss of equipment, Power surges	Back-up diesel generator, Scheduled maintenance for back-up generator, Routine operator checks, Power failure alarm, Low pressure alarm, EEP for Hydro Interruption, Surge or Failure, EEP for Power Failure of Long Duration, EEP for Standby Power Failure, CP for Loss of Service.	4	2	8	NO

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Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Water Treatment System	2, 6, 7	Generator Failure (accident or vandalism/terrorism)	Loss of pressure/supply, Potential contamination, Potential loss of equipment	Portable generator available within the Region, Scheduled maintenance, EEP for Power Failure of Long Duration, EEP for Standby Power Failure, CP for Loss of Service.	2	4	8	NO
Water Treatment System	2, 6	SCADA failure (accident or vandalism/terrorism)	Loss of automatic process control, Interruption or loss of data and trending, Loss of process visibility for operators	SCADA system password protected, Facility locked when no personnel on site, Data is backed-up on an external storage device, Data also backed-up on Oupost5/Wonderware, Alarms, Manual monitoring of parameters, Manual operation of plant, EEP – Control System Failure	3	3	9	NO
Water Treatment System	2, 6, 7, 10	Fire in Plant (accidentally or intentionally)	Partial or full system shutdown, Damage to critical equipment, Potential loss of supply Diesel issue inside	Regular operator visits, System alarms, Fire suppression, EEP for Fire in Plant.	2	4	8	NO

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Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Water Treatment System	2, 5, 6, 10	Vandalism/terrorism	Contamination of the water supply, Damage to critical equipment,	Locked (water plant, hatches), Appropriate signage and lighting, Located in high traffic area, Regular visits by operators, Regular sampling and monitoring, Township ordered ban, Township to supply an alternate source of drinking water, EEP for Vandalism or Suspected Unauthorized Entry, EEP for Contamination of Treated Water, EEP for Water Supply Shortage, CP for Spill, Response, CP for Loss of Service, CP for Security Breach.	3	3	9	NO
Water Treatment System	13	Cybersecurity Threats (PDM, WMS, SCADA – Wonderware)	Loss of system process visibility for operators (e.g., unable to monitor treatment processes), Interruption of data recording leading to a loss of critical/ compliance data, Inability to remotely control processes and/or loss of automatic control, Installation of malicious programs (eg. ransomware) which can	Embedded system security include: Identity and Access Management throughout the account management lifecycle, Privileges are granted to users with two principles – need to know and least privileges. Users are assigned only the privileges they need to perform their job, Default to fail secure. The application or system failure will cause little or no harm to other systems. Data will not fall into the wrong hands,	2	4	8	NO

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Approved by: Anthony Danis, Senior Operations Manager

Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
			disable business enterprise until money is paid, Loss of data (stolen or maliciously deleted)	Multiple layers of defense including: o Intrusion detection systems constantly monitoring traffic flow (borders), o Firewalls that provide real-time filtering and blocking (walls), o Cryptography and layered authentication (zones), o Certified professionals ensuring system integrity (gatekeepers), Constant monitoring and tracking for quick and effective response to attacks, Performance of routine vulnerability scans and threat assessments, Periodic cyber security audits and risk compliance checks Databases backed-up on a remote, secured network location, CP – Security Breach.				
Water Treatment System	1	Pandemic	Shortage of staff Supply shortages Loss of sample locations	Staff training and PPE, OCWA's Emergency Operations Center/Action Group (EOC), Staff isolation, staff rescheduling, modifications to work rounds, remote work done where possible, Alternate suppliers available, refer to Essential Services & Suppliers list CP for Critical Shortage of Staff	1	4	4	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Water Treatment System	1, 2, 3, 4	Natural Disasters (ice storm, wind storm, flooding, forest fire)	Loss of supply, Contamination	Contingency Plans, Emergency Procedures, OCWA's Emergency Response Plan, Township's Emergency Response Plan, Staff training.	2	4	8	NO
Distribution System (secondary disinfection)	11	Loss of chlorine residual in distribution	Failure to control biofilm and pathogens (long-term), Potential for AWQI	Continuous on-line monitoring of chlorine residual into the distribution system, Alarms for low chlorine residuals in water entering distribution system, Distribution chlorine residual testing as per O. Reg. 170/03, Regularly scheduled maintenance, EEP for Reporting and Responding to Adverse Chlorine or CT, CP for Unsafe Water.				YES – Mandatory CCP
Distribution System	N/A	Adverse water quality as described in O. Reg. 170/03 (eg. Bacteriological, THMs, HAAs)	Potential for unsafe drinking water	Site specific Sampling Schedule, EEP for Reporting and Responding to Adverse Results in Large Municipal Residential Systems (several EEPs), CP for Unsafe Water.	2	4	8	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution System	6, 7	Fire (accidentally or intentionally)	Contamination Low pressure,	Communication with fire department, Low clearwell alarm, Monitoring of flows, clearwell levels and pressure, Bypass filters, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, EEP for Fire Flow Situation CP for Unsafe Water.	3	2	6	NO
Distribution System (watermains)	1, 2, 3, 4, 7, 8	Structural failure/ breaks due to weather or age	Contamination, Loss of pressure/supply	Notification/complaints from customers, Routine monitoring of flows, clearwell levels and pressure-via SCADA (Wonderware), Alarms (low pressure, low clearwell) Maintenance program, AWWA Standards and MECP's Watermain Disinfection Procedure, EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	3	6	NO

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Distribution System (service connections)	8	Cross-connection, backflow, siphonage	Contamination	Plumbing code, Municipal by-law, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	3	6	NO
Distribution System (service connections)	1, 2, 3, 4, 7, 8	Structural failure/breaks due to accident, weather, age	Contamination, Loss of pressure/supply to affected users	Customer notification/complaints, Routine monitoring of flows, clearwell levels and pressure via SCADA (Wonderware), Alarms (low pressure, low clearwell), EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	2	4	NO
Distribution System (valves)	1, 2, 3, 4, 7, 8	Structural failure due to accident, weather, age	Loss of control, Contamination, Loss of pressure	Routine monitoring of flows, clearwell levels, and pressure via SCADA (Wonderware), Alarms (low pressure, low clearwell), Maintenance program, AWWA Standards and MECF's Watermain Disinfection Procedure, EEP for Low or Loss of Pressure, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	2	2	4	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution System (hydrants)	1, 2, 3, 4, 7, 8	Structural failure/ component failure	Contamination, Loss of pressure, Loss of supply, Loss of fire control	Customer notification/complaints, Routine monitoring of flows, clearwell levels and pressure via SCADA (Wonderware), Alarms (low pressure, low clearwell), Operator checks, Maintenance program, AWWA Standards and MECP's Watermain Disinfection Procedure, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results CP for Unsafe Water.	2	3	6	NO
Distribution System All - watermain, connections, valves, construction, etc.	2, 6, 7, 8	Accident, Vandalism/terrorism	Contamination, Loss of water supply, Loss of pressure	Notifications/complaints from customers, Routine monitoring of flows, pressure and clearwell levels via SCADA (Wonderware), Alarms (low pressure, low clearwell), Operator checks, EEP for Distribution System – Watermain Breaks, EEP for Low or Loss of Pressure, EEP for Water Supply Shortage, EEP for Reporting and Responding to Adverse Bacteriological Results, CP for Unsafe Water.	3	3	9	NO

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Activity/ Process Step	Ministry's Potential Hazardous Event/Hazard Reference # (see Table 4)	Description of Hazardous Event	Possible Outcome (Hazards)	Existing Control Measures	Likelihood	Consequence	Risk Value	CCP?
Distribution System (capital construction)	7, 8	Sub-standard construction and commissioning	Contamination, Loss of pressure	AWWA guidelines, Provincial standards, Staff training, Sampling and testing.	2	3	6	NO

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Table 2: Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Primary Disinfection (Sodium Hypochlorite System)	Finished Free Chlorine Residual Alarms Low alarm = never below 0.50 mg/L High high set point = no greater than 2.0 mg/L	SCADA (continuous online analyzers), Routine operator checks via remote monitoring system, Trend review and sign-off as per O. Reg. 170/03, Routine on-site checks conducted by OCWA staff, Alarms, Sampling, Chemical consumption.	Refer to: - SOP for CT (Chlorine Concentration x Time), - Site specific spreadsheet to calculate CT, - EEP for Sodium Hypochlorite Pump Failure, - EEP for Free Chlorine Analyzer Failure, - EEP for Low or High Chlorine Residual in Treated Water, - EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, - CP for Unsafe Water.
Clearwells	Clearwell Low Level Alarm - Plant Set point = no less than 1.5 meters	SCADA (continuous online analyzers), Routine operator checks via remote monitoring system (Wonderware) Trend review and sign-off as per O. Reg. 170/03, Regular on-site checks conducted by certified municipal operators, Routine on-site checks conducted by OCWA staff	Refer to: - SOP for CT (Chlorine Concentration x Time) - SOP for When to Use CT Calculation, - EEP for Water Supply Shortage. - EEP for Clearwell-Low Level, - EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, - CP for Unsafe Water.
Secondary Disinfection	Free Chlorine Residual - Distribution Regulatory Low = 0.05 mg/L Operational High = 4.0 mg/L	Distribution chlorine residuals monitored as per O. Reg. 170/03	Refer to: - EEP for Reporting and Responding to Adverse Chlorine or CT Results in Large Municipal Residential Systems, - CP for Unsafe Water.

Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per QP-01 Document and Records Control.

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Table 3: Record of Annual Review/36-Month Risk Assessment

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Participants	Summary of Results
Mar. 29, 2010	Initial Risk Assessment conducted	Amanda Dubuc (PCT), Anthony Danis (Senior Operator)	Results captured in Revision 0 of this Summary of Risk Assessment Outcomes
Apr. 7, 2011	Review conducted in preparation for the annual internal audit	Eric Nielson (Process Compliance Manager), Ilona Bruneau (PCT)	Information in summary remains current and assumptions still valid – no revisions necessary
Jun. 21, 2011	Review conducted during Management Review meeting	Tony Janssen (Operations Manager), Eric Nielson (Process Compliance Manager), Brian Jibb (Cluster Manager), Ilona Bruneau (PCT)	All process steps were re-assessed and no new hazardous events or hazards were identified. Information in summary remains current and assumptions still valid – no revisions necessary
Feb 22, 2012	Reviewed during internal operations meeting prior submission for Full Scope Accreditation	Anthony Danis (Senior Operator) , Ilona Bruneau (PCT)	Revised ranking for clearwells; Table 1 & Table 2 to be updated to reflect low clear well level as a CCP. Added procedures for dealing with low chlorine levels in the clearwells. Updated control measures used during haulage of reclaim tank. Table 2 to be updated to reflect changes made to the clearwell low level alarm set point. Results captured in Revision 1 of this Summary of Risk Assessment Outcomes.
March 6, 2013	36-month Risk Assessment	Yvan Rondeau, (Operator), Ilona Bruneau, (PCT)	All activities/process steps were re-assessed and new hazardous events and hazards were ranked according to QP-02 (Revision 2). Results are captured in Revision 2 of this Summary of Risk Assessment Outcomes.
April 4, 2013	Reviewed during internal audit	Brian Montague (Operator), Lorrie Hughes Jobson (Township Operator), Ilona Bruneau (PCT)	Remove the alarm-off set point of 1.1 meters for the clearwell level. This set point is not accurate and not a CCP

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Date of Activity	Type of Activity	Participants	Summary of Results
April 1, 2014	Reviewed during internal audit	Lorrie Hughes Jobson (Township Operator), Ilona Bruneau (PCT)	No revisions necessary
May 29, 2014	Reviewed during update of Operational Plan	Ilona Bruneau (PCT)	Revised Contingency Plan titles for Spill Response (formerly Accidental Release, Unsafe Water (formerly Potential or Actual Unsafe Water and Loss of Service (formerly Power Failure and Catastrophic Equipment Failure and added new CP for Security Breach under Water Treatment System - Vandalism/terrorism Removed "failure to sample after a water main break" as this is not a hazard as defined in the Risk Assessment and Risk Assessment Outcomes procedure.
April 1, 2015	Reviewed during Internal Audit	Lorrie Hughes Jobson (Township Operator), Josh Gravelle (Operator), Ilona Bruneau (PCT)	No revisions necessary
June 29, 2015	Reviewed during update of Operational Plan	Ilona Bruneau (PCT)	Added Fire in the Plant has a potential hazard to the water treatment plant
March 4, 2016	36-month Risk Assessment	Pat Roy (Operator), Steven Gerl (Operator), Mitch Nikitin (Operator), Josh Gravelle (Operator), Yvan Rondeau (Operator), Paul St. Cyr (Mechanic), Ilona Bruneau, (PCT), Anthony Danis (Sr. Operations Manager)	All activities/process steps were re-assessed and new hazardous events and hazards were ranked according to QP-02. Results are recorded on worksheets and captured in Revision 6 of this Summary of Risk Assessment Outcomes.
April 1, 2016	Annual Review - during Internal Audit	Lorrie Hughes Jobson (Township Operator), Patrick Roy (Operator),	No revisions necessary
September 13, 2016	Reviewed	Ilona Bruneau (PCT)	Revised to include low level pump lock for clearwell and municipal bylaw and plumbing code as a control measure for service connections and updated assessment with MOECC's new Watermain Disinfection procedure and OCWA's new Watermain Break EEP
March 31, 2017	Annual Review	Adam McCue (Operator), Lorrie Hughes-Jobson (Township Operator), Ilona Bruneau (PCT)	Contamination of clearwell (fuel, chemical) captured under "Water Treatment Plant – Vandalism Terrorism"
March 23, 2018	Annual Review	Neil Culhane (Operator), Ilona Bruneau (PCT)	No revisions necessary

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Date of Activity	Type of Activity	Participants	Summary of Results
July 27, 2018	36 month Risk Assessment	Neil Culhane (Operator), Ilona Bruneau (PCT), Anthony Danis (Sr. Operations Manager)	All Activities/Process Steps were re-assessed and new hazardous events and hazards identified (including those in the MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems") and ranked according to OP-07 (revision 0). Results captured in Revision 8 of this Summary of Risk Assessment Outcomes
September 13, 2018	Reviewed during internal audit	Steven Gerl (Senior Operator), Lorrie Hughes-Jobson (Township Operator), Ilona Bruneau (PCT)	Table 1 - under the Sodium Hypochlorite System - pump failure hazard, changed automatic switchover for the back-up pump to manual switchover.
January 10, 2019	Reviewed outcomes during Plan update	Ilona Bruneau (PCT)	Table 1 –Updated or changed the MOECC Potential Hazardous Event/Hazard Reference numbers for the water treatment plant and distribution system. Added inadequate CT and low clearwell alarm to loss of structural integrity of the clearwell and added potential contamination as a possible outcome for a generator failure.
October 3, 2019	Annual Review	Pat Roy (Team Lead), Ilona Bruneau (PCT)	Table 1 – Added MECP's Potential Hazard No. 9 – sudden changes to raw water characteristics to raw water-wells overdrawn, added No. 11 - failure of equipment or process associated with secondary disinfection to sodium hypochlorite pump failure, analyzer failure and low supply of sodium hypochlorite, added No. 2 - water supply shortfall to power failure at the water treatment plant and added No. 10 - failure of equipment or process associated with primary disinfection to vandalism/terrorism at the plant Table 2 – Clarified the high CCP for the free chlorine in the distribution as and "operational" high.
June 17, 2020	Reviewed during Internal Audit	Brian Pereira (ORO),	No changes identified.
September 18, 2020	36 month Risk Assessment	Ilona Bruneau (PCT), Pat Roy, (Team Lead), Anthony Danis (Senior Operations Manager)	Table 1 – Changed the likelihood and risk value for contamination of the reclaim tank. Modifications to the sludge discharge line improve the sludge hauling and cleaning process. Added Pandemic as risk to the water treatment systems in light of the COVID-19 Pandemic. Changed MOECC to MECP or Ministry.
June 30, 2021	Reviewed during Internal Audit	Pat Roy (Team Lead), Ilona Bruneau (PCT)	Table 1 - Added PLC/SCADA system failure as a hazard for the water treatment plant and added HAAs to the description for adverse water quality incidents in the distribution system.

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Date of Activity	Type of Activity	Participants	Summary of Results
April 13, 2022	Annual Review	Ilona Bruneau (PCT)	Table 1 – Updated possible outcomes and existing control measures for SCADA failure. Updated to include MECP’s new hazardous event, cybersecurity threats. Added possible outcomes and existing control measures. Table 4 – Updated to include MECP’s new hazardous event, cybersecurity threats (Reference No. 13).
August 25, 2023	36 month Risk Assessment	April Swanson (PCT), Steve Gerl, (Operator), Sojung Lee (Operator), Anthony Danis (Senior Operations Manager)	No major changes, minor changes to risk value
November 1, 2024	Annual review	April Swanson (PCT)	No major changes
November 20, 2025	Annual Review	Hetanshi Dalwadi (PCT), Steven Gerl (Senior Operations Supervisor)	Table – 1 – Changed the likelihood and risk value for Water Treatment System Vandalism/terrorism.

Table 4: Potential Hazardous Event/Hazard Reference Numbers (based on MECP’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” dated April 2022)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.

System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall
X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X	Distribution Systems	7	Sustained pressure loss
X	Distribution Systems	8	Backflow
X	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)

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System Type (indicate all that apply to this DWS)	Reference Number	Description of Hazardous Event/Hazard
X	Treatment Systems	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X	Treatment Systems and Distribution Systems providing secondary disinfection	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
N/A	Treatment Systems using Surface Water	Algal blooms
X	All Systems	Cybersecurity threats

Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Risk assessment finalized and issued
Feb. 23, 2012	1	Revised to include 'Record of Annual Review/36-Month Risk Assessment' (Table 3); updated to include results of February 22 nd review
Mar. 15, 2013	2	Revised summary based on results of 36-month risk assessment
May 24, 2013	3	Updated summary and Table 2 as per results of April 4 th review
May 30, 2014	4	Revised summary based on results of May 29, 2014 review.
Jun. 30, 2015	5	Revised summary based on results of June 29, 2015 review.
Apr. 25, 2016	6	Revised summary based on results of 36-month risk assessment (March 4, 2016)
Sep. 15, 2016	7	Revised summary based on results of September 13, 2016 review.
Jul. 30, 2018	8	Summary of Risk Assessment Outcomes assigned document number (OP-08A); added table 4 to reference MOECC's "Potential Hazardous Events for Municipal Residential Drinking Water Systems"; Hazardous Events for Municipal Residential Drinking Water Systems"; Table 1 updated to include results of the 36-month risk assessment that took place on July 27, 2018.
Jan. 10, 2019	9	Revised summary based on results of September 13, 2018 and January 10, 2019 reviews.
Oct. 07, 2019	10	Revised summary based on results of October 3, 2019 review.
Sep. 21, 2020	11	Revised summary based on results of June 17, 2020 review and September 18, 2020 assessment
Nov. 8, 2021	12	Revised summary based on results of June 30, 2021 review.



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Approved by: Anthony Danis, Senior Operations Manager

Date	Revision #	Reason for Revision
May 2, 2022	13	Revised summary based on results of April 13, 2022 review.
Aug 25, 2023	14	Revised summary based on risk assessment.
Nov 1, 2024	15	Revised summary based on risk assessment.
Nov 20, 2025	16	Revised summary based on risk assessment

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Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To document the following for the Elk Lake Drinking Water System:

- Owner;
- Organizational structure of the Operating Authority;
- QEMS roles, responsibilities and authorities of staff, Top Management and individuals/groups that provide corporate oversight; and
- Responsibilities for conducting the Management Review

2. Definitions

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Senior Leadership Team (SLT) – members include President and CEO, Executive Vice President and General Counsel, Vice Presidents of OCWA's business units and Regional Hub Managers

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems

Operations Personnel – Employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

3. Procedure

3.1 Organizational Structure

The Elk Lake Drinking Water System is owned by the Corporation of the Township of James and is represented by the Reeve, Clerk-Treasurer and Council.

The organizational structure of OCWA, the Operating Authority, is outlined in appendix OP-09A: Organizational Structure.

3.2 Top Management

Top Management for the Elk Lake Drinking Water System consists of:

- Operations Management – Kirkland Lake Cluster
- Regional Hub Manager – Northeastern Ontario Regional Hub
- Safety, Process & Compliance Manager – Northeastern Ontario Regional Hub

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Irrespective of other duties (see Table 9-2 below), Top Management's responsibilities and authorities include:

- Endorsing the Operational Plan as per the Commitment and Endorsement procedure (OP-03);
- Ensuring that the QEMS meets the requirements of the DWQMS;
- Ensuring staff are aware of the applicable legislative and regulatory requirements;
- Communicating the QEMS according to the Communications procedure (OP-12);
- Providing resources needed to maintain and continually improve the QEMS;
- Appointing and authorizing a QEMS Representative (OP-04); and
- Undertaking Management Reviews as per the Management Review procedure (OP-20).

Note: Specific responsibilities of the individual members of Top Management are identified in the referenced procedures.

3.3 Corporate Oversight

Roles, responsibilities and authorities for individuals/groups providing corporate oversight of OCWA's QEMS are summarized in Table 9-1 below.

Table 9-1: Corporate QEMS Roles, Responsibilities and Authorities

Role	Responsibilities and Authorities
Board of Directors	• Set the Agency's strategic direction, monitor overall performance and ensure appropriate systems and controls are in place in accordance with the Agency's governing documents • Review and approve the QEMS Policy
Senior Leadership Team (SLT)	• Establish the Agency's organizational structure and governing documents and ensure resources are in place to support strategic initiatives • Monitor and report on OCWA's operational and business performance to the Board of Directors • Review the QEMS Policy and recommend its approval to the Board • Approve corporate QEMS programs and procedures
Corporate Compliance	• Manage the QEMS Policy and corporate QEMS programs and procedures • Provide support for the local implementation of the QEMS • Monitor and report on QEMS performance and any need for improvement to SLT • Consult with the MOECC and other regulators and provide compliance support/guidance on applicable legislative, regulatory and policy requirements • Manage contract with OCWA's DWQMS accreditation body

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Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

3.4 Regional Hub Roles, Responsibilities and Authorities

QEMS roles, responsibilities and authorities of Northeastern Ontario Regional Hub personnel are summarized in Table 9-2 below. This information is kept current as per the Document and Records Control procedure (OP-05) and is communicated to staff as per the Communications procedure (OP-12).

Additional duties of employees are detailed in their job specifications and in the various QEMS programs and procedures that form, or are referenced in, this Operational Plan.

Table 9-2: QEMS Roles, Responsibilities and Authorities for the Regional Hub

Role	Responsibilities and Authorities
All Operations Personnel	• Perform duties in compliance with applicable legislative and regulatory requirements • Be familiar with the QEMS Policy and work in accordance with QEMS programs and procedures • Maintain operator certification (as required) • Attend/participate in training relevant to their duties under the QEMS • Document all operational activities • Identify potential hazards at their facility that could affect the environmental and/or public health and report to Operations Management • Report and act on all operational incidents • Recommend changes to improve the QEMS
Regional Hub Manager (Top Management)	• Oversee the administration and delivery of contractual water/wastewater services on a Regional Hub level • Fulfill role of Top Management • Ensure corporate QEMS programs and procedures are implemented consistently throughout the Regional Hub • Manages the planning of training programs for Regional Hub • Report to VP of Operations/SLT on the regional performance of the QEMS and any need for Agency-wide improvement
Operations Management (Top Management)	• Manage the day-to-day operations and maintenance of his/her assigned facilities and supervise facility operational staff • Fulfill role of Top Management • Ensure corporate and site-specific QEMS programs and procedures are implemented at his/her assigned facilities • Determine necessary action and assign resources in response to operational issues • Report to the Regional Hub Manager on facility operational performance • Ensure operational training is provided for the cluster (in consultation with the SPC Manager as required)



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ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Role	Responsibilities and Authorities
	Act as Overall Responsible Operator (ORO) when required.
Safety, Process & Compliance (SPC) Manager (Top Management)	- Supervise facility compliance staff and provide technical and program support to the Regional Hub related to process control and compliant operations - Fulfill role of Top Management - Ensure corporate/regional QEMS programs and procedures are implemented consistently throughout the Regional Hub - Assist in the development of site-specific operational procedures as required - Ensure training on applicable legislative and regulatory requirements and the QEMS is provided for the Regional Hub (in consultation with Operations Management as required) - Monitor and report to the Regional Hub Manager and Operations Management on the compliance status and QEMS performance within his/her Regional Hub and any need for improvement - Act as alternate QEMS Representative (when required)
Process & Compliance Technician – PCT (QEMS Representative)	- Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at his/her assigned facilities - Fulfill role of QEMS Representative (OP-04) - Monitor, evaluate and report on compliance/quality status of his/her assigned facilities - Implement facility-specific QEMS programs and procedures consistently at his/her assigned facilities - Participate in audits and inspections and assist in developing, implementing and monitoring action items to respond to findings - Report to the SPC Manager on QEMS implementation and identify the need for additional/improved processes and procedures at the regional/cluster/facility level (in consultation with the Operations Management as required) - Communicates to Owners on facility compliance and DWQMS accreditation as directed - Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS
Team Lead	- Perform duties as assigned by Operations Management - Participate as a technical advisor to staff and management and provide specialized training on technical issues - Prepare and/or coordinate operational staff work assignments and follow up to ensure completion - Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports as required



Ontario Clean Water Agency

OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Proc.: OP-09
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ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Role	Responsibilities and Authorities
	• Oversee maintenance activities on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals, and established procedures • Assist in the preparation of facility manuals and documenting operating processes and procedures for staff • Act for management during vacations or periodic absences. • Perform duties of Operator/Mechanic as required • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Senior Operator/Mechanic	• Perform duties as assigned by Operations Management or designate • Provide training to newer staff • Assist management in providing recommendations for annual capital forecasts and gathering information for operational reports as required • Assist in the preparation of facility manuals and documenting operating processes and procedures for staff • Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures • Collect samples and perform laboratory tests and equipment calibrations as required • Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned • Participate in facility inspections and audits • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Operator/Mechanic	• Perform duties as assigned by Operations Management or designate • Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures • Collect samples and perform laboratory tests and equipment calibrations as required • Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned • Participate in facility inspections and audits • May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required. Refer to ORO Letter.
Mechanic Lead	• Perform duties as assigned by Operations Management • Act as lead with other staff on extensive maintenance/repair

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Role	Responsibilities and Authorities
	projects - Schedule maintenance on equipment and processes in accordance with established procedures - Perform and oversee routine preventive maintenance and repairs on equipment and process in order to maintain compliance with applicable legislation, regulations, approvals, and established procedures.
Instrumentation Technician (UPIT)/SCADA Support/Operator	- Provide advice and technical expertise on the services required for process control and automation systems - Discuss and advise on detailed system and programming requirements, modify existing and new software in response to plant requests, analyze and resolve problems/error conditions, document changes/modifications and configure, install and support related software, hardware and network for such systems - Conduct inspections of the process control and automation systems to validate that all is operating within established parameters as requested - Install and commission new electrical/electronic equipment and automation systems - May act as Operator-in-Charge (OIC)
Municipal Operators working in the Elk Lake Drinking Water System	- Fulfill duties assigned by their Supervisor - Monitor, maintain and operate facilities in accordance with applicable regulations, approvals and established operating procedures - Operate, inspect and adjust equipment/processes to maintain compliance with applicable regulations, licences, permits, certificates and established operating procedures - Collect samples, perform laboratory tests and complete appropriate facility sheets as required - Regularly inspect the distribution system - Participate in facility inspections and audits - May act as Operator-in-Charge (OIC)

4. Related Documents

OP-03 Commitment and Endorsement
OP-04 QEMS Representative
OP-05 Document and Records Control
OP-09A Organizational Structure
OP-12 Communications
OP-20 Management Review

ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

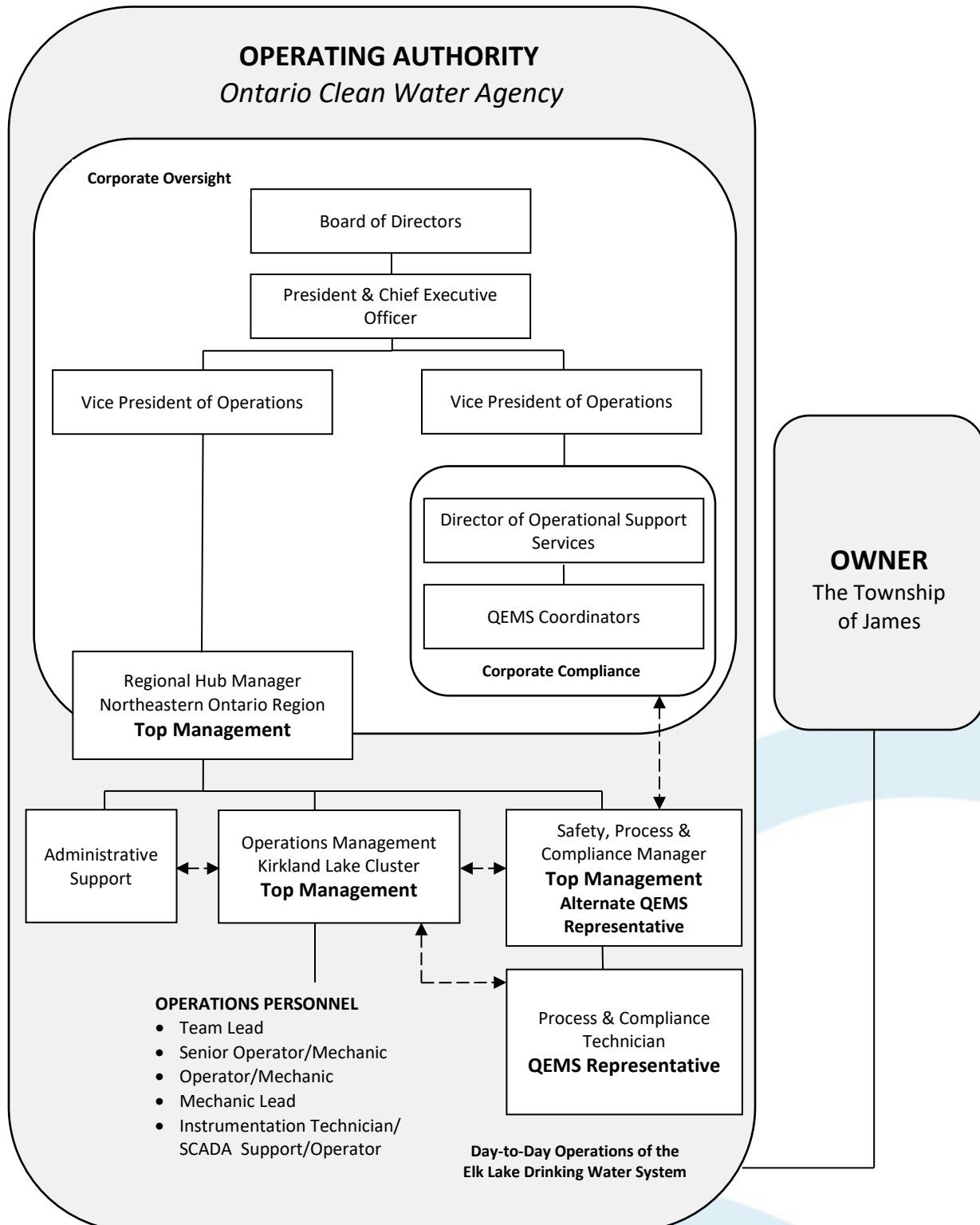
5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-09 (s. 3) was originally set out in main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Incorporated OCWA's new org structure, including SPC Manager. Removed two levels of Top Management (e.g. Facility Level and Corporate level), instead Top Management is only at the facility level and corporate has been moved to Corporate oversight. Re-worded QEMS Roles, Responsibilities and Authorities for each position. Added QEMS Roles, Responsibilities and Authorities for Mechanic and Data Clerk.
Jan. 10, 2019	1	Changed position of mechanic to mechanic/operator and removed the position of Data Clerk.
Oct. 07, 2019	2	Added responsibilities and authorities for a Team Lead and removed position of Senior Operator.
Nov. 8, 2021	3	Added roles, responsibilities and authorities for a Senior Operator/Mechanic (an operator becomes a Senior Operator if they achieve Class 3 certification), changed the position of Mechanic Operator to Mechanic Lead and updated the positions' roles and responsibilities. Updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator.

ORGANIZATIONAL STRUCTURE

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager





OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Doc.: OP-09A
Rev Date: 2021-11-08
Rev No: 11
Pages: 2 of 2

ORGANIZATIONAL STRUCTURE

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Revision History

Date	Revision #	Reason for Revision
May 1, 2010	0	Organizational Chart issued.
Feb. 23, 2012	1	Added media spokesperson .
Feb. 21, 2013	2	Removed position of Process and Compliance Manager, changed Operations Manager to Senior Operations Manager, changed Cluster Manager to Operations Manager.
May 24, 2013	3	Added Team Lead position.
May 30, 2014	4	Changed Director of Risk, Compliance & Training to Director of Operational Services.
Sep. 15, 2016	5	Removed Team Lead and added position of Senior Operator.
Sep. 21, 2017	6	Added Safety Process and Compliance Manager Position and changed media spokesperson from Senior Operations Manager to Regional Hub Manager.
Jul. 18, 2018	7	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. Moved to a new Appendix.
Jan. 10, 2019	8	Updated position of mechanic to mechanic/operator.
Oct. 07, 2019	9	Changed Senior Operator to Team Lead.
Sep. 21, 2020	10	Revision to reflect change to reporting structure - Corporate Compliance now reports to VP of Operations.
Nov. 8, 2021	11	Added Senior Operator/Mechanic, changed Mechanic Operator to Mechanic Lead and updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-10 Rev Date: 2021-11-08 Rev No: 3 Pages: 1 of 6
COMPETENCIES		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To document a procedure that describes:

- the competencies required for personnel performing duties directly affecting drinking water quality;
- the activities to develop and/or maintain those competencies; and
- the activities to ensure personnel are aware of the relevance of their duties and how they affect safe drinking water.

2. Definitions

Competence – the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

Top Management – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the Owner respecting the subject system or subject systems

3. Procedure

3.1 The following table presents the minimum competencies required by operations personnel.

Position	Required Minimum Competencies
Operations Management	• Valid operator certification • Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration • Training and/or experience related to drinking water system processes, principles and technologies • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems



Ontario Clean Water Agency

OPERATIONAL PLAN

Elk Lake Drinking Water System

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COMPETENCIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager	- Valid operator certification - Experience in providing technical support and leading/managing programs related to process control and compliant operations - Experience and/or training in conducting compliance audits, and management system audits - Experience and/or training in preparing and presenting informational and training material - Training on OCWA's QEMS and the DWQMS - Training on relevant legislation, regulations, codes, policies, guidelines and procedures - Experience using computers and operational computerized systems
Team Lead	- Valid operator certification - Experience and/or training in managing and planning multiple projects, assessing priorities and effectively coordinating operation and maintenance programs, - Experience leading/directing operations personnel, and providing technical guidance to resolve operational issues - Performs and plans maintenance activities, including preventative, emergency and capital works - Training and/or experience related to operations and maintenance of drinking water system processes, principles and technologies - Training on OCWA's QEMS and the DWQMS - Training on relevant legislation, regulations, codes, policies, guidelines and procedures - Experience using computers and operational computerized systems
Senior Operator/Mechanic	- Valid operator certification (Class 3 or higher) - Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities, - Performs and helps to plan maintenance activities, including preventative, emergency and capital works, - Assist in directing operations personnel, and providing technical guidance to resolve operational issues - Training and/or experience related to operations and maintenance of drinking water system processes, principles and technologies - Training on OCWA's QEMS and the DWQMS - Training on relevant legislation, regulations, codes, policies, guidelines and procedures - Experience using computers and operational computerized systems
Operator/Mechanic	- Valid operator certification - Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities - Training on OCWA's QEMS and the DWQMS - Training on relevant legislation, regulations, codes, policies,

COMPETENCIES

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

Position	Required Minimum Competencies
	- guidelines and procedures • Experience using computers and operational computerized systems
Mechanic Lead	• Millwright and/or other trades certificates • Valid operator certification • Experience in maintaining and repairing equipment and structures and in planning and scheduling maintenance and repair tasks • Experience leading/directing operations personnel, and providing guidance to resolve mechanical and process issues • Training and/or experience related to drinking water system processes • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems
Process & Compliance Technician (PCT)	• Valid operator certification • Experience and/or training in resolving/addressing compliance issues for drinking water systems • Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals • Experience and/or training in preparing and presenting informational and training material • Experience in conducting management system audits or internal auditor education/training • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems
Instrumentation Technician (UPIT)/SCADA Support/Operator	• Valid operator certification • Experience and/or training in monitoring, programming, installing and troubleshooting network, hardware, software and instrumentation • Experience and/or training in drinking water system processes, design, instrumentation, process control and automation systems • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems
Municipal Operators working in the Elk Lake Drinking Water System	• Valid operator certification • Training and/or experience in inspecting and monitoring drinking water system processes and performing maintenance activities • Training on OCWA's QEMS and the DWQMS • Training on relevant legislation, regulations, codes, policies, guidelines and procedures • Experience using computers and operational computerized systems

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-10 Rev Date: 2021-11-08 Rev No: 3 Pages: 4 of 6
COMPETENCIES		
Reviewed by: I. Bruneau, PCT		Approved by: Y. Rondeau, SPC Manager

- 3.2 OCWA's recruiting and hiring practices follow those of the Ontario Public Service (OPS). As part of the OPS, minimum competencies, which include education, skills, knowledge and experience requirements, are established when designing the job description for a particular position. As part of the recruitment process, competencies are then evaluated against the job description. Based on this evaluation, the hiring manager selects and assigns personnel for specific duties.
- 3.3 OCWA's Operational Training Program aims to:
- Develop the skills and increase the knowledge of staff and management;
 - Provide staff with information and access to resources that can assist them in performing their duties; and
 - Assist OCWA certified operators in meeting the legislative and regulatory requirements with respect to training.
- 3.4 The Program consists of Director Approved, continuing education and on-the-job training and is delivered using a combination of methods (e.g., traditional classroom courses, e-learning/webinars and custom/program-based courses/sessions). A formal evaluation process is in place for all sessions under the Operational Training Program and is a critical part of the Program's continual improvement.
- 3.5 Awareness of OCWA's QEMS is promoted during the orientation of new staff, at facility/cluster/regional hub level training sessions and meetings and through OCWA's Environmental Compliance 101 (EC 101) course. All new staff are required to complete the EC 101 course within their first year of joining OCWA. The purpose of the EC 101 course is to ensure staff are aware of applicable legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
- 3.6 Staff are also required to complete the mandatory environmental and health and safety compliance training listed in OCWA's Mandatory Compliance Training Requirements document, based on their position and/or the duties they perform. This list is available on OCWA's intranet.
- 3.7 Operations personnel also receive site-specific training/instruction on relevant operational and emergency response procedures to ensure effective operational control of processes and equipment which may impact the safety and quality of drinking water.
- 3.8 As part of OCWA's annual Performance Planning and Review (PPR) process, employee performance is evaluated against their job expectations. Professional development opportunities and training needs (which could include formalized courses as well as site-specific on-the-job training or job shadowing/mentoring) are identified as part of this process (and on an ongoing basis). In addition to this process, OCWA employees may at any time request training from either internal or external providers by obtaining approval from their Manager.

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COMPETENCIES		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

- 3.9 Certified drinking water operators are responsible for completing the required number of training hours in order to renew their certificates based on the highest class of drinking water subsystem they operate. They are also responsible for completing mandatory courses required by *Safe Drinking Water Act* (SDWA) O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Operations Management takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the requirements.
- 3.10 It is the responsibility of operations personnel to ensure Operations Management are aware of any change to the status/classification of their drinking water operator certificate(s), the validity of their driver's licence (required to hold at a minimum a Class G license which is initially verified upon hire) and/or the validity of any other required certificates/qualifications.
- 3.11 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Training Department.
- 3.12 Municipal Employees: The Township of James hires employees according to their own hiring practices and these employees are the responsibility of the Township. Certified operators are responsible for completing the annual number of required training hours for the highest type and class of subsystem where the operator works and completing mandatory courses required by the *Safe Drinking Water Act* (SDWA) O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Township of James takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the annual training hour requirements. The Township will notify OCWA if any municipal operator loses there certification.

Awareness of the system's QEMS is done through continuing education, on-the-job training sessions and internal audits.

Municipal employee training records are tracked and maintained by the Township. Training records are controlled as per OP-05A Document and Records Control Locations.

4. Related Documents

OCWA's Mandatory Compliance Training list (OCWA intranet)
 OCWA's Training Resources (OCWA Intranet)
 OCWA's Training Summary Database
 Performance Planning and Review (PPR) Database
 OP-5 Document and Records Control

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-10 Rev Date: 2021-11-08 Rev No: 3 Pages: 6 of 6
COMPETENCIES		
Reviewed by: I. Bruneau, PCT		Approved by: Y. Rondeau, SPC Manager

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-10 (s. 3) was originally set out in main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Modified table in procedure (s. 3.1 and s. 3.2): removed/revised non-measurable competencies, added the word 'minimum' to competencies; removed 'Valid Class G Driver's License' listed under individual positions and referenced in s. 3.11; added competencies for SPC Manager and Data Clerk and merged competencies for Senior Operations Manager and Operations Manager under Operations Management. Updated training sections (s. 3.4 to s. 3.7) to reference new Environmental 101 course, Mandatory Compliance Training list and removed specific references to Orientation Training Program. Added s. 3.11 related to ensuring operators make Operations Management aware of changes to operator certification and other certificates/licenses. Other minor changes to wording.
Jan. 10, 2019	1	Updated the minimum competencies for Mechanic/Operator – added valid operator certification. Removed the minimum competencies required by a data clerk – position eliminated.
Oct. 07, 2019	2	Added required minimum competencies for the Team Lead and removed position of Senior Operator.
Nov. 3, 2021	3	Added competencies for a Senior Operator/Mechanic (an operator becomes a Senior Operator if they achieve Class 3 certification), changed the position of Mechanic Operator to Mechanic Lead and updated title for Instrumentation Technician (UPIT) / SCADA Support / Operator.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-11 Rev Date: 2023-03-04 Rev No: 12 Pages: 1 of 4
PERSONNEL COVERAGE		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

1. Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality at the Elk Lake Drinking Water System.

2. Definitions

Competency – an integrated set of requisite skills and knowledge that enables an individual to effectively perform the activities of a given occupation *

Essential Services – services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting.

(Crown Employees Collective Bargaining Act, 1993)

3. Procedure

3.1 Operations Management ensures that personnel meeting the competencies identified in OP-10 Competencies are available for duties that directly affect drinking water quality.

3.2 The Elk Lake Drinking Water System is considered an un-manned facility. OCWA operations personnel routinely visit the system twice per week and monitor the facility daily using OCWA's remote monitoring SCADA system

Certified municipal staff visits the system periodically throughout the work week and perform the following operational duties:

- Monitor facility processes through visual inspection
- Take and record readings from the process control equipment
- Operate and adjust equipment/processes to maintain compliance with applicable regulations, legislations and established operating procedures
- Inspect operating equipment and report any issues to OCWA.
- Inspect the distribution system and report any issues to OCWA.
- Contact OCWA for all non-routine operational concerns or adjustments
- Ensure the systems security
- Maintain the facility log book according to regulatory requirements

* Based on the 2005 *National Occupational Guidelines for Canadian Water and Wastewater Operators* and International Board of Standards for Training, Performance and Instruction

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-11 Rev Date: 2023-03-04 Rev No: 12 Pages: 2 of 4
PERSONNEL COVERAGE		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

Both OCWA and municipal operators are available 24 hours a day, 7 days a week by an alarm system and cell phone. Municipal operators are the first to respond to facility alarms.

- 3.3 Operations personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04.

The Senior Operations Manager has been designated the ORO. When the ORO is unavailable, the Team Lead is designated as the ORO and is recorded as such in the facility logbook (refer to the ORO Letter)

The designated OIC for each shift is recorded in the facility logbook.

- 3.4 The Team Lead assigns an on-call operator for the time that the facility is un-staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift rotates every Thursday morning at 0730 hours. The on-call schedule is maintained by the Team Lead and is available to on-call operators in the Microsoft Outlook shared calendar.
- 3.5 The on-call operator conducts an inspection of the facility process at least once per day during the weekends and Statutory Holidays either on-site or via OCWA's remote monitoring system. Details of the inspection are recorded in the facility logbook and/or round sheets.
- 3.6 The alarm system auto dialer is programmed to contact the operator on-call. The operator on-call is responsible for responding to the alarm within a reasonable timeframe. If the nature of the alarm requires additional staff, the on-call operator can request assistance from any of the other certified operators. The on-call operator ensures details of the call-in are included in the facility logbook. OCWA operators also record details in OCWA's Workplace Management System (WMS/Maximo).
- 3.7 The Team Lead or Operations Management is responsible for approving vacation time for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties.
- 3.8 OCWA's operations personnel are represented by the Ontario Public Service Employees Union (OPSEU). In the event of a labour disruption, Operations Management, together with the union, identifies operations personnel to provide "essential services" required to operate the facility so that the quality of drinking water is not compromised in any way.
- 3.9 A contingency plan for Critical Shortage of Staff is included in the Facility Emergency Plan. This plan provides direction in the event that there is a severe shortage of operations personnel due to sickness (e.g., pandemic flu) or other unusual situations.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-11 Rev Date: 2023-03-04 Rev No: 12 Pages: 3 of 4
PERSONNEL COVERAGE		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

4. Related Documents

Call-In Reports (WMS)
 Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)
 Facility Logbook
 Facility Round Sheets
 On-Call Schedule
 ORO Letter
 Vacation Schedule
 OP-10 Competencies

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Step 5.9 was added to reference contingency planning for Critical Shortage of Staff; Updated location and maintenance of on-call schedule; Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager.
May 24, 2013	3	Revised step 5.2 to more accurately reflect Public Works staff schedule for checking the system.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised step 5.2 to clarify municipal staff schedule for checking the system and to state that they are first to respond to facility alarms; Updated step 5.3 to indicate that municipal operators are able to act and fulfill the duties of OIC; Clarified on-call rotation in step 5.4.
Sep. 15, 2016	5	Changed Team Lead to Senior Operator and added overall responsible operator (ORO), updated location of call-in reports.
Sep. 21, 2017	6	Removed position of Operations Manager.
Jul. 18, 2018	7	QP-03 procedure renamed OP-11. Removed Scope and Responsibilities sections. Other minor edits in wording.
Jan. 10, 2019	8	Removed the statement in step 3.4 that the on-call shift change is the end of the business day Friday.
Oct. 07, 2019	9	Changed Senior Operator to Team Lead, updated the on-call rotation in Step 3.4 and clarified how callouts are documented in Step 3.6.
Sep. 21, 2020	10	Updated Step 3.3 to indicate the ORO is no longer the Team Lead, but a certified operator and the backup ORO is the Team Lead.
Nov. 8, 2021	11	Changed the start of the on-call shift in Step 3.4
Mar. 4, 2023	12	Revised Step 3.3 to change the ORO from an operator to the Senior Operations Manager. Revised Step 3.4, to change the on-call shift day from Friday at 7:30 AM to Thursday at 7:30 AM.



OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Proc.: OP-11
Rev Date: 2023-03-04
Rev No: 12
Pages: 4 of 4

PERSONNEL COVERAGE

Reviewed by: I. Bruneau, PCT

Approved by: A. Danis, Sr. Operations Manager



 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2024-06-20 Rev No: 10 Pages: 1 of 5
COMMUNICATIONS		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To describe the procedure for facility level internal and external QEMS-related communications between Top Management and:

- OCWA staff;
- the Owner;
- essential suppliers and service providers (as identified in OP-13); and
- the public.

2. Definitions

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Operations Personnel – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality.

3. Procedure

- 3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status/development of the facility's QEMS.
- 3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA's Emergency Management Program (i.e., Facility Emergency Plan and OCWA's Corporate Emergency Response Plan). Refer to OP-18 Emergency Management for more information.
- 3.3 Communication with OCWA staff:
 - 3.3.1 Within the first year of hire, all staff are required to complete the Environmental Compliance 101 (EC101) course. The objective of the EC 101 course is to ensure that staff are aware of applicable legislative and regulatory requirements and of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.
 - 3.3.2 Operations Management are responsible for ensuring operations personnel receive site-specific training on the Operational Plan, the organizational structure for the facility including the roles and responsibilities and authorities (outlined in OP-09 Organizational Structure, Roles, Responsibilities and Authorities), QEMS Procedures and other related operating instructions and procedures as part of the orientation process and on an on-going basis as required.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2024-06-20 Rev No: 10 Pages: 2 of 5
COMMUNICATIONS		
Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

3.3.3 The Safety, Process and Compliance (SPC) Manager is responsible for ensuring training is provided for the Regional Hub (in consultation with Operations Management as required) on applicable legislative and regulatory requirements and the QEMS.

3.3.4 The QEMS Representative assists Operations Management and/or the SPC Manager in the coordination/delivery of training as required.

3.3.5 Revisions to the QEMS and associated documentation are communicated as per OP-05 Document and Records Control.

3.3.6 The QEMS Policy is available to all OCWA personnel through OCWA's intranet and as outlined in 3.6.2 of this procedure.

3.3.7 Operations personnel are responsible for identifying potential hazards at the facility that could affect the environmental and/or public health, and communicating these to Operations Management. They may also recommend changes be made to improve the facility's QEMS by making a request to the QEMS Representative (as per OP-05).

3.3.8 The QEMS Representative is responsible for ensuring that the Operations Management and the SPC Manager are informed regarding the compliance/quality status of the facility and QEMS implementation and any need for improved processes/procedures at the cluster/facility level.

3.3.9 The SPC Manager reports to the Regional Hub Manager on the compliance status, the QEMS performance and effectiveness, any need for improvement and on issues that may have Agency-wide significance. Operations Management reports to the Regional Hub Manager on facility operational performance.

3.4 Communication with the Owner:

3.4.1 The Regional Hub Manager, Operations Management and SPC Manager ensures that the Owner is provided with QEMS updates and that they are kept informed of the status of the facility's operational and compliance performance during regularly scheduled meetings and/or through electronic and/or verbal communications. The QEMS Representative/PCT assists in the coordination of these meetings and with communicating the updates as directed.

3.4.2 The continuing suitability, adequacy and effectiveness of OCWA's QEMS are communicated to the Owner as part of the Management Review process (refer to OP-20 Management Review).

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2024-06-20 Rev No: 10 Pages: 3 of 5
COMMUNICATIONS		
Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

3.5 Communications with Essential Suppliers and Service Providers:

3.5.1 Communication requirements to ensure essential suppliers and service providers understand the relevant OCWA QEMS policies, procedures and expectations are described in OP-13 Essential Supplies and Services.

3.6 Communication with the Public:

3.6.1 Media enquiries must be directed to the facility's designated media spokesperson as identified in the Facility Emergency Plan. The media spokesperson coordinates with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.

3.6.2 OCWA's QEMS and QEMS Policy are communicated to the public through OCWA's public website (www.ocwa.com). The QEMS Policy is also posted at the Kirkland Lake Wastewater Treatment Plant and the Kirkland Lake Process and Compliance Office.

3.6.3 Facility tours of interested parties must be approved in advance by the Owner. A record of any tour is made in the facility logbook.

3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented on a Community Complaint form. As appropriate, the Operations Management ensures that the Owner is informed of the complaint and/or an action is developed to address the issue in a timely manner. The QEMS Representative ensures that consumer feedback is included for discussion at the Management Review.

4. Related Documents

Community Complaint Form
 Corporate Emergency Response Plan
 Facility Emergency Plan
 OP-05 Document and Records Control
 OP-09 Organizational Structure, Roles, Responsibilities and Authorities
 OP-13 Essential Supplies and Services
 OP-18 Emergency Management
 OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2024-06-20 Rev No: 10 Pages: 4 of 5
COMMUNICATIONS		
Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

Date	Revision #	Reason for Revision
Feb. 23, 2012	1	Revised step 5.2 to better describe how relevant aspects of the QEMS are communicated to OCWA personnel; Clarified OCWA's handling of media inquiries, complaints & tours in steps 5.5 & 5.6; Removed position of Client Service Representative in section 3.0 Responsibility; Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Clarified training requirements for environmental compliance and OCWA's QEMS.
May 24, 2013	3	Updated step 5.2 to state that the Operational Plan and associated procedures are also available to the public as per QP-01.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised step 5.2 to include locations where the Operational Plan, associated procedures and QEMS policy are available to the public; Revised step 5.3 to include the monthly operations reports as part of OCWA's on-going communication with the owner.
Jun. 30, 2015	5	Changed monthly operations report to quarterly operations report.
Sep. 15, 2016	6	Changed Kirkland Lake Water Pollution Control Plant to the Kirkland Lake Wastewater Treatment Plant in step 5.6 to reflect the new plant and workplace of operations staff ; Updated Team Lead to Senior Operator, Regional Manager to Regional Hub Manager, added overall responsible operator (ORO) and removed OPEX reporting from section 5.6.
Sep. 21, 2017	7	Removed position of Operations Manager and added the new position for Safety, Process and Compliance Manager.
Jul 18, 2018	8	QP-04 procedure renamed OP-12. Removed Scope and Responsibilities sections. Added definitions for Operations Management and Operations Personnel. Reordered and created separate sections to clarify communications to each of the 4 parties. Clarified suppliers were those listed as essential as per Element 13 (as per DWQMS v. 2.0) and replaced references to Senior Operations Manager with 'Operations Management'. Updated training sections for OCWA personnel (s. 3.3.1 to s. 3.3.4) to reference new Environmental Compliance 101 course completed within first year of hire and to outline how training is coordinated between SPC Manager/Operations Management, and QEMS Representative. Included sections on R&Rs for performance reporting within OCWA (s. 3.3.7 to s. 3.3.9) and to Client (3.4.1). Replaced identification of media spokesperson (s. 3.6.1) with 'as identified in Facility Emergency Plan'. Added reference to site-specific records/documents used for recording tours (s. 3.6.3). Other minor edits.
Oct. 07, 2019	9	Changed Senior Operator to Team Lead in Step 3.6.4.

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-12 Rev Date: 2024-06-20 Rev No: 10 Pages: 5 of 5
COMMUNICATIONS		
Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

Date	Revision #	Reason for Revision
June 20, 2024	10	Procedure revised [update revision history based on your current procedure] to reference updated title of Corporate Emergency Response Plan, removed watermark.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-13 Rev Date: 2023-03-04 Rev No: 8 Pages: 1 of 3
ESSENTIAL SUPPLIES AND SERVICES		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

1. Purpose

To describe OCWA's procedures for procurement and for ensuring the quality of essential supplies and services.

2. Definitions

Essential Supplies and Services – supplies and services deemed to be critical to the delivery of safe drinking water

3. Procedure

3.1 Essential supplies and services for the Elk Lake Drinking Water System are contained in the Facility Emergency Plan on the Essential Supplies and Services List. The list is reviewed at least once every calendar year by the QEMS Representative and updated as required.

3.2 Purchasing is conducted in accordance with OCWA's Corporate Procurement and Administration policies, procedures and guidelines, which are adopted from those of the Ontario Public Service.

Purchases of capital equipment are subject to formal approval by the facility's owner.

Sole sourced purchases are made through vendors that have been researched by OCWA's procurement department and are capable of delivering the required product or service when needed.

3.3 As part of the corporate procurement process, potential suppliers/service providers are informed of relevant aspects of OCWA's QEMS through the tendering process and through specific terms and conditions set out in our agreements and purchase orders. Essential suppliers and service providers (including those contracted locally) are sent a letter that provides an overview of the relevant aspects of the QEMS.

3.4 Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations.

Contracted personnel including suppliers may be requested or required to participate in additional relevant training/orientation activities to ensure conformance with facility procedures and to become familiar with OCWA workplaces.

If necessary, appropriate control measures are implemented while contracted work is being carried out and communicated to all relevant parties to minimize the risk to the integrity of the drinking water system and the environment.

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-13 Rev Date: 2023-03-04 Rev No: 8 Pages: 2 of 3
ESSENTIAL SUPPLIES AND SERVICES		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

- 3.5 All third-party drinking water testing services are provided by accredited and licensed laboratories. The Ministry of the Environment Conservation and Parks (MECP) has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is responsible for notifying the MECP of any change to the drinking water testing services being utilized.
- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, flowmeters, etc.) are conducted by operations personnel in accordance with equipment manuals and/or procedures (Refer to OP-17 Measurement Recording Equipment Calibration and Maintenance).
- 3.7 External calibration activities, if required are conducted by qualified third-party providers. Qualifications of the service provider are verified during the procurement process. The service provider is responsible for providing a record/certificate of all calibrations conducted.
- 3.8 Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).
- 3.9 The facility orders and receives ongoing deliveries of chemicals to satisfy current short-term needs based on processing volumes and storage capacities. Incoming chemical orders are verified by reviewing the manifest or invoice in order to confirm that the product received is the product ordered.
- 3.10 Process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.
- 3.11 The Town hires a qualified contractor to conduct all distribution maintenance and repair work. The contractor ensures that components used, meet applicable standards and certification.

4. Related Documents

ANSI/NSF Documentation
 AWWA Standards
 Calibration Certificates/Records
 Essential Supplies and Services List
 Municipal Drinking Water Licence (MDWL)
 OP-17 Measurement Recording Equipment Calibration and Maintenance

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-13 Rev Date: 2023-03-04 Rev No: 8 Pages: 3 of 3
ESSENTIAL SUPPLIES AND SERVICES		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Addition of step 5.3 clarifying how suppliers are informed of relevant aspects of OCWA's QEMS; Updated Section 3.0 Responsibility; corrected position title of (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager.
May 30, 2014	3	Updated Senior Operator position to new position title of Team Lead; Revised procedure to include step 5.9 to inspect and verify products when received.
Sep. 15, 2016	4	Changed Team Lead to Senior Operator and added overall responsible operator (ORO) and updated step 5.7 to better clarify the requirements for chemicals and materials used in the drinking water system.
Sep. 21, 2017	5	Added positions for Regional Hub Manager and Safety, Process and Compliance Manager.
Jul. 18, 2018	6	QP-05 procedure renamed OP-13. Removed Scope and Responsibilities sections. Changes to wording to provide clarification on ensuring quality of essential supplies and services (s. 3.5, 3.6, 3.7 and 3.9).
Oct.07, 2019	7	Added step 3.11 to describe how the Town ensures distribution components meet applicable standards and certificates. Updated MOECC to MECP.
Mar. 4, 2023	8	Step 3.2 was revised to include a statement regarding sole sourced purchases.

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-14 Rev Date: 2019-10-07 Rev No: 8 Pages: 1 of 2
REVIEW AND PROVISION OF INFRASTRUCTURE		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To describe OCWA's procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the Elk Lake Drinking Water System.

2. Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

3. Procedure

3.1 At least once every calendar year, Operations Management in conjunction with operations personnel (Team Lead, PCT, operators, mechanics and instrumentation technicians) conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. Operations personnel assist with identifying the need for infrastructure repairs, replacements or alterations and with prioritizing each identified item. Documents and records that are reviewed may include:

- Maintenance records
- Call-in reports
- Adverse Water Quality Incidents (AWQIs) or other incidents
- Health & Safety Inspections
- MECP Inspection Reports
- QEMS Audit Reports

3.2 The outcomes of the risk assessment documented as per OP-08 are considered as part of this review.

3.3 The output of the review is a 5 year rolling Recommended Capital and Major Maintenance Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. A letter, summarizing capital works recommendations and estimated expenditures for the upcoming year, is submitted to the Owner for review and approval. A capital letter is submitted, at least once every calendar year by Operations Management.

3.4 The final approved capital items form the long term forecast for any major infrastructure maintenance, rehabilitation and renewal activities as per OP-15.

3.5 Operations Management ensures that results of this review are considered during the Management Review process (OP-20).

REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: I. Bruneau, PCT

Approved by: Y. Rondeau, SPC Manager

4. Related Documents

Capital and Major Maintenance Recommendations Report
Capital Letter & Acknowledgement/Approval from the Owner
Management Review Minutes
OP-08 Risk Assessment Outcomes
OP-15 Infrastructure Maintenance, Rehabilitation and Renewal
OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Revised to include position of Process Compliance Manager.
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Included input from operational staff in step 5.1.
May 24, 2013	3	Updated step 5.2 to include written acknowledgement of the Capital Letter from the Owner.
May 30, 2014	4	Revised to include verbal acknowledgement of the Capital Letter from the owner; Updated Senior Operator position to new position title of Team Lead.
Sep. 15, 2016	5	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Sep. 21, 2017	6	Removed position of Operations Manager.
Jul. 18, 2018	7	QP-06 procedure renamed OP-14. Removed Scope and Responsibilities sections. Replaced 'once every 12 months' with 'once every calendar year' (s. 3.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2 to consider the outcomes of the risk assessment under Element 8 during the review to reflect wording in DWQMS v. 2.0. Changes to wording to provide clarification on who is required to attend the review and what documents and records may be considered during the review (s. 3.1). Linked the procedure with OP-15 in terms of documenting a long-term forecast (s. 3.3 and s. 3.4).
Oct. 07, 2019	8	Changed Senior Operator to Team Lead and MOECC to MECP.

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-15 Rev Date: 2020-09-21 Rev No: 2 Pages: 1 of 3
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the Elk Lake Drinking Water System

2. Definitions

Infrastructure – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

Rehabilitation – the process of repairing or refurbishing an infrastructure element.

Renewal – the process of replacing the infrastructure elements with new elements.

3. Procedure

3.1 OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting.

3.1.1 Planned Maintenance

Routine planned maintenance activities include:

- Inspect, adjust and calibrate process control equipment to ensure proper operation of water systems, pumps, chemical feeders, and all other equipment installed at the facilities.
- Inspect reservoir
- Perform routine maintenance duties to equipment including checking machinery and electrical equipment when required.
- Perform routine maintenance of the distribution system (flushing and valve cycling)
- Maintain an inventory of all equipment
- Maintain accurate records of work conducted, activities, and achievements.

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;
- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-15 Rev Date: 2020-09-21 Rev No: 2 Pages: 2 of 3
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a daily, weekly, monthly, quarterly and annual schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the Team Lead. Work orders are completed and electronically entered into WMS by the person responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.

The Team Lead maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

3.1.2 Unplanned Maintenance

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operations Management. Unplanned maintenance activities are recorded in the facility's logbook and as corrective/emergency work order and are entered into WMS by the person responsible for completing the unplanned maintenance activity.

3.1.3 Rehabilitation and Renewal

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the Capital and Major Maintenance Recommendations Report also provides a long-term (i.e. rolling 5-year) list of major maintenance recommendations. (Refer to OP-14 Review and Provision of Infrastructure).

3.1.4 Program Monitoring and Reporting

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel (Team Lead,

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-15 Rev Date: 2020-09-21 Rev No: 2 Pages: 3 of 3
INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

PCT, operators, mechanics and instrumentation technicians) conduct a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. (Refer to OP-14 Review and Provision of Infrastructure).

To assist in monitoring the effectiveness of the program, Operations Management (or designate) can review the WMS dashboard for a quick visualization of work order status and they generate summary reports as needed.

3.2 OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner on an on-going basis through quarterly reports and at a minimum once every calendar year through submission of the capital letter and the results of the Management Review.

4. Related Documents

Capital and Major Maintenance Recommendations Report
Capital Letter & Acknowledgement/Approval from the Owner
Minutes of Management Review
OP-05 Document and Records Control
OP-14 Review and Provision of Infrastructure

5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – Information within OP-15 (s. 3) was originally set out in main body of the Elk Lake Drinking Water System Operational Plan (last revision 7, dated September 21, 2017). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added the requirement to ensure the long term forecast is reviewed at once every calendar year and to document a long term forecast (s. 3.1.3) to reflect in DWQMS v. 2.0. Minor wording updates to reflect OCWA's current WMS.
Oct. 07, 2019	1	Changed Senior Operator to Team Lead.
Sep. 21, 2020	2	Updated step 3.1.4 to include the WMS dashboard as a means of monitoring the effectiveness of the program.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-16 Rev Date: 2023-03-04 Rev No: 10 Pages: 1 of 4
SAMPLING, TESTING AND MONITORING		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

1. Purpose

To describe the procedure for sampling, testing and monitoring for process control and finished drinking water quality.

2. Definitions

Challenging Conditions – any existing characteristic of the water source or event-driven fluctuations that impact the operational process as identified and listed under OP-06 Drinking Water System

3. Procedure

- 3.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03 and the facility's Municipal Drinking Water License (MDWL).
- 3.2 Sampling requirements for the facility are defined in the facility's sampling schedule which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the PCT and is updated as required.
- 3.3 Samples that are required to be tested by an accredited and licensed laboratory, are collected, handled and submitted according to the directions provided by the licensed laboratory(ies) that conducts the analysis. The laboratory(ies) used for this facility are listed in the Essential Supplies and Services List (within the Facility Emergency Plan (FEP)).

Electronic and/or hardcopy reports received from the laboratory are maintained as per OP-05 Document and Records Control. Analytical results from laboratory reports are uploaded into OCWA's Process Data Management system (PDM).

- 3.4 Continuous monitoring equipment is used to sample and test for the following parameters related to process control and finished drinking water quality:
 - *Free chlorine residual* – filtered water, treated water to distribution system
 - *Discharge pressure* – treated water into the distribution system
 - *Flow rates (including totalized flows)* – raw water, filtered water (each filter), treated water, backwash water
 - *Water levels* – clearwell 1 and 2, reclaim tank
 - *Well level*
 - *Well pressure*

Test results from continuous monitoring equipment are captured by OCWA's SCADA and the plant's SCADA systems and are reviewed by a certified operator in accordance with the requirements of SDWA O. Reg. 170/03. A Data Review Protocol and a Standard Operating Procedure for the Continuous Monitoring of Operational

	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-16 Rev Date: 2023-03-04 Rev No: 10 Pages: 2 of 4
SAMPLING, TESTING AND MONITORING		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

Parameters for Drinking Water Systems are available in the systems Operations Manual.

- 3.5 Adverse water quality incidents are responded to and reported as per Environmental Emergency Procedures (EEPs) found in the Facility Emergency Plan Binder.
- 3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty and are as follows:

Operational Parameter	Location	Frequency
Turbidity	Raw Water Tap	Grab – twice per month
Free Chlorine Residual	Treated Water Tap	Grab - weekly
	Filtered Water	Grab – weekly (if plant running)
	Distribution Water (various locations)	Grab - weekly (4 & 3)
Colour	Treated Water Tap	Grab - monthly
pH	Treated Water Tap	Grab - monthly
	Raw Water Tap	
Temperature	Treated Water Tap	Grab - monthly
	Raw Water Tap	
Sodium Hypochlorite Usage	Water Treatment Plant	Reading - weekly

In-house samples are analyzed following approved laboratory procedures. The sampling results are recorded on a facility round sheet and are entered into the PDM system. Any required operational process adjustments are recorded in the facility log book.

- 3.7 Additional sampling, testing and monitoring activities related to the facility's most challenging conditions are captured in the existing in-house program as described above.
- 3.8 There are no relevant upstream sampling, testing and monitoring activities that take place for this facility/system.
- 3.9 Sampling, testing and monitoring results are readily accessible to the Owner from OCWA's Kirkland Lake Process and Compliance office and/or at the Municipal Office.

Owners are provided Quarterly Operations Reports which discusses regulatory results and operational issues. Owners are also provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 - Annual Report, Schedule 22 - Municipal Summary Report and through the Management Review process outlined in OP-20 Management Review.

In addition, updates regarding sampling, testing and monitoring activities are provided as per the operating agreement and during regular client meetings.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-16 Rev Date: 2023-03-04 Rev No: 10 Pages: 3 of 4
SAMPLING, TESTING AND MONITORING		
Reviewed by: I. Bruneau, PCT	Approved by: A. Danis, Sr. Operations Manager	

4. Related Documents

Annual Report (O. Reg. 170 Section 11)
 Continuous Monitoring of Operational Parameters for Drinking Water Systems SOP
 Data Review Protocol
 Facility Emergency Plan (FEP) Binder
 Facility Logbook
 Facility Round Sheets
 Laboratory Analysis Reports
 Laboratory Chain of Custody Forms
 Municipal Summary Report (O. Reg. 170 Schedule 22)
 Process Data Management System (PDM)
 Quarterly Operations Reports
 Reporting and Responding to Adverse Results (EEPs)
 Sampling Schedule
 OP-05 Document and Records Control
 OP-06 Drinking Water System
 OP-20 Management Review

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Clarified sampling under Section 5.0 Procedure; Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Updated monitoring and recording requirements and referenced a Data Review Protocol in step 5.3.
May 24, 2013	3	Revised table in step 5.2 to include well # 1 pumping and static levels.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised step 5.3 to include continuous monitoring the Building Temperature and change the location of the SOP for Continuous Monitoring of Operational Parameters from the FEP binder to the Operations Manual; Updated step 5.7 to include Monthly Operations Reports to the client.
Mar. 9, 2015	5	Revised step 5.2 to include OCWA's new process data management system (PDM/WISKI 7); Updated 5.7 to change Monthly Operations Reports to Quarterly Operations Reports
Jun. 30, 2015	6	Updated table in step 5.4 to include free chlorine residual testing off the filters.
Sep. 15, 2016	7	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Sep. 21, 2017	8	Removed position of Operations Manager.



OPERATIONAL PLAN

Elk Lake Drinking Water System

QEMS Proc.: OP-16
Rev Date: 2023-03-04
Rev No: 10
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SAMPLING, TESTING AND MONITORING

Reviewed by: I. Bruneau, PCT

Approved by: A. Danis, Sr. Operations Manager

Jul. 18, 2018	9	QP-07 procedure renamed OP-16. Removed Scope and Responsibilities sections. Updated s. 3.1 to reference Municipal Drinking Water License and s. 3.2 to reference sampling calendar/plan and removed sampling table. Expanded information related to accredited and licensed laboratories (s. 3.3). Removed pumping and static levels. Reordered some sections and other minor edits.
Mar. 4, 2023	10	Revised Step 3.4 to indicate that results from continuous monitoring equipment is captured by OCWA's SCADA system as well as the plant SCADA. Changed raw water turbidity testing frequency from once per month to twice per month.



	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-17 Rev Date: 2025-04-16 Rev No: 7 Pages: 1 of 3
MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE		
Reviewed by: H.Dalwadi, PCT	Approved by: J. Galda, SPC Manager	

1. Purpose

To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the Elk Lake Drinking Water System.

2. Definitions

None

3. Procedure

3.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider (refer to OP-13 Essential Supplies and Services).

3.2 The Instrumentation Technician establishes and maintains a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by a SuperUser. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule (refer to OP-15 Infrastructure Maintenance, Rehabilitation and Renewal).

3.3 Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS, and in the facility logbook.

3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS or OCWA's calibration procedures.

All flow measuring devices and measuring instrumentation that form part of the monitoring system for CT shall be checked and where necessary calibrated in accordance with the conditions listed in the MDWL Schedule C s.3.0 Calibration of Flow Measuring Devices and s.4.0 Calibration of CT Monitoring System.

3.5 Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.

3.6 Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if practical) until repaired, replaced or successfully calibrated. The failure must be reported to Operations Management and ORO, as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the

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MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE		
Reviewed by: H.Dalwadi, PCT	Approved by: J. Galda, SPC Manager	

malfunctioning device. For failures of continuous monitoring equipment used for filter effluent turbidity, primary disinfection or distribution residuals, adequate steps must be taken to ensure regulatory minimum testing and recording frequencies are met and documented. Any actions taken as a result of the failure are recorded in the facility logbook and Instrumentation Calibration/Maintenance form. Operations Management or the PCT ensures that any notifications required by applicable legislation are completed and documented within the specified time period.

- 3.7 Calibration and maintenance records and maintenance/equipment manuals are maintained as per OP-05 Document and Records Control.

4. Related Documents

Calibration/Maintenance Records
Facility Logbook
Maintenance/Equipment Manuals
Municipal Drinking Water Licence (MDWL)
WMS Records
OP-05 Document and Records Control
OP-13 Essential Supplies and Services
OP-15 Infrastructure Maintenance, Rehabilitation and Renewal

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager.
May 30, 2014	3	Updated Senior Operator position to new position title of Team Lead; Revised step 5.3 to include OCWA's calibration procedures.
Sep. 15, 2016	4	Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Sep. 21, 2017	5	Removed position of Operations Manager.
Jul. 18, 2018	6	QP-08 procedure renamed OP-17. Removed Scope and Responsibilities sections. Added s. 3.3 to clarify how calibration and/or verification activities are documented. Added s. 3.5 to include how standards, reagents and/or chemicals are verified before use to ensure they are not expired. Other minor edits.



OPERATIONAL PLAN

Elk Lake Drinking Water System

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MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE

Reviewed by: H.Dalwadi, PCT

Approved by: J. Galda, SPC Manager

Apr. 16, 2025

7

Procedure updated as follows: added in 3.4 reference to the conditions listed in MDWL Schedule C s.3.0 Calibration of Flow Measuring Devices and s.4.0 Calibration of CT Monitoring System. Added in 3.6 the requirement to ensure minimum testing and recording frequencies are met for failures of continuous monitoring equipment used for filter effluent turbidity, primary disinfection or distribution residuals monitoring. Added Municipal Drinking Water Licence (MDWL) to Related Documents.



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EMERGENCY MANAGEMENT		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA's Emergency Management Program.

2. Definitions

Corporate Emergency Response Plan (CERP) – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

Facility Emergency Plan (FEP) – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

3. Procedure

3.1 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 events related to water and wastewater operations and directly links to the Corporate Emergency Response Plan (CERP) for management of Level 3 events that require corporate support. Operations Management is responsible for establishing a site-specific FEP that meets the corporate standard for this drinking water system.

3.2 OCWA recognizes three levels of events:

Level 1 is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

Level 2 is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager and/or Regional Hub Manager.

Level 3 is an actual or potential situation that will likely require significant additional resources and/or threatens continued operations. It may require corporate-level support including activation of the OCWA Action Group and opening of an Emergency Operations Centre (EOC) as described in the corporate CERP. Level 3 events usually

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EMERGENCY MANAGEMENT		
Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

involve intervention from outside organizations (client, emergency responders, Ministry, media, etc.). Examples may include:

- Disruption of service/inability to meet demand;
- Critical injury including loss of life;
- Breach of security that is a threat to public health;
- Intense media attention;
- Community emergency affecting water supply/treatment;
- Declared pandemic; or
- Catastrophic failure that could impact public health or the environment or cause significant property damage.

3.3 Potential emergency situations or service interruptions identified for the Elk Lake Drinking Water System include:

- Unsafe Water
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Loss of Service
- Security Breach

3.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related site specific environmental emergency procedures (EEPs) are contained within the FEP.

3.5 OCWA's training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Safety, Process and Compliance Manager and/or Corporate Compliance (as required)	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Operations Management)
Contents of the site-specific FEP	Facility Level (coordinated by QEMS Representative)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All operations personnel with responsibilities for responding to an emergency

*Note: Changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

3.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The reviews and tests are recorded on the FEP-01 Contingency Plan Review/Test Summary Form. This record includes the outcomes of the review/test, and identifies any opportunities for improvement and actions taken. A scheduled test of a CP may be regarded as a review of that particular

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Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

CP as long as the outcomes are evaluated using the FEP-01 form. A CP-related response to an actual event may also be considered a review or a test. A review of the incident including lessons learned should be recorded on FEP-01 following the resolution of the actual event, along with any opportunities for improvement/actions identified.

- 3.7 Revisions to the CPs, EEPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).
- 3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).
- 3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.
- 3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

4. Related Documents

Corporate Emergency Response Plan
 Emergency Contact List/Essential Supplies & Services List (Contacts section of FEP)
 Facility Emergency Plan
 FEP-01 Contingency Plan Review/Test Summary Form
 Municipal Emergency Response Plan (as applicable)
 OP-20 Management Review

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EMERGENCY MANAGEMENT		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager; Added Forest Fire Evacuation Contingency Plan to step 5.2; Clarified training on emergency procedures and contingency plans in step 5.3.
May 24, 2013	3	Revised step 5.3 to state that all contingency plans must be tested over a 3 year period.
May 30, 2014	4	Updated Senior Operator position to new position title of Team Lead; Revised step 5.2 to include OCWA's list of mandatory contingency plans as described in the new Facility Emergency Plan template and revised step 5.3 to indicate that at least one contingency plan must be tested annually.
July 14, 2014	5	Updated procedure as per OCWA's revised corporate template which; reflects updates to OCWA's improved Facility Emergency Plan; References the three levels of operations-related events, OCWA's Emergency Management Program and OCWA's Emergency Communications Protocol; Clarifies training requirements in step 5.5; Updates reviewing frequencies of CPs in step 5.6; Describes when revision changes to procedures are required in step 5.7.
Jul. 18, 2018	6	QP-09 procedure renamed OP-18. Removed Scope and Responsibilities sections and reordered some sections. Added definition 'Operations Management'. Throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Removed references to 'OCWA's Approach to Facility Emergency Planning' document throughout procedure and referenced FEP instead. Aligned wording for level 1, 2 & 3 events (s. 3.2) with wording in 'OCWA's Emergency Response Plan'. Updated training section to include role of SPC Manager (s. 3.5) and expanded testing/review section specifically to clarify how an actual test is documented (s. 3.6). Other minor edits.
Oct. 07, 2019	7	Updated Ministry of the Environment and Climate Change to Ministry of the Environment, Conservation and Parks in step 3.2.
Jun. 20, 2024	8	Procedure updated [update revision history based on your current procedure] as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).



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EMERGENCY MANAGEMENT

Reviewed by: H.Dalwadi, PCT

Approved by: J.Galda, SPC Manager

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-19 Rev Date: 2024-06-20 Rev No: 7 Pages: 1 of 5
INTERNAL QEMS AUDITS		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

1. Purpose

To describe the procedure for conducting internal audits at the facility level that evaluate the conformance of OCWA's Quality & Environmental Management System (QEMS) to the requirements of the Drinking Water Quality Management Standard (DWQMS).

This procedure applies to Internal QEMS Audits conducted at the Elk Lake Drinking Water System for the purpose of meeting the DWQMS requirements for internal audits.

Note: This procedure does not apply to internal compliance audits conducted in accordance with OCWA's Internal Audit Program.

2. Definitions

Audit Team – one or more Internal Auditors conducting an audit

Internal Auditor – an individual selected to conduct an Internal QEMS Audit

Internal QEMS Audit – a systematic and documented internal verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the DWQMS

Lead Auditor – Internal Auditor responsible for leading an Audit Team

Non-conformance – non-fulfillment of a DWQMS requirement

Objective Evidence – verifiable information, records or statements of facts. Audit evidence is typically based on interviews, examination of documents, observations of activities and conditions, reviewing results of measurements and tests or other means. Information gathered through interviews should be verified by acquiring supporting information from independent sources

Opportunity for Improvement (OFI) – an observation about the QEMS that may, in the opinion of the Internal Auditor, offer an opportunity to improve the effectiveness of the system or prevent future problems; implementation of an OFI is optional

3. Procedure

3.1 Audit Objectives, Scope and Criteria

3.1.1 In general, the objectives of an internal QEMS audit are:

- To evaluate conformance of the implemented QEMS to the requirements of the DWQMS;
- To identify non-conformances with the documented QEMS; and
- To assess the effectiveness of the QEMS and assist in its continual improvement.

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Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

3.1.2 The scope of an internal QEMS audit includes activities and processes related to the QEMS as documented in the Operational Plan.

3.1.3 The criteria covered by an internal QEMS audit include:

- Drinking Water Quality Management Standard (DWQMS)
- Current Operational Plan
- QEMS-related documents and records

3.1.4 The audit scope and criteria may be customized as necessary to focus on a particular process/critical control point and/or any elements of the DWQMS which may warrant specific attention. The results of previous internal and external audits should also be considered.

3.2 Audit Frequency

3.2.1 Internal QEMS audits may be scheduled and conducted once every calendar year or may be separated into smaller audit sessions scheduled at various intervals throughout the calendar year. However, all elements of the DWQMS must be audited at least once every calendar year.

3.2.2 The QEMS Representative is responsible for maintaining the internal QEMS audit schedule. The audit schedule may be modified based on previous audit results.

3.3 Internal Auditor Qualifications

3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:

- Internal auditor training or experience in conducting management system audits; and
- Familiarity with the DWQMS requirements.

3.3.2 Internal Auditors that do not meet the qualifications in s.3.3.1 may form part of the Audit Team for training purposes, but cannot act as Lead Auditor.

3.3.3 Internal Auditors must remain objective and, where practical, be independent of the areas/activities being audited. . It may not be possible for internal auditors to be fully independent of the activity being audited, but every effort should be made to remove bias and encourage objectivity. Auditors should maintain objectivity throughout the audit process to ensure that the audit findings and conclusions are based only on the audit evidence. Objectivity can be demonstrated by obtaining sufficient appropriate evidence to provide a reasonable basis for the audit findings.

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Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

3.4 Audit Preparation

- 3.4.1 Together, the QEMS Representative and the Lead Auditor:
- Establish the audit objectives, scope and criteria;
 - Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key personnel, audit team assignments, etc.).
- 3.4.2 Each Internal Auditor is responsible for:
- Reviewing documentation to prepare for their audit assignments including:
 - the Operational Plan and related procedures;
 - results of previous internal and external QEMS audits;
 - the status and effectiveness of corrective and preventive actions implemented;
 - the results of the management review;
 - the status/consideration of OFIs identified in previous audits; and
 - other relevant documentation.
 - Preparing work documents (e.g., checklists, forms, etc.) for reference purposes and for recording objective evidence collected during the audit

3.5 Conducting the Audit

- 3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.
- 3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.
- 3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

3.6 Reporting the Results

- 3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g.,

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Reviewed by: H.Dalwadi, PCT		Approved by: J.Galda, SPC Manager

during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.

- 3.6.2 The Lead Auditor submits a written report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):
- Audit objectives, scope and criteria;
 - Audit Team member(s) and audit participants;
 - Date(s) and location(s) where audit activities were conducted;
 - Audit findings including:
 - Related objective evidence for each element;
 - Any non-conformance identified referencing the requirement that was not met; and
 - OFIs or other observations.
 - Audit conclusions.
- 3.6.3 The QEMS Representative distributes the audit results to Top Management and others as appropriate.
- 3.6.4 The QEMS Representative ensures that results of internal QEMS audits are included as inputs to the Management Review as per OP-20 Management Review.

3.7 Corrective Actions and Opportunities for Improvement (OFIs)

- 3.7.1 Corrective actions are initiated when non-conformances are identified through internal QEMS audits and are documented and monitored as per OP-21 Continual Improvement.
- 3.7.2 OFIs are considered, and preventive actions initiated, documented and monitored as per OP-21 Continual Improvement.

3.8 Record-Keeping

- 3.8.1 Internal QEMS audit records are filed by the QEMS Representative and retained as per OP-05 Document and Records Control.

4. Related Documents

Internal Audit Records (checklists, forms, reports, etc.)
 QEMS – Summary of Findings spreadsheet
 OP-05 Document and Records Control
 OP-20 Management Review

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INTERNAL QEMS AUDITS		
Reviewed by: H.Dalwadi, PCT	Approved by: J.Galda, SPC Manager	

OP-21 Continual Improvement

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Clarified time frames in step 5.1; Updated the development of the audit protocol in step 5.2; Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager.
May 30, 2014	3	Updated Senior Operator position to new position title of Team Lead; Revised step 5.5 to include the review of opportunities for improvements (OFIs); Revised step 5.6 to indicate the development of action plans for significant OFIs and the use of the QEMS–Summary of Findings form; Updated section 6.0 by removing Action Plans and adding the QEMS-Summary of Findings form.
Sep. 15, 2016	4	Major revisions throughout procedure to clarify requirements for conducting internal QEMS audits, reporting results and dealing with corrective actions; Changed Team Lead to Senior Operator and added overall responsible operator (ORO).
Sep. 21, 2017	5	Added new position for Safety, Process and Compliance Manager.
Jul. 18, 2018	6	QP-10 procedure renamed OP-19. Removed Scope and Responsibilities sections and moved scope wording to purpose section. Added definition ‘Objective Evidence’ and modified ‘non-conformance’ definition. Replaced ‘audit evidence’ with ‘objective evidence’, and ‘conformity’ with ‘conformance’ throughout procedure. Replaced ‘once every 12 months’ with ‘once every calendar year’ (s. 3.2.1, s. 3.2.3 and s. 3.4.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2.3 (and modified s. 3.4.1) to describe the frequency for auditing all DWSs covered in multi-facility Operational Plans. Changed s. 3.4.2 to include preventive actions, the results of the management review and the status/consideration of OFIs. Included wording ‘for each element’, and ‘identified referencing the requirement that was not met’ to s. 3.6.2. Moved description of process for corrective actions from QP-10 s. 5.7 and OFIs from QP-10 s. 5.8 to OP-21. Added s. 3.7 to refer to OP-21.
Jun. 20, 2024	7	Procedure updated [update revision history based on your current procedure] to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.

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MANAGEMENT REVIEW		
Reviewed by: I. Bruneau, PCT		Approved by: Y. Rondeau, SPC Manager

1. Purpose

To describe the procedure for conducting a Management Review of the Quality & Environmental Management System (QEMS) at the facility level.

2. Definitions

Management Review – a formal (documented) meeting conducted at least once every calendar year by Top Management to evaluate the continuing suitability, adequacy and effectiveness of OCWA's Quality & Environmental Management System (QEMS)

Operations Management – refers to the Senior Operations Manager and/or Operations Manager that directly oversees a facility's operations

Top Management – a person, persons or group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems.

OCWA has defined Top Management for the Elk Lake Drinking Water System as:

- Operations Management – Kirkland Lake Cluster
- Regional Hub Manager – Northeastern Ontario Regional Hub
- Safety, Process & Compliance (SPC) Manager – Northeastern Ontario Regional Hub

3. Procedure

- 3.1 Top Management ensures that a Management Review is conducted at least once every calendar year.

Management Reviews for more than one drinking water system may be conducted at the same meeting provided the systems belong to the same owner and the considerations listed in section 3.4 below are taken into account for each individual system and documented in the Management Review meeting minutes.

- 3.2 At a minimum, the QEMS Representative, at least one member of Top Management and at least one facility operator must attend the Management Review meeting. Other members of Top Management may participate though their attendance is optional.
- 3.3 Other staff may be invited to attend the Management Review meeting or to assist with presenting information or in reviewing the information presented, where they offer additional expertise regarding the subject matter.
- 3.4 The standing agenda for Management Review meetings is as follows:
- a) Incidents of regulatory non-compliance;
 - b) Incidents of adverse drinking water tests;
 - c) Deviations from critical control limits and response actions;

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MANAGEMENT REVIEW		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

- d) The effectiveness of the risk assessment process;
- e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
- f) Results of emergency response testing (including any OFIs identified);
- g) Operational performance;
- h) Raw water supply and drinking water quality trends;
- i) Follow-up on action items from previous Management Reviews;
- j) The status of management action items identified between reviews;
- k) Changes that could affect the QEMS;
- l) Consumer feedback;
- m) The resources needed to maintain the QEMS;
- n) The results of the infrastructure review;
- o) Operational Plan currency, content and updates;
- p) Staff suggestions; and
- q) Consideration of applicable Best Management Practices (BMPs).

3.5 In relation to standing agenda item q), applicable BMPs, if any, to address drinking water system risks discussed during other agenda items, are identified and documented in the Management Review minutes. Review and possible adoption of applicable BMPs are revisited during subsequent Management Reviews and are incorporated into preventive and/or corrective actions as per OP-21 as appropriate.

3.6 The SPC Manager coordinates the Management Review and distributes the agenda with identified responsibilities to participants in advance of the Management Review meeting along with any related reference materials.

3.7 The Management Review participants review the data presented and make recommendations and/or initiate action to address identified deficiencies as appropriate as per OP-21.

3.8 The QEMS Representative ensures that minutes of and actions resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA Top Management, personnel and the Owner.

3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review.

4. Related Documents

Management Review Reference Materials
 Minutes and actions resulting from the Management Review
 OP-21 Continual Improvement

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MANAGEMENT REVIEW		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

5. Revision History

Date	Revision #	Reason for Revision
May 01, 2010	0	Procedure issued.
Feb. 23, 2012	1	Corrected position title (Operations & Compliance Manager to Process Compliance Manager).
Feb. 21, 2013	2	Changed Operations Manager position to new position title of Senior Operations Manager, changed Cluster Manager to Operations Manager, removed Process and Compliance Manager.
May 30, 2014	3	Updated Senior Operator position to new position title of Team Lead.
Sep. 15, 2016	4	Changed Team Lead to Senior Operator, Regional Manager to Regional Hub Manager and added overall responsible operator (ORO).
Sep. 21, 2017	5	Added new position for Safety, Process and Compliance Manager, removed Regional Compliance Advisor and Corporate Compliance Advisor from <i>Responsibilities</i> .
Jul. 18, 2018	6	Removed Scope and Responsibilities sections. Added definitions for Top Management and Operations Management. Revisions based on new requirements of the Standard; at least once every 12 months changed to once every calendar year (s. 3.1) and efficacy changed to effectiveness (s. 3.4). Added s. 3.2 and s. 3.3 to describe who is participating in the Management Review process. Added clarification on including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented when reviewing audit results (s. 3.4.e). Added Best Management Practices (BMPs) as a standing agenda item (s. 3.4.q). Added s. 3.5 to include consideration of BMPs and link OP-20 to OP-21 Continual Improvement.

 Ontario Clean Water Agency	OPERATIONAL PLAN Elk Lake Drinking Water System	QEMS Proc.: OP-21 Rev Date: 2019-10-07 Rev No: 1 Pages: 1 of 4
CONTINUAL IMPROVEMENT		
Reviewed by: I. Bruneau, PCT	Approved by: Y. Rondeau, SPC Manager	

1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the Elk Lake Drinking Water System.

2. Definitions

Continual Improvement - recurring activity to enhance performance (ISO 14001:2014)

Corrective Action – action to eliminate the cause of detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

Non-conformance – the non-fulfilment of a DWQMS requirement

Preventive Action – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

3. Procedure

3.1 OCWA strives to continually improve the effectiveness of its QEMS for this drinking water system(s) through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).

3.2 Corrective Actions

3.2.1 Non-conformances may be identified through an internal or external QEMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:

- an incident/emergency;
- community/Owner complaint;
- other reviews; and
- operational checks, inspections or audits.

3.2.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) investigates the need for a corrective action to eliminate the root cause(s) so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.2.3 The QEMS Representative determines the corrective action needed based on this consultation. The Operations Management (or designate) assigns responsibility and a target date for resolution.

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3.2.4 The QEMS Representative ensures corrective actions are documented using the QEMS - Summary of Findings spreadsheet. A root cause analysis is performed on any major or minor non-conformance identified during the audit. The QEMS Representative monitors the progress of corrective action(s) and provides status updates to Top Management.

3.2.5 The implementation and effectiveness of corrective actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.

3.3 Preventive Actions

3.3.1 Potential preventive actions may be identified through an internal or external QEMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:

- staff/Owner suggestions;
- regulator observations;
- evaluation of incidents/emergency response/tests;
- the analysis of facility/Regional Hub or OCWA-wide data/trends;
- non-conformances identified at other drinking water systems; or
- a result of considering a BMP.

3.3.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.3.3 If it is decided that a preventive action is necessary, the QEMS Representative determines the action to be taken based on this consultation and the Operations Management (or designate) assigns responsibility and a target date for implementation.

3.3.4 The implementation of preventive actions are tracked by the QEMS Representative using the QEMS - Summary of Findings spreadsheet.

3.3.5 The implementation and effectiveness of preventive actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) may consider further preventive actions and assigns resources as appropriate.

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3.4 The QEMS Rep. and Operations Management monitor corrective/preventive actions on an ongoing basis and review the status and effectiveness of the actions during subsequent Management Review meetings.

3.5 Best Management Practices (BMPs)

3.5.1 The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20) and in the corrective and preventive action processes described above.

3.5.2 BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment, Conservation and Parks.

3.5.3 At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

4. Related Documents

Internal Audit Records
 QEMS - Summary of Findings spreadsheet
 OP-05 Document and Records Control
 OP-20 Management Review

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5. Revision History

Date	Revision #	Reason for Revision
Jul. 18, 2018	0	Procedure issued – The original information within the main body of the Elk Lake Drinking Water System Operational Plan (revision 7, dated September 21, 2017) was not used in OP-21 as it did not meet the requirements of the new DWQMS v. 2.0. Information from QP-10 Internal Audit (s. 5.7 and s. 5.8) was incorporated into s. 3.2 and s. 3.3 of OP-21 but was modified to address non-conformances identified from additional inputs other than internal audits and preventive actions resulting from means other than OFIs from internal audits. In addition R&Rs were revised to include the SPC Manager, and to clarify the role of the QEMS Representative in investigating and determining corrective and preventive actions needed. A section on Best Management Practices (s. 3.5) was added to meet the new requirements of DWQMS v. 2.0.
Oct. 07, 2019	1	Updated Ministry of the Environment and Climate Change to Ministry of the Environment, Conservation and Parks in step 3.5.2.