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Approval process

审批过程

	Name 姓名	Title 职务	Signature 签名	Date 日期
Drafted by 起草人	Xu Guangxiang 许光祥	EHS Officer		
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Approved by 批准人		Campus Safety Committee;		

Reversion records

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Relevant departments (select relevant departments with a “√”)

相关部门 (用√勾选相关部门)

Construction Dept. 校园建设部	√	Operation Dept. 校园运营部	√	H. R. Dept. 人力资源部	√
RIGS 研究创新和研究 生部	√	U. G. Dept. 本科教学部	√	I. T. Dept. 电脑信息部	√

Relevant documents 相关文件

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1. Purpose 目的

This regulation is a technical document and basis for guiding the normal operation of Wastewater treatment stations campus.

本规程是用于指导废水处理站正常运行的技术文件和依据。

2. Scope 范围

The provisions of this document apply to the operation of a wastewater treatment station at the GTIIT.

本文件规定适用于广东以色列理工学院废水处理站的操作。

3. Responsibility 职责

EHS Office EHS办公室：

- Supervise the implementation of this procedure and the discharge standards meet the requirements of Guangdong's pollutant discharge standards;
监督此程序的执行和排放标准符合广东省污染物排放标准要求；
- Assist in organizing relevant training work on safety, environmental protection, health of related wastewater treatment stations;
协助组织相关安全、环保、健康的相关培训工作；
- Coordinate relevant government departments' management requirements and feedback on wastewater station operation.
协调相关政府部门对废水站运行的管理要求和反馈。

Person in charge of sewage treatment station 污水处理站负责人：

- All facilities (equipment and structures) in the station should be intact and in good working condition;
应该保证站内所有设施(设备及构筑物)的完好，并处于良好的运行工作状态；
- If the equipment in the wastewater treatment station is found to be faulty, it should be removed and reported in a timely manner;
发现废水处理站内设备存在故障，应及时排除和汇报；
- Strictly implement this operating rule and relevant campus regulations to meet wastewater treatment and discharge requirements.

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严格执行本操作规程和学校相关规定，，达到废水排放要求。

- Responsible for operation records and water quality inspections, and periodically inspect equipment operation;
负责运行记录和水质检测，定期巡回检查设备运行情况；
- Responsible for the campus sewage discharge.
对学校污水外排情况负责。

4. Terminology 术语

Guangdong Province Local Standard Water Pollutant Discharge Limit (DB44 / 26-2001) Level 3 Discharge Standard in the second period: The wastewater discharged into the municipal sewage pipe network after being processed by the campus laboratory must meet the above standards before it can be discharged.

广东省地方标准水污染物排放限值（DB44/ 26-2001）第二时段三级排放标准：校园内实验室处理后排放入市政污水管网的废水必须达到上述的标准，方可排放。

5. Process flow 工艺流程

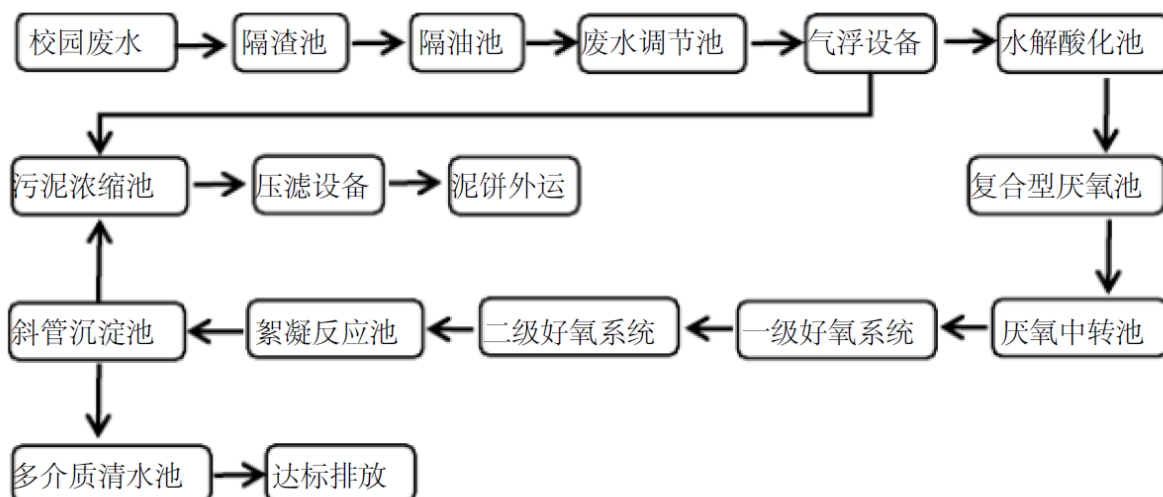
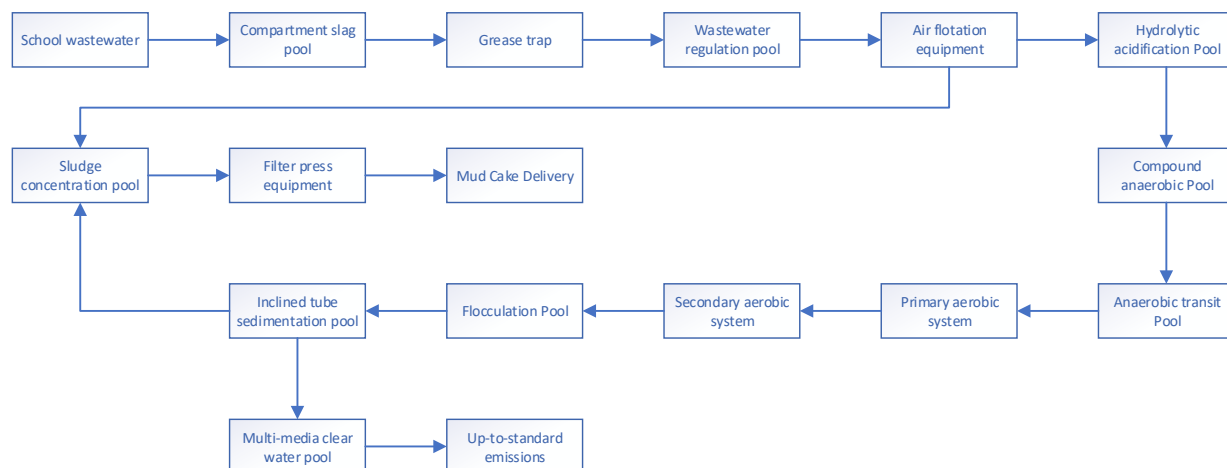
5.1. Craft 工艺:

The combination of physical and chemical (physical and chemical) and biochemical (bioengineering), the biochemical process-led process flow, the treatment of wastewater, organic pollutants are converted into CO₂, H₂O, and residual sludge, so that sewage is purified.

采用物化（物理和化学）和生化（生物工程）相结合，以生化工艺为主导的工艺流程，对废水进行处理，将无机污染物以固体分离，有机污染物转换成CO₂、H₂O和剩余污泥，使污水得到净化。

5.2. Process flow diagram 工艺流程框图

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6. Operation process 操作过程

6.1. During duty 值班期间

- Wear work clothes;
穿工作服;
- Keep an accurate record of operations,Carefully carry out the transfer;
如实记录运行情况，认真进行交接班;
- Check the operation of each unit in the control room,;
在控制室对运行各单元情况进行核对;
- check the defective unit once, troubleshoot and resume normal operation;

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对存在问题的单元进行一次检查，排除故障，恢复正常运行；

- In accordance with the inspection requirements in the class, a system inspection of the sewage station is performed to check the lubrication of the operating equipment. Pay special attention to the oil level of pumps and fans. It is strictly forbidden to run with less or no oil to avoid equipment accident.

结合班中巡检要求，对污水站进行一次系统检查，检查运转设备润滑状况。特别注意水泵、风机润滑油位，严禁少油、无油运转，避免设备事故。

6.2. Operating procedures 操作规程

- Regularly clean the artificial grille and grease trap to prevent pollutants from clogging the grille.

定期清理人工格栅和隔油池，防止污染物堵塞格栅。

The sewage lifting pump is an automatic operation mode of liquid level control. 污水提升泵为液位控制自动运行方式， Major equipment failures should be repaired within 24h and reported to the relevant responsible persons of the EHS office and the operation department at the same time. At the same time, it is necessary to ensure the continuous operation of the standby pump to prevent operational accidents.

主要设备发生故障，应在24h内完成修复，并同时汇报至EHS办公室和运营部相关负责人，同时需确保备用泵连续运行，以杜绝运行事故。

- The biochemical tank adopts the contact oxidation method: the pollutants in the sewage are removed by the metabolism of microorganisms, which requires a long time aeration, and the two fans can be switched manually and automatically. Fans are automatically switched every 24 hours during normal operation to avoid long-term continuous use of the same fan. When a fault occurs, the fan should be set to be manually controlled so that one fan can work normally and the other is repaired or replaced in a timely manner (ensure that it is always in one use and one standby state).

生化池采用有接触氧化法：通过微生物的新陈代谢来去除污水中的污染物质，需要长时间曝气，两台风机可以通过手动和自动切换。正常运行时风机每 24 小时自动切换一次，避

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免长期连续使用同一台风机。出现故障时应将风机设置手动控制，使一台风机正常工作，另一台及时维修或更换（确保始终处于一用一备状态）。

- Biochemical treatment should always check whether the aeration condition of the biochemical tank is good: whether the liquid level is tossed uniformly, whether there are clusters of bubbles rising, how much foam, and whether it is fresh milky.

Adjust the opening of the valve on the aeration pipe of each biochemical tank to adjust the aeration amount of each aeration tank, so that the aeration condition of each biochemical tank reaches the best effect.

生化处理应经常查看生化池曝气状况是否良好：液面翻腾是否均匀，有无成团气泡上升，泡沫多少，是否呈新鲜乳白色。

调整各生化池曝气管上阀门的开度，以调整各曝气池的曝气量，使每个生化池的曝气状况达到最佳效果。

- The sedimentation tank should be regularly drained: to prevent a large amount of sludge from accumulating in the sedimentation tank, a digestion reaction will occur, and the digestion reaction will generate air bubbles to cause the sludge to float and affect the quality of the effluent. Gradually grasp the approximate interval between sludge discharge and the time of each sludge discharge during actual operation.

沉淀池应定期排泥：防止大量污泥积存在沉淀池中发生消化反应，消化反应会产生气泡使污泥上浮，影响出水水质。在实际运行过程中逐渐掌握排泥的大致间隔时间，及每次排泥的时间。

- Biological activated carbon filter unit as a final check process engineering, in strict accordance with the requirements added flocculation, aeration, filtration, recoil four procedures, dosage requirements formulated in accordance with procedures and in accordance with the actual be amended, must ensure that the flocculation effect.

The aeration water ratio is controlled at 3 ~ 6: 1, and the filtration speed is controlled at 1.5 ~ 2m / h. The recoil strength should ensure that the filter material expands uniformly and that the filter material is not lost.

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The filter material can be used for a long time, and the annual supplement amount is not more than 5%.

生物活性碳滤池单元作为工程最后把关工艺，要求严格按照加药絮凝、曝气、过滤、反冲四个程序进行，加药量按规程要求配制，并按照实际加以修正，必须保证絮凝反应效果。

曝气气水比控制在 3～ 6： 1，滤速控制在 1.5 ～2m/h，反冲强度应保证滤料均匀膨胀，并保证滤料不流失。

滤料可长期使用，年补充量不大于5%。

- If it is not treated for a long time, the venting valve of the coagulation reaction tank, air flotation equipment and medicinal tank should be opened to drain it to prevent liquid deterioration and odor. The sludge in the sludge tank should be treated in time.

若长时间不处理时，应打开混凝反应池、气浮设备、加药罐的放空阀，将其排空，防止液体变质发臭。污泥池中污泥应及时处理。

6.3. Operation points操作要点

For detailed operation steps and methods of each device, refer to the instruction manual of each device, and strictly follow the operation steps.

各设备的具体操作步骤及方法详见各设备的使用说明书，严格按照操作步骤进行。

6.3.1. Pump equipment 泵设备

- Check whether the relevant valve is in the normal position before each start;
每次启动前检查相关阀门是否处于正常位置；
- All key valves must be attached with a valve status label to clarify the normal status of each major valve;
所有关键阀门必须附加阀门状态标签，明确各主要阀门正常状态；
- It is strictly forbidden to operate and overload the empty pump.
严禁空泵运转和超载。

6.3.2. Dosing equipment 加药设备

- Main varieties and proportions of medicinal products:
Coagulant (coagulation): The PAC configuration concentration is 15%, that is, 15 parts of medicine and 85 parts of water, and the dosage is 10kg / m³. The dosage

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can be adjusted according to the actual water quality to ensure the effluent after air floatation is clear.

Flocculant: The concentration of PAM is 0.1%, that is, 999 parts of water for one drug, and the dosage is 5mg / L. The dosage can be adjusted according to the actual water quality to ensure the treatment effect.

加药主要品种及配比：

助凝剂（混凝）： PAC配置浓度 15%，即 15 份药 85 份水，加药量 10kg/m³，可按实际水质情况调整加药量以保证气浮后的出水清澈。

絮凝剂： PAM配置浓度 0.1%，即 1 份药 999 份水，加药量 5mg/L，可按实际水质情况调整加药量以保证处理效果。

- Configuration: first put a certain amount of water in the dosing tank (the liquid level is at least 20cm higher than the blade of the mixer), continue to add water to the required position, and stir while adding the medicine, and PAM a small number of times Sprinkle on the surface of the liquid to prevent the medicine from sticking into the water, which may affect the dissolution effect and may block the pipeline and the medicine pump. Stir for at least 0.5 hours after preparation. PAC preparation is basically the same as PAM. Because PAC is easy to dissolve in water, the medicament can be added at one time when stirring. Fully stir to make PAC completely dissolved. The agglomerates break up for faster and more complete dissolution. If there are medicines in the medicine packaging bag, reduce the contact between the medicines and the air.

配置：先在加药罐中放入一定量的水（液面高出搅拌机桨叶至少 20cm以上）配置时，继续加水到需要的位置，且边加药边搅拌，并将 PAM少量多次地分洒在液体表面，以防药剂在水中粘结成块，影响溶解效果的同时可能堵塞管道和药泵。药剂配好后需至少搅拌0.5小时使其熟化后方可使用。 PAC配制时加水情况与 PAM基本相同，因 PAC易溶于水，在搅拌的时候可将药剂一次性加入，充分搅拌使 PAC完全溶解， PAC在空气中易吸水结块，投加时应人工将结块弄碎，便于更快更完全的溶解。若药剂包装袋中还有药剂时，应减少药剂与空气的接触。

- During operation, pay attention to that the liquid level in the dosing tank must not be lower than the suction port of the dosing pump to prevent the empty pump from running. Before each run, you should check whether the amount of liquid medicine is sufficient, otherwise it is prepared to a sufficient amount.

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运行时应注意加药罐中的液位不得低于加药泵的吸水口位置，防止空泵运转，。每次运行前应检查药液量是否充足，否则配制到充足量。

- General method of observing alum flowers:

Status	Features
When the dosage is appropriate	The alum flowers formed in the coagulation reaction tank have clear particles, clear boundaries between water and particles, and have a tendency to separate; For raw water with higher turbidity, alum flowers are generally dense, small and strong; For raw water with low turbidity, alum flowers are generally shaped like small snowflakes, and the particles are light but not strong; For raw water with very low turbidity, generally only alum flowers can be seen.
When the dosage is too large	Mud and water separation appeared at the back of the coagulation reaction tank. A large amount of alum flowers were brought out in the air-floating water, and it was milky white. The turbidity of the effluent increased, indicating that the dosage had been too large.
When the dosage is too small	Although small alum flowers can be seen in the flocculation tank, the air effluent is cloudy and fuzzy, indicating that the dosage is not enough.

观察矾花的一般方法:

状态	特点
投加量适当时	混凝反应池中所结的矾花， 颗粒清晰， 水与颗粒界线清楚， 并有分离倾向； 对于浊度较高的原水，矾花一般密集、细小而结实； 对于浊度较低的原水，矾花一般形如小雪花片，颗粒轻而不结实； 对于浊度很低的原水，一般仅能看到矾花。
投加量过大时	混凝反应池后部就出现泥水分离，在气浮出水中大量矾花带出，并呈乳白色，出水浊度增高，这说明投药量已经过大。
投加量过小时	絮凝池中虽然能看到细小矾花，但气浮出水呈浑浊模糊状，表明投药量不够。

- Before starting the motor, you must check whether the valve on the inlet and outlet pipeline is open. Only start the motor when the inlet and outlet pipeline

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is unblocked. When stopping, first cut off the power supply, stop the motor, and then close the inlet pipe valve. But it must be turned on before starting.

在启动电机前必须检查进出管路上的阀门是否打开，只有在进出管路畅通的情况下才能启动电机。停机的时候先切断电源，停止电机运转，再关闭进口管道阀门。但开机前必须打开。

6.3.3. Air flotation device 气浮装置

- Turn on the turbine aeration, turn on the slag scraper, turn on the coagulation reaction tank mixer, turn on the dosing pump, turn on the submersible pump to enter the water, and adjust the amount of incoming water and dosing to an appropriate size. Before opening the submersible pump, open the valve on the submersible pump's outlet pipe. After stopping the pump, close the valve on the submersible pipe to prevent the sewage in the coagulation reaction tank from flowing backward. Be sure to open the valve before starting the pump.

打开涡轮曝气，打开刮渣机，打开混凝反应池搅拌机，打开加药泵，打开潜水泵进水，将进水水量和加药量调到合适大小。打开潜水泵前先打开潜水泵出水管上的阀门，停泵后要关闭出水管上的阀门，防止混凝反应池中的污水倒流，再开时一定要先打开阀门再启动泵。

- After stopping the water intake, the turbine and slag scraper of the air flotation equipment still need to run for a period of time to continue to treat the sewage still in the air flotation equipment, and to prevent the generated scum from sinking to the air flotation after stopping aeration Equipment pool floor. When there is little scum in the air flotation equipment, stop the turbine and stop the slag scraper.

在停止进水后，气浮设备的涡轮及刮渣机仍需运行一段时间，以继续处理还停留在气浮设备中的污水，也防止产生的浮渣在停止曝气后下沉至气浮设备池底。直至气浮设备中浮渣很少时，停止涡轮，停止刮渣机。

6.3.4. Fan 风机

- The fan is a high-speed running part, and the lubrication must be checked regularly. Lubricant suitable for the fan of this machine should be added to the oil mark.

风机属于高速运转部件，须定期检查润滑情况，应加入适用于本机型号风机的润滑油至油标处。

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- The fan start method is the key to ensure safe operation. Special attention should be paid to starting and stopping under no-load conditions.

The start-up shall be carried out according to the following requirements:

- Open the vent valve. When first started, the aeration valve should also be opened.
- After the fan reaches the rated speed, it should start to slowly close the vent valve, and at the same time, adjust the aeration regulating valve to the required position according to the aeration volume requirement until the vent valve is fully closed.
- After the fan runs normally, the temperature of the bearing part should not be higher than 60 °C.

Failure to start in the above manner may cause the fan to overload and burn out the fan. Shut down the fan should follow the reverse procedure, that is, slowly open the vent valve before shutting down the fan.

- Check the air filter regularly and clean the filter sponge regularly.
- After the fan runs for a period of time, the belt will stretch. If the belt is too loose, the belt should be adjusted to the proper position in time.
- Regularly check the safety status of the safety valve, and confirm whether there are any oil or gas leaking parts. If there is any problem, repair it in time.

风机启动方式是保证运行安全的关键。需特别注意，启动和停止均应处于空载条件。

启动应按照下列要求进行：

- 将放空阀打开。首次启动时，曝气管阀门也应打开。
- 风机应在达到额定转速后，开始缓慢关闭放空阀，同时按曝气量要求将曝气调节阀调至要求位置，直至将放空阀全部关闭为止。
- 风机正常运行后，轴承部位温度应不高于60℃。
不按上述方式启动，可能造成风机过载，烧坏风机。关停风机应按反向程序进行，即先缓慢打开放空阀，再关停风机。
- 定期检查空气过滤器，并定期清洗过滤海绵。
- 风机运行一段时间后皮带会伸长，如皮带过松，应及时调整皮带松紧至合适位置。
- 定期检查安全阀的灵活状况，确认有无漏油漏气部位，如有问题应及时修理。

6.3.5. Filter press 压滤机

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Preparation before operation 操作前的准备工作：

- Check the number of filter plates and the sequence on the rack, and move all to one end of the push plate, check whether the filter plates are skewed, and the center is aligned. Confirm that it is normal before turning on the machine;
检查滤板数量和在机架上的序列，并将所有移至推板一端，检查滤板是否歪斜，中心是否对齐，确认正常后再开机；
- Check whether the hydraulic oil brand and filtering accuracy are correct, and whether it is added to two-thirds of the level gauge;
检查所加液压油牌号和过滤精度是否正确，是否加至液位计三分之二处；
- Check whether the filter cloth is folded or damaged;
检查滤布是否有折叠和破损；
- Check that the tube holes at the end of the thrust plate are properly connected, whether the bolts are tightened, and whether the gaskets are properly seated;
检查止推板端各管孔连接是否正确，螺栓是否旋紧，垫片是否垫好；
- Check whether the power cord is correctly connected and the direction of rotation is the same as that indicated on the motor.
检查电源线接入是否正确旋转方向与标示（电机）是否一致。

Press the filter plate压紧滤板：

- Close the leaf filter main switch, the indicator light is on;
合上叶滤机总开关，指示灯亮；
- Press the "Start" button to start the oil pump;
按“启动”按钮，启动油泵；
- Press the "compact" button, the piston pushes the compaction plate. After confirming the compaction, press "close" to stop the oil pump.
按“压紧”按钮，活塞推动压紧板，确认压紧后按“关闭”停止油泵工作。

Incoming filtration 进料过滤：

- Filtration is the suspension of hydraulic pressure into the filter chamber of the filter press. The filtrate flows out through the filter cloth, and the solid phase forms a filter cake in the chamber.
过滤就是悬浮液压入压滤机的过滤腔室，滤液通过滤布流出，固相在腔室内形成滤饼。

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- After the filter cake is formed, the compression push plate is opened, and the filter cake on the filter plate is removed one by one. After the cake is unloaded, the filter residue remaining on the filter cloth must be cleaned. The filter cloth should be rearranged and leveled. .

滤饼成型后打开压紧推板，再逐块将滤板上的滤饼卸下，卸饼后，残留在滤布上的滤渣必须清理干净，滤布应重新整理平整，装备下一次压滤。

- When the filtering ability of the filter cloth declines, or if it is found that the filter cloth is damaged or running, you need to clean or replace the filter cloth.

当滤布的过滤能力衰退，或发现滤布有破损、跑料等现象，则需要对滤布进行清洗或更换。

Discharge 卸料:

- When discharging, pay attention to the separation of biochemical sludge and chemical sludge.

卸料时需要注意生化污泥和化学污泥需要分开分类存放。

6.4. Equipment failure causes and solutions 设备故障原因及解决办法

When the equipment runs abnormally, stop its operation immediately to find out the cause in time, and take measures to eliminate the fault to avoid accidents. For the cause and solution of the fault, please refer to the instruction manual of each device.

If the fault is more serious and cannot be repaired, the equipment should be replaced in time to ensure the normal operation of the sewage treatment system.

设备运转不正常时，应立刻停止其运行及时找出原因，并采取措施排除故障，以免发生意外。

故障原因及解决办法详见各设备的使用说明书。

若故障较严重无法修复时，应及时更换设备，以保证污水处理系统能正常运行。

6.5. Equipment maintenance 设备的维护保养

Strictly follow the requirements in the instructions to enable the equipment to run stably for a long time.

严格按照说明书中的要求进行，以使设备能够长久稳定的运行。

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6.6. Internal/external services对内/外服务

- In the event that on-campus/off-campus units need to use the facilities of the WWTS for related work, such as slurry pressing, laboratory activities, etc., the WWTS will not be able to accept the waste. The wastes to be received will be judged by the wastewater treatment station staff, and will be disposed of at the wastewater treatment station only if the wastes are judged to be transferable.

使用污水处理站的设施进行相关工作，如压泥，实验活动等。

需经由污水处理站工作人员对拟接收废弃物进行判断，当且仅当废弃物判定为**可转移状态**时，方可交由污水处理站进行处理。

The transferable state means that the sludge state will not cause damage to the public environment, to people or to the sewage treatment station, and must be judged in advance by the laboratory itself, which will be responsible for the judgement results. The final judgement will be made by the staff of the wastewater treatment station, and the station has the final right to interpret the results of the judgement.

可转移状态指淤泥状态不会对公共环境、对人、对污水处理站造成损害，需由实验室自行提前判断，并对判断结果负责。后交由污水站工作人员进行最终判断，污水处理站对判断结果拥有最终解释权。

- Refer to the attached 'Guidelines for the Collection and Transport of Waste Sludge' for specific treatment processes.

具体处理流程参考附件‘**废弃淤泥收运指引**’。

6.7. Other considerations 其他注意事项：

- The operation and management personnel of the sewage treatment station must carefully read this operating procedure and the instruction manual of each equipment, and strictly operate, manage, maintain and maintain it in accordance with the operating methods and precautions in the procedure and instructions;
污水处理站的运行管理人员必须认真阅读本操作规程以及各设备的使用说明书，严格按照规程及说明书中的操作方法及注意事项进行操作、管理、维护、保养；
- Carefully abide by the safety operation regulations;
认真遵守安全操作规程；

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- Check the motor insulation strike tightening screws at least once a year when an electrical failure occurs, a professional electrician should perform maintenance;
每年至少检查一次电机绝缘击紧固螺丝，电气发生故障时应有专业电工进行检修；
- Dewatered sludge is transported to a designated location serve as a hazard waste for storage;
脱水后的污泥运至指定位置按危险废弃物堆放；
- All sewage treatment drugs must not come into contact with drinking water sources and food to prevent poisoning accidents;
所有污水处理用药不得与生活饮用水源和食品接触，防止中毒事故；
- When the submersible sewage pump is not used for a long time, it should be cleaned and hoisted in a dry and ventilated place. If placed in water, run at least 30 minutes every 15 days to check its function and adaptability;
潜水排污泵长期不用时，应清洗并吊起置于通风干燥处。若置于水中，每15 天至少运转30 分钟，以检查其功能和适应性；
- Save the instructions for each device.
保存好各设备的说明书。

7. Annex 附件：

废弃淤泥收运指引 Guidelines on the Collection and Transport of Waste Sludge