

MEINERS OAKS WATER DISTRICT

SAFETY & EMERGENCY COMMITTEE MEETING AGENDA

Meeting Location: 202 W. El Roblar Drive, Ojai, CA 93023

Members of the public may attend and participate in person at the District Office or by using the remote access information listed below. The physical meeting location is open and accessible to the public.

HYBRID MEETING PARTICIPATION INFORMATION:

JOIN BY COMPUTER: <https://meet.goto.com/535498573>

DIAL-IN (US): +1 (872) 240-3311

ACCESS CODE: 535-498-573

In compliance with the Americans with Disabilities Act and the Ralph M. Brown Act, any person who requires a disability-related accommodation to attend or participate in this meeting should contact the District office at least 24 hours before the meeting at (805) 646-2114 ext. 3 or agenda@meinersoakswater.com to allow the District reasonable time to arrange accommodation. Gov. Code § 54954.2(a)(1)(C))

September 11, 2026, at 9:00 a.m.

1. CALL TO ORDER

2. PUBLIC COMMENTS

3. DISCUSSION ITEMS

- a) Review and discussion of the Hazard Mitigation Plans for the forecasted El Niño. – J.Martinez/S.Ward (Attachments)
- b) CalARP Chlorine Safety Operating Procedures – J. Martinez (Attachments)
 - i. Chlorine Safety Procedure
 - ii. Cylinder Changing Procedure
 - iii. GASCO 10PPM Chlorine Kit Bump Test Procedure
 - iv. SC-04 Personal Monitor Bump Test Procedure
 - v. Chlorine Safety Training Form
- c) Employee Safety - First Aid Response Procedures – S.Ward (Attachments)
 - i. Automated External Defibrillator (AED) Procedure
 - ii. Nasal Naloxone (Narcan) Procedure

4. ADJOURNMENT

MEINERS OAKS WATER DISTRICT

2026/27 El Niño Conditions, Flooding Risk Assessment, and Mitigation Planning

Recommendation

Receive a staff update on predicted 2026/27 El Niño conditions, review potential flooding risks to District facilities and operations, and provide direction on priority mitigation and preparedness actions for the upcoming winter storm season.

Background

NOAA's Climate Prediction Center reports that El Niño conditions are present and strengthening, with El Niño expected to continue through late 2026 and into early 2027. NOAA currently identifies a greater than 90% chance of a very strong El Niño event during Northern Hemisphere fall and winter 2026/27. Although individual storm timing and local rainfall totals remain uncertain, El Niño winters can increase the likelihood of wetter conditions and stronger Pacific storm activity across Southern California. Current NOAA seasonal precipitation outlooks favor above-normal precipitation for portions of Southern California during the winter outlook periods, with the greatest planning concern generally focused on the core winter and late-winter storm season rather than any single early-season event. For local planning context, typical rainfall is approximately 18 inches per season. District/local rainfall records show Meiners Oaks received 39.54 inches during the 2022/23 rain season, while the very strong 1997/98 El Niño season produced 48.29 inches in Meiners Oaks. These historical figures are useful for preparedness planning but should not be interpreted as a forecast for 2026/27. Proactive planning will help the District prepare for localized flooding, storm-related access limitations, erosion, potential debris flows, power interruptions, and impacts on water system operations.

Flooding Risk Assessment

The District's flooding concerns are primarily operational and localized around facilities near the 100-year flood zones. Heavy rainfall may affect access to tanks, wells, pump facilities, valves, hydrants, easements, and customer service locations. Areas near drainage crossings, steep slopes, undersized or damaged culverts, debris-prone roadways, or previously saturated soils may experience ponding, erosion, washouts, or delayed emergency access.

Potential impacts include temporary loss of access to critical infrastructure, damage to exposed pipelines or structures, sediment or debris accumulation near facilities, increased customer leak or service calls, power disruptions affecting pumping or communications, and staff safety hazards during storm response. These risks should be considered alongside the District's existing emergency response practices, reserve planning, capital improvement priorities, and regional hazard mitigation planning efforts.

Mitigation and Preparedness Planning

Staff recommends prioritizing the following preparedness actions before the height of the winter storm season:

- Inspect critical District sites for drainage, slope, erosion, access, and debris concerns.
- Confirm emergency contacts, staff call-out procedures, vendor availability, and after-hours response protocols.
- Review generator readiness, fuel availability, communications equipment, backup data access, facility security, and completion status of the Tico Road booster electrical relocation project.
- Coordinate with Ventura County, local fire and emergency management partners, road agencies, and neighboring water agencies regarding storm alerts, access constraints, and response coordination.
- Identify vulnerable facilities or access routes that may warrant minor drainage improvements, vegetation clearing, sandbags, erosion control materials, or other temporary protection measures.
- Prepare customer-facing messaging regarding storm safety, leak reporting, water service interruptions, and District contact information.
- Maintain documentation of storm-related labor, materials, photographs, facility impacts, and costs for insurance, emergency reimbursement, grant, or after-action purposes.

Fiscal Impact

No immediate fiscal action is requested. Near-term preparedness work is expected to consist primarily of staff time, routine maintenance, inspection activities, and minor supplies. Any larger mitigation work, emergency purchases, consultant support, or capital improvements would be brought back to the Board, or processed in accordance with the District's purchasing, emergency procurement, budget, reserve, and grant management policies, as applicable.

Committee Discussion

The Committee may wish to discuss priority facilities for pre-storm inspection, coordination needs with partner agencies, thresholds for escalating storm response activities, and whether staff should prepare a brief winter-storm readiness checklist for Board review or internal implementation.

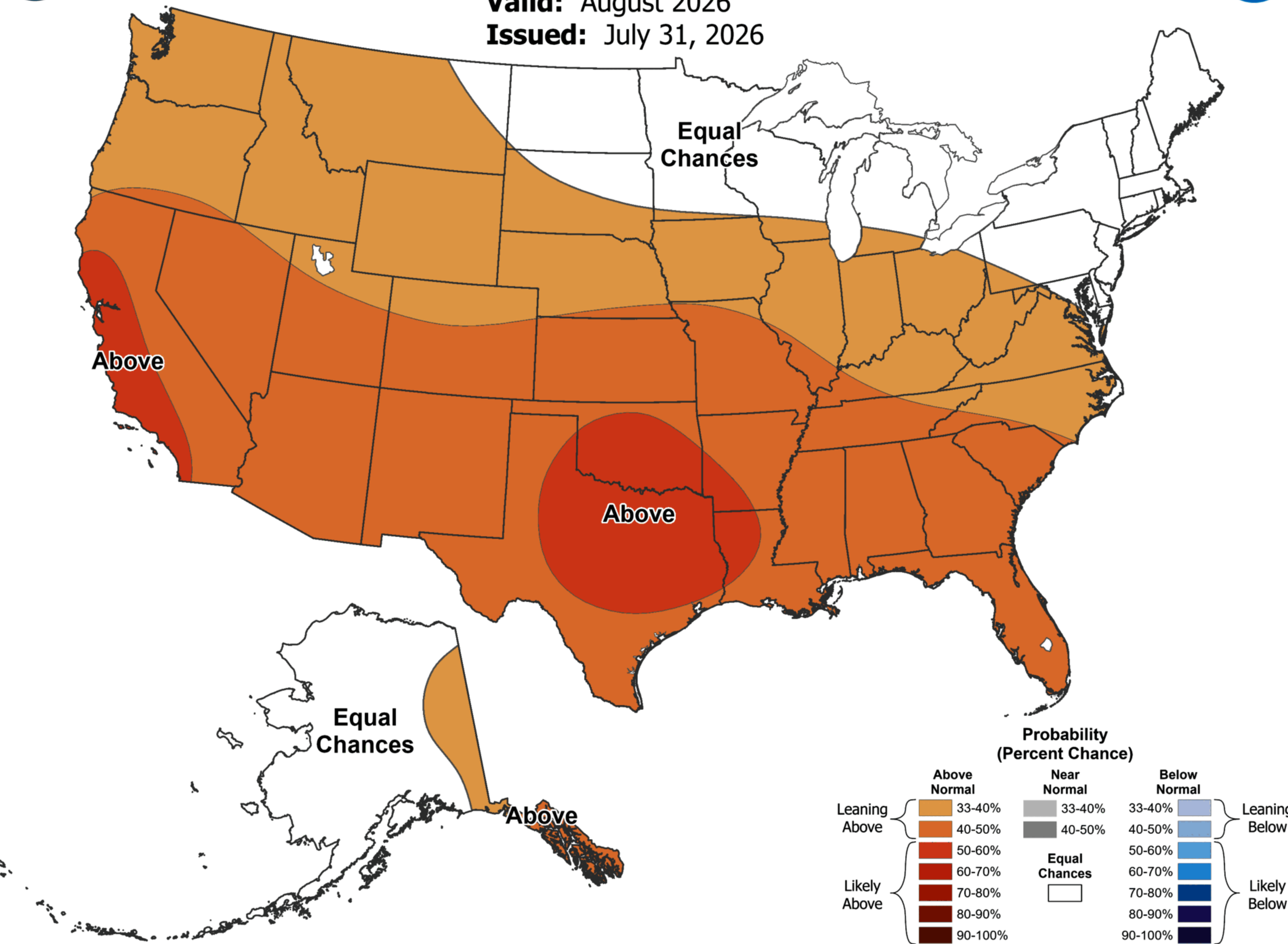
Reference Materials

Reference materials include the current Emergency Response Plan, the MOWD Risk and Resilience Assessment, the 2027 MOWD draft Multijurisdictional Hazard Mitigation Plan, the NOAA Climate Prediction Center El Niño summary, and FEMA flood maps.



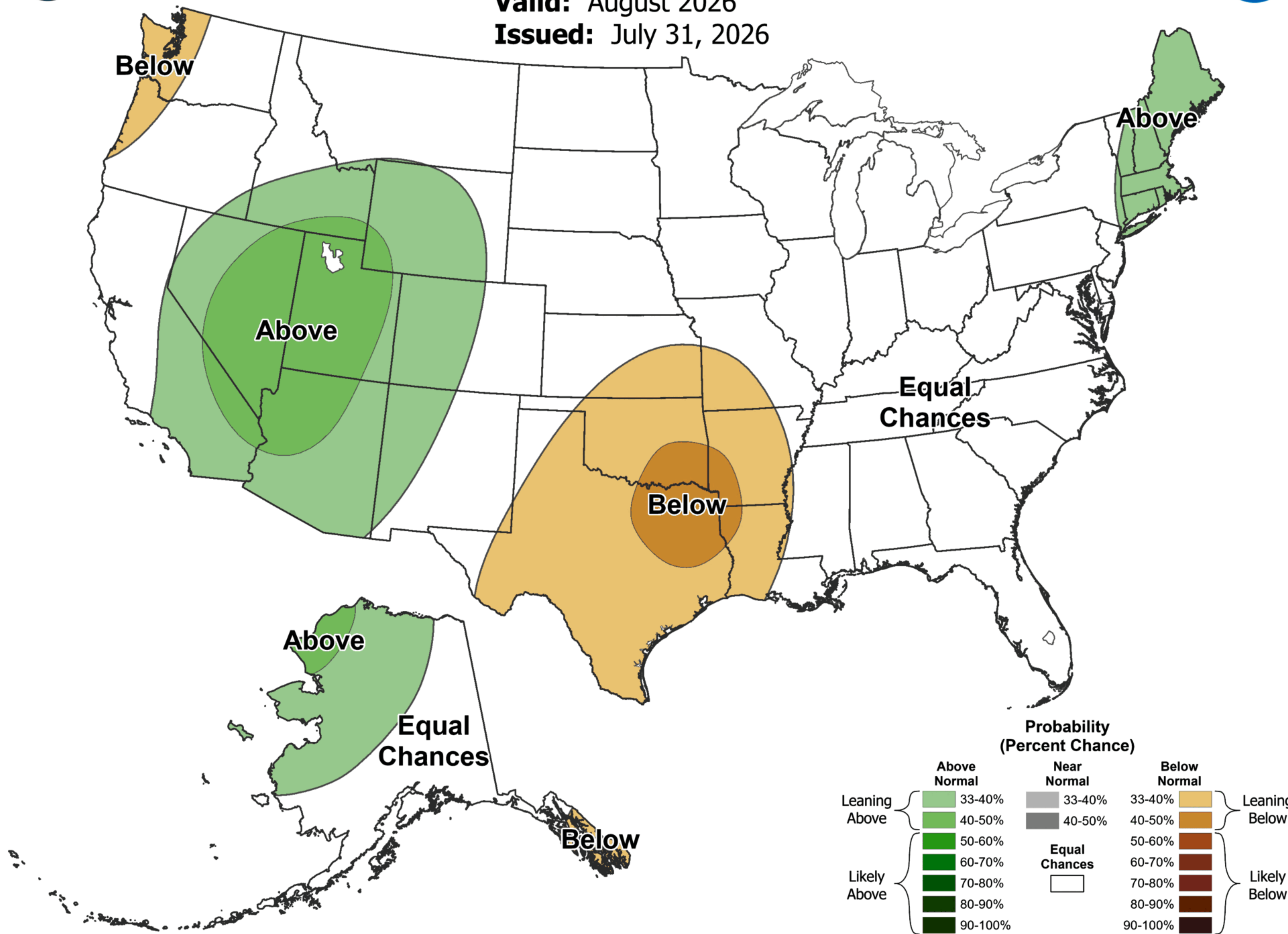
Monthly Temperature Outlook

Valid: August 2026
Issued: July 31, 2026



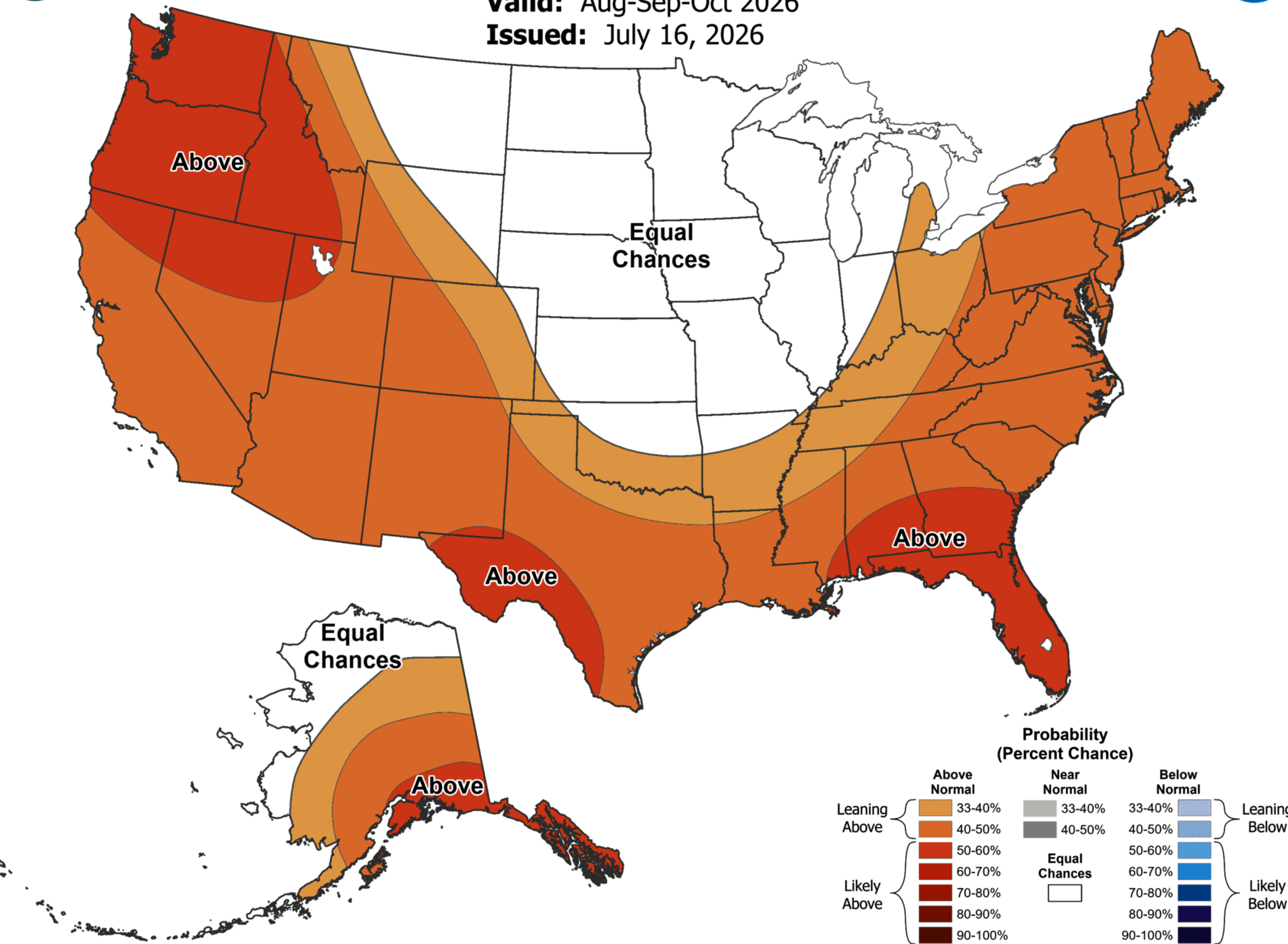
Monthly Precipitation Outlook

Valid: August 2026
Issued: July 31, 2026



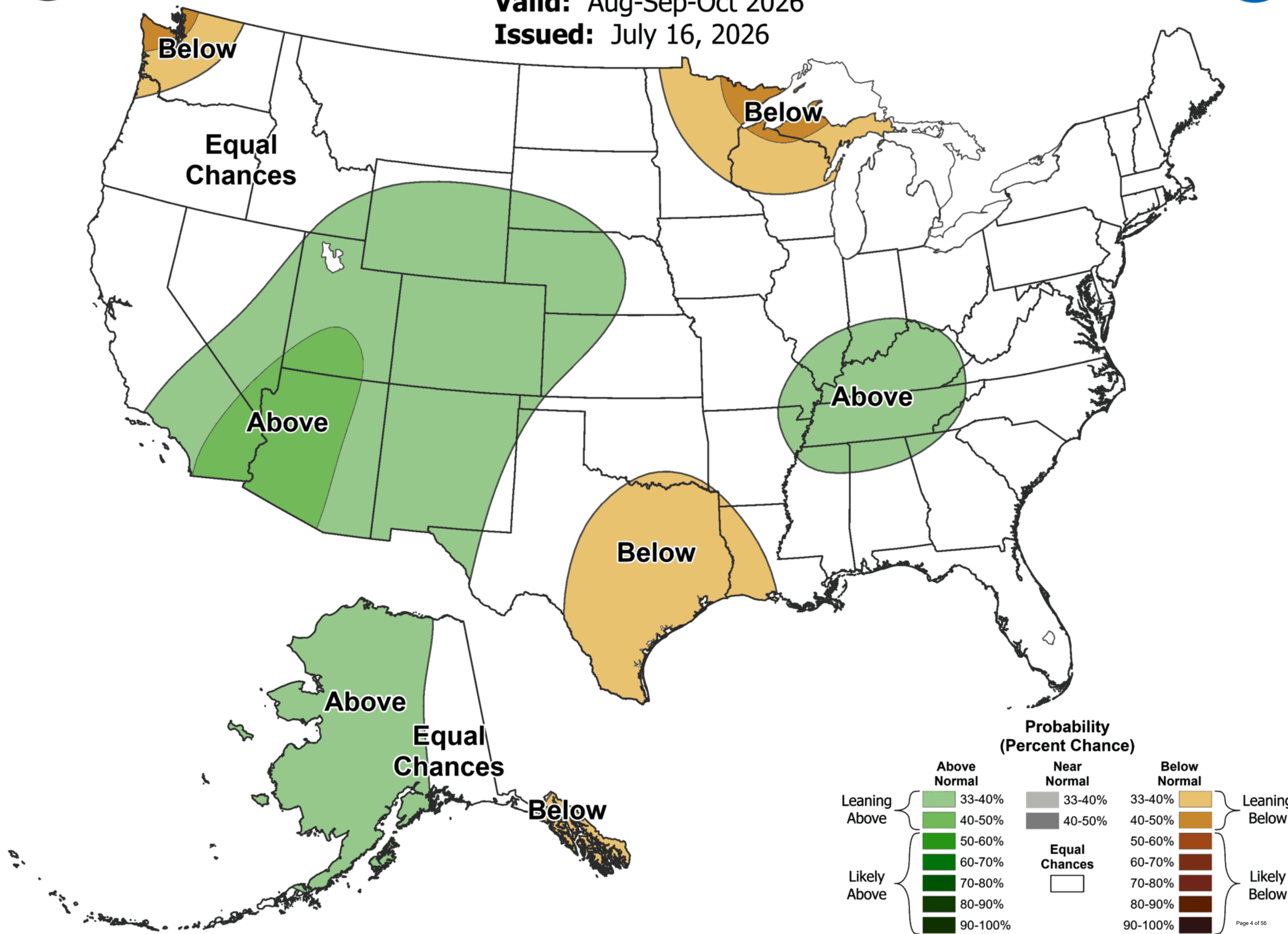
Seasonal Temperature Outlook

Valid: Aug-Sep-Oct 2026
Issued: July 16, 2026



Seasonal Precipitation Outlook

Valid: Aug-Sep-Oct 2026
Issued: July 16, 2026





EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by
CLIMATE PREDICTION CENTER/NCEP/NWS

9 July 2026

ENSO Alert System Status: El Niño Advisory

Synopsis: **El Niño continues and will strengthen through the end of the year, with a 97% chance it will persist through early spring 2027.**

El Niño strengthened over the past month, with a large area of sea surface temperature anomalies in excess of +1.0°C across the central and eastern equatorial Pacific [Fig. 1]. The latest weekly Niño-3.4 index value was +1.2°C, with the westernmost (Niño-4) and easternmost (Niño-1+2) indices at +0.5°C and +2.7°C, respectively [Fig. 2]. The equatorial subsurface temperature index (average from 180°-100°W) increased [Fig. 3], as a recent downwelling Kelvin wave deepened the thermocline and raised temperatures in the eastern Pacific [Fig. 4]. Low-level westerly wind anomalies and upper-level easterly wind anomalies were observed over the western and central equatorial Pacific. Convection was enhanced over the central and east-central equatorial Pacific and was suppressed over Indonesia [Fig. 5]. The traditional and equatorial Southern Oscillation indices were significantly negative. Collectively, the coupled ocean-atmosphere system reflected a strengthening El Niño.

The North American Multi-Model Ensemble (NMME) average, including the NCEP CFSv2 [Fig. 6], forecasts El Niño to intensify through 2026. Alongside model forecasts, a strong coupling of the atmospheric and oceanic circulation across the Pacific contributes to very high confidence that El Niño will continue through early 2027 [Fig. 7]. There is an **81% chance of a very strong El Niño** during October-December [Fig. 8] that would rank among the largest El Niño events in the **historical record going back to 1950**. Even the strongest El Niño events do not lead to the typical impact everywhere, but stronger events can more significantly tilt the odds in favor of expected outcomes (see [CPC outlooks](#) for probabilities of seasonal anomalies). In summary, El Niño continues and will strengthen through the end of the year, with a 97% chance it will last through early spring 2027.

This discussion is a consolidated effort of the National Oceanic and Atmospheric Administration (NOAA), NOAA's National Weather Service, and their funded institutions. Oceanic and atmospheric conditions are updated weekly on the Climate Prediction Center web site ([El Niño/La Niña Current Conditions and Expert Discussions](#)). A probabilistic strength forecast is [available here](#). The next ENSO Diagnostics Discussion is scheduled for 13 August 2026.

To receive an e-mail notification when the monthly ENSO Diagnostic Discussions are released, please send an e-mail message to: ncep.list.enso-update@noaa.gov.

Climate Prediction Center
5830 University Research Court
College Park, Maryland 20740

NOAA/ National Weather Service
National Centers for Environmental Prediction
Climate Prediction Center
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College Park, Maryland 20740
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From: [California Water Boards](#)
To: [Summer](#)
Subject: [EXTERNAL] NWS El Nino Advisory & Preparedness Considerations
Date: Thursday, September 3, 2026 12:45:17 PM

External Sender - From: (California Water Boards
<public@public.govDelivery.com>)

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NWS El Niño Advisory & Preparedness Considerations

As we head into fall and winter, news and weather media have been highlighting

the El Niño advisory forecast (see footnote 1). The National Weather Service (NWS) has communicated that El Niño is an ocean phenomenon that must couple with atmospheric conditions to produce strong winter weather. While the NWS is not guaranteeing disastrous weather, they do not want people to miss the opportunity to prepare for a phenomenon that elevates the risk for a scenario (see footnote 2).

Water systems are encouraged to consider whether they need to prepare for significant weather this winter. While it may seem early to begin preparing, the State Water Resources Control Board Division of Drinking Water (DDW) recognizes it takes time to prepare and update plans, provide training, and create, review, update and/or modify any contracts to address storm response. Some activities to consider kickstarting the planning and preparation process are provided below. Each system is unique and bears different risks, so system personnel will want to conduct their own threat and hazard identification and risk assessment to determine what is relevant for their system.

1. Planning & Documentation

Ensure administrative frameworks, and compliance and procedural tools are updated and available before an incident.

- **Emergency Response Plans:** Ensure emergency response plans and other relevant plans for storms, flooding, and power outages contain updated evacuation routes and contact information.
- **Checklists:** Create checklists to prepare for a storm.
- **Risk Assessment:** Identify threats and hazards at facilities and any construction sites.
- **Regulatory Reporting:** Know spill reporting requirements and have the Warning Center's number available.

2. Personnel & Communication Readiness

Ensure people are trained and any necessary communication tools and protocols are prepared and ready for use.

- **Staff Familiarity:** Ensure staff and any contractors are familiar with the plans to prepare for a storm.
- **Notice Templates:** Ensure you have a copy of relevant unsafe water notice templates handy.
- **Communication Channels:** Ensure the means of communicating an unsafe water notice/alert identified in your water quality emergency notification plan (WQENP) are available for use prior to a storm arriving.

3. Physical Site & Equipment Preparation

Prior to a storm, perform physical actions required to protect infrastructure, manage assets, and secure equipment on-site.

- **Equipment Verification:** Ensure emergency equipment (generators, radios,

etc.) is in good working condition before a storm.

- **Runoff & Flood Mitigation:** Where appropriate, ensure sites are prepared for a storm with proper erosion control BMPs and hazardous materials containment to mitigate any source water quality impacts.
- **Asset Protection:** Move any items in low-lying areas that could be impacted by flood waters or ponding and have extra BMPs on hand to replace damaged or lost BMPs. Clear storm drains and complete any necessary maintenance on vulnerable infrastructure.
- **Inventory & Mapping Data:** Ensure GIS inventories are up-to-date so they can be used to identify potentially impacted facilities.

If you have any questions related to storm response or recovery, DDW recommends contacting your local emergency management office, which may be at the city or county level. For any drinking water quality concerns, consult your local DDW district office or local environmental health department.

Footnotes

1. National Oceanic and Atmospheric Administration (2026, June 11). El Nino forms, expected to strengthen, say NOAA forecasters.

<https://www.noaa.gov/news-release/el-nino-forms-expected-to-strengthen-say-noaa-forecasters>

2. National Weather Service (2026, September 1). El Niño in California: Information & Preparedness Guide: Early September 2026 Update.

<https://www.weather.gov/media/sto/pdf/ElNinoinCalifornia.pdf>

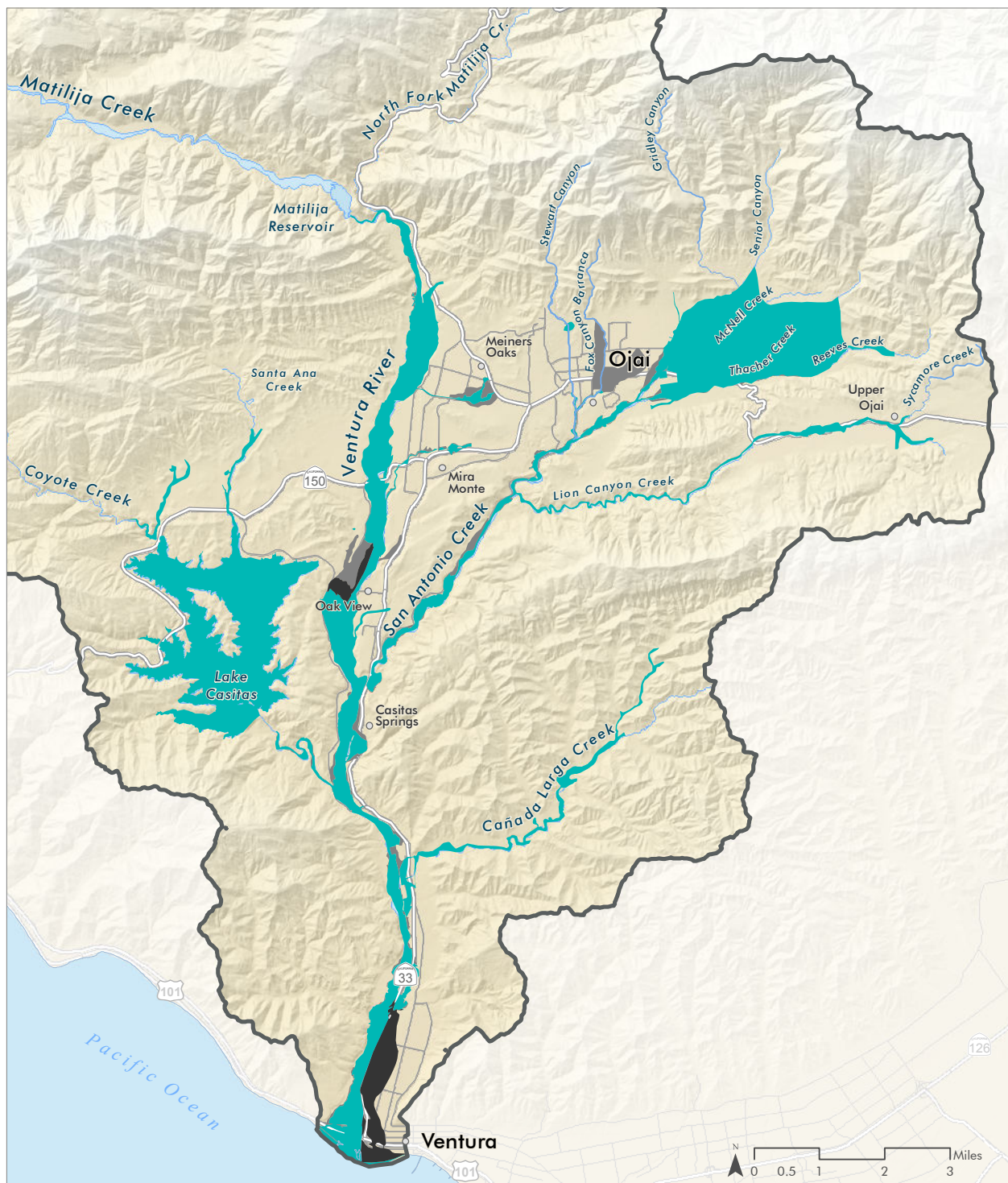
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FEMA Flood Zones



Ventura River Watershed



1% Annual Exceedance Probability Flood Zone
(formerly 100-Year Flood Zone)



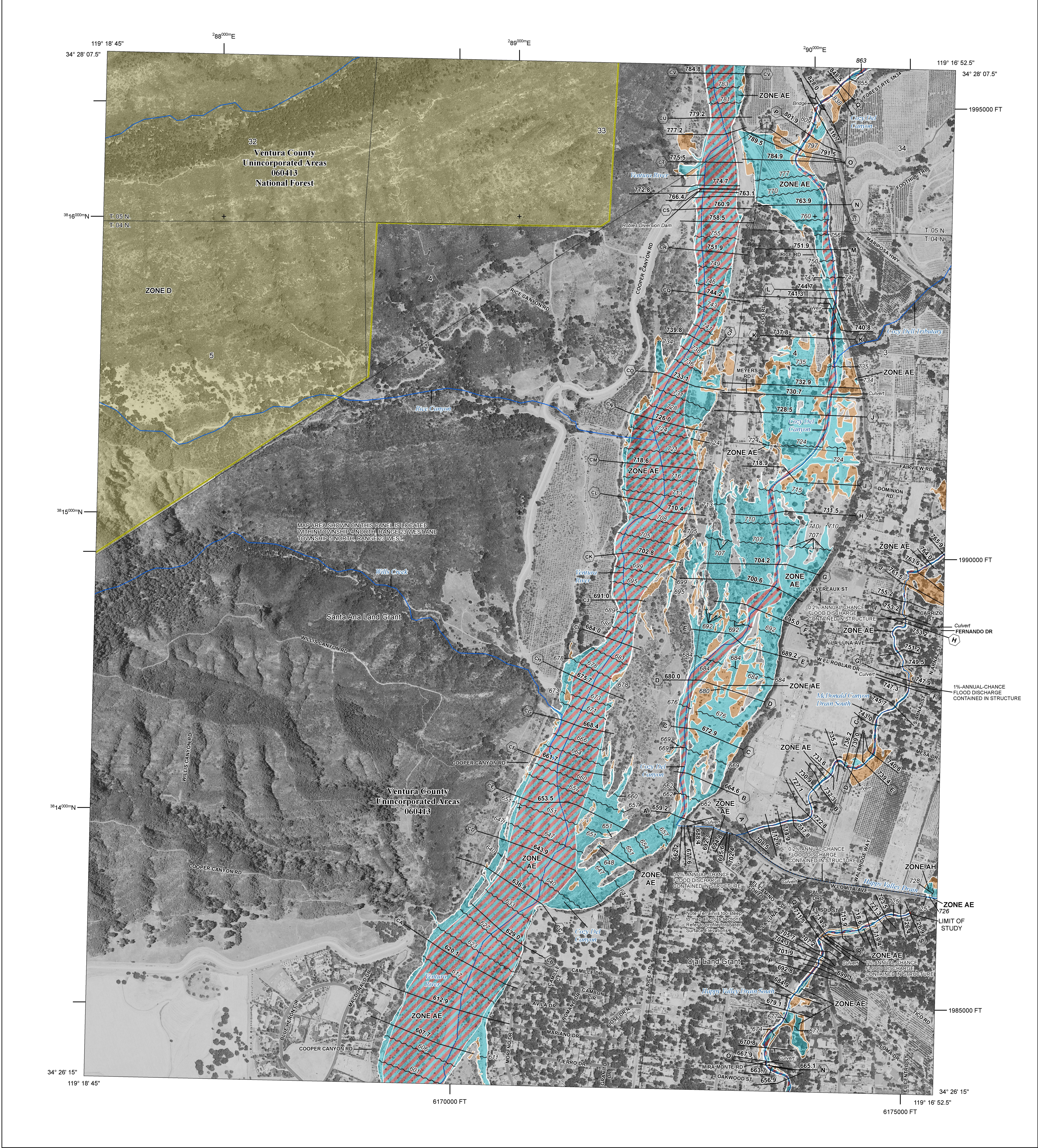
.2% Annual Exceedance Probability Flood Zone
(formerly 500-Year Flood Zone)



Areas Protected by Levees or Subject to Lesser/Shallow Flooding



Data Sources:
Flood Zones - FEMA
The FEMA (Federal Emergency Management Agency) flood hazard map is for informational purposes only. Official flood plain determinations are handled by the local jurisdiction. For properties in unincorporated Ventura County, contact the Ventura County Watershed Protection District and for properties within cities, contact the city's building department.
Map Created by GreenInfo Network using Esri software, December 2013 www.greeninfo.org



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT [HTTPS://MSC.FEMA.GOV](https://MSC.FEMA.GOV)

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A,V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
OTHER AREAS OF FLOOD HAZARD		Regulatory Floodway
		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee See Notes. Zone X
OTHER AREAS		Area with Flood Risk due to Levee Zone D
		NO SCREEN Areas of Minimal Flood Hazard Zone X
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
OTHER FEATURES		Levee, Dike, or Floodwall
		Cross Sections with 1% Annual Chance Water Surface Elevation
OTHER FEATURES		Coastal Transect
		Coastal Transect Baseline
OTHER FEATURES		Profile Baseline
		Hydrographic Feature
OTHER FEATURES		Base Flood Elevation Line (BFE)
		Limit of Study
OTHER FEATURES		Jurisdiction Boundary

NOTES TO USERS

For information and questions about this Flood Insurance Rate Map (FIRM), available products associated with this FIRM, including historic versions, the current map date for each FIRM panel, how to order products, or the National Flood Insurance Program (NFIP) in general, please call the FEMA Map Information eXchange at 1-877-FEMA-MAP (1-877-336-2627) or visit the FEMA Flood Map Service Center website at <https://mssc.fema.gov>. Available products may include previously issued Letters of Map Change, a Flood Insurance Study Report, and/or digital versions of this map. Many of these products can be ordered or obtained directly from the website.

Communities annexing land on adjacent FIRM panels must obtain a current copy of the adjacent panel as well as the current FIRM Index. These may be ordered directly from the Flood Map Service Center at the number listed above.

For community and countywide map dates refer to the Flood Insurance Study Report for this jurisdiction.

To determine if flood insurance is available in this community, contact your insurance agent or call the National Flood Insurance Program at 1-800-638-6620.

Base map information shown on this FIRM was derived from digital orthophotography collected by the U.S. Department of Agriculture Farm Service Agency. This imagery was flown in 2014 and was produced with a 1-meter ground sample distance.

SCALE

Map Projection:
Universal Transverse Mercator Zone 11N; North American Datum 1983
Western Hemisphere; Vertical Datum: NAVD 88

1 inch = 500 feet 1:6,000

0 500 1,000 2,000 feet

0 125 250 500 meters

PANEL LOCATOR

VENTURA COUNTY

0556 0557*

0555*

0558 0559

0565 0566 0567

* PANEL NOT PRINTED

FEMA

National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

VENTURA COUNTY, CALIFORNIA
And Incorporated Areas
PANEL 558 of 1275

Panel Contains:

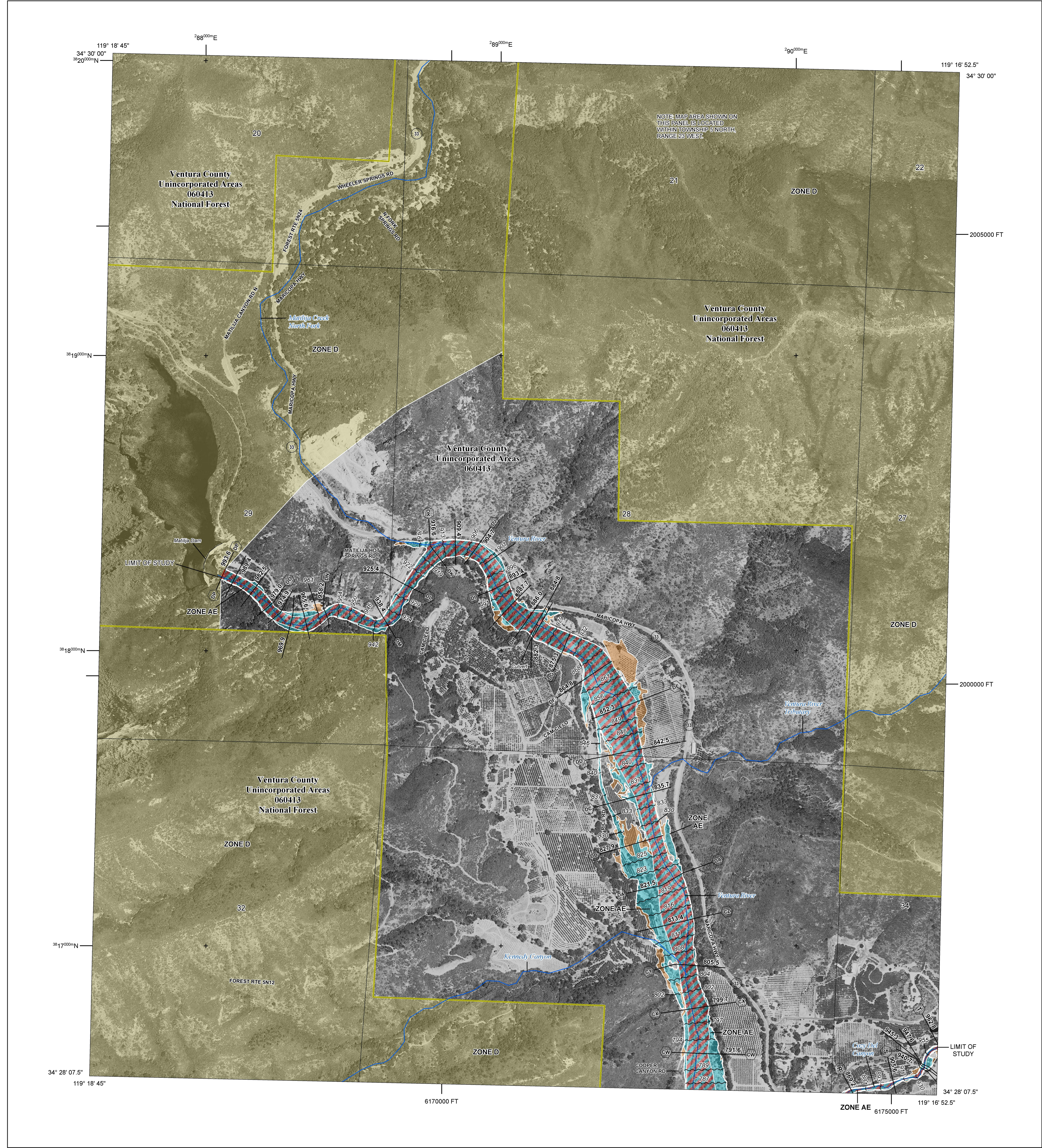
COMMUNITY	NUMBER	PANEL	SUFFIX
VENTURA COUNTY	060413	0558	F

VERSION NUMBER
2.3.3.3

MAP NUMBER
06111C0558F

MAP REVISED
JANUARY 29, 2021

Page 10 of 56



FLOOD HAZARD INFORMATION

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT THE INFORMATION DEPICTED ON THIS MAP AND SUPPORTING DOCUMENTATION ARE ALSO AVAILABLE IN DIGITAL FORMAT AT HTTPS://MSC.FEMA.GOV	
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	Jurisdiction Boundary

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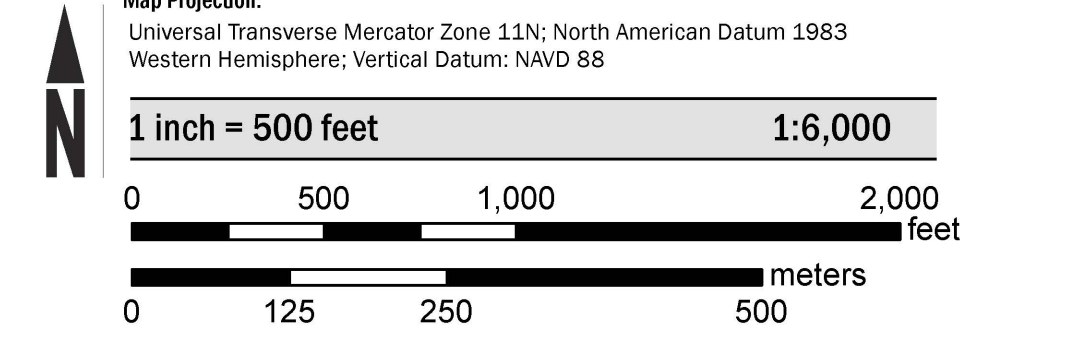
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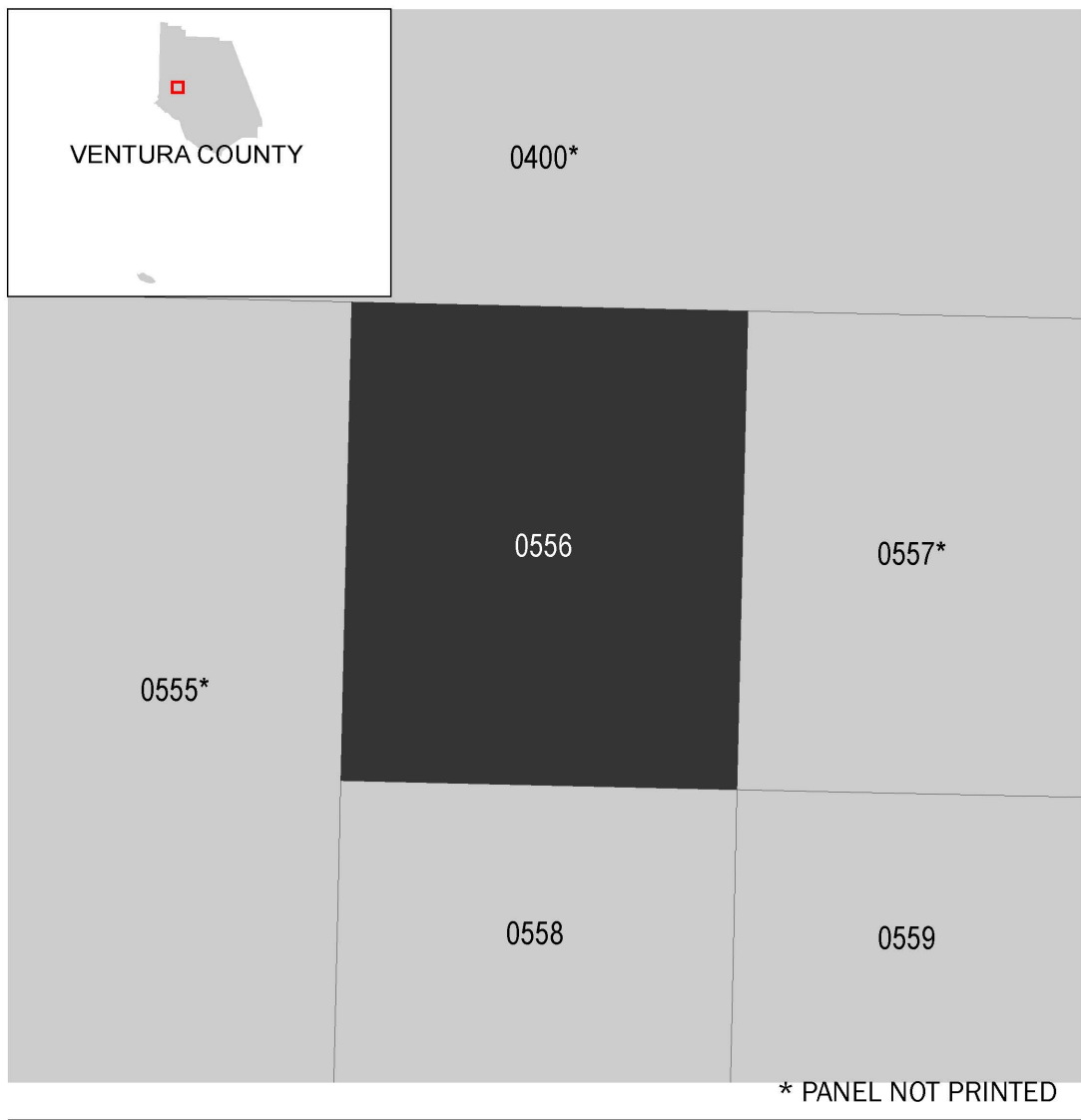
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SCALE



PANEL LOCATOR



National Flood Insurance Program

NATIONAL FLOOD INSURANCE PROGRAM
FLOOD INSURANCE RATE MAP

VENTURA COUNTY, CALIFORNIA
And Incorporated Areas
PANEL 556 of 1275

Panel Contains:

COMMUNITY	NUMBER	PANEL	SUFFIX
VENTURA COUNTY	060413	0556	F

VERSION NUMBER
2.3.3.3

MAP NUMBER
06111C0556F

MAP REVISED
JANUARY 29, 2021

MEINERS OAKS WATER DISTRICT

Chlorine Safety Standard Operating Procedure

This Standard Operating Procedure establishes safe work practices for the storage, handling, inspection, cylinder changeout, startup, shutdown, emergency response, and maintenance of chlorine gas systems operated by Meiners Oaks Water District. The procedure is intended for trained and authorized personnel only and must be used together with the District's Emergency Response Program, respiratory protection program, lockout/tagout program, confined space program, line break procedures, and applicable Process Safety Management/Risk Management Program documents.

Purpose and Scope

This SOP applies to all MOWD chlorine storage, feed, vacuum regulator, ejector, injection, cylinder handling, and associated safety systems using 150-lb chlorine cylinders. It covers routine operation, delivery and receiving, cylinder changeout, shutdown, emergency conditions, restart, inspections, and maintenance-related line breaks. Work may be performed only by personnel who have received applicable training and are authorized by District management.

Roles and Responsibilities

- **General Manager:** Maintains overall authority for chlorine safety, emergency coordination, and approval of this SOP.
- **Assistant General Manager:** Supports SOP implementation, documentation, training coordination, and regulatory recordkeeping.
- **Field Supervisor:** Ensures field personnel are trained, qualified, equipped, and following this SOP before chlorine work begins.
- **Field Operators:** Perform inspections, cylinder handling, cylinder changeout, startup, shutdown, and response actions only within their training, authorization, and assigned role.
- **Standby Person:** Remains available during chlorine cylinder handling or line-break work, maintains communication, and initiates emergency notifications if conditions become unsafe.
- **Emergency Responders:** Control emergency releases when conditions exceed incidental-response capability or require specialized equipment, entry, or leak containment.

General Safety Requirements

- **At least two qualified personnel** must be available when handling chlorine cylinders, changing cylinders, performing line breaks, or conducting non-routine chlorine work.
- Turn on ventilation and lighting before entering a chlorine room or enclosed chlorine area.
- Verify the location and readiness of the nearest eyewash, safety shower, exit route, chlorine detector/alarm, personal gas monitor, SCBA, and Chlorine Institute Emergency Kit A before beginning work.
- Do not begin chlorine work if the chlorine detector is in alarm, a chlorine odor is present, the personal monitor indicates unsafe conditions, required PPE is unavailable, or the standby person is not available.
- Move uphill and upwind during evacuation. Do not spray water on a leaking chlorine cylinder or container.
- Never apply heat directly to a chlorine cylinder, store combustible or flammable materials near chlorine cylinders, intentionally vent chlorine to the atmosphere, or work on a pressurized system.
- Chlorine cylinders must always remain secured upright with chains or equivalent restraints, whether full, in use, or empty.

Required Equipment and PPE

- Chlorine cylinder wrench or approved 6-inch chlorine box-end wrench.
- New lead gasket and required filter media for the vacuum regulator.
- Approved leak-check method, including ammonia vapor bottle, where used for chlorine leak indication. Do not apply liquid ammonia to equipment.
- Personal chlorine gas monitor or equivalent monitoring method appropriate for the task.
- Safety glasses and a face shield when opening, closing, adjusting, or connecting mechanical components.
- Long pants, closed-toe shoes, and shirt or other required work clothes.
- Respiratory protection is required by monitoring results, task conditions, and the District's respiratory protection program.
- SCBA is available for emergency conditions, unknown concentrations, IDLH conditions, or when required by the Emergency Response Program.
- Chlorine Institute Emergency Kit A is available for emergency responders or trained personnel authorized to use it.
- Daily inspection form, cylinder-change checklist, and maintenance or line-break documentation forms.

Operating Phases

1. Initial startup of new or modified chlorine equipment must be performed in accordance with the current applicable Chlorine Institute guidance, manufacturer instructions, District process safety information, and the facility's Pre-Startup Safety Review checklist.
2. Before placing chlorine equipment into service, verify that required training, inspection, mechanical integrity, monitoring, ventilation, leak-detection, emergency equipment, and documentation requirements have been completed.
3. After successful completion of the Pre-Startup Safety Review, place the equipment into service using the applicable startup or cylinder-changeout procedure in this SOP.

Normal Operations

Daily Mechanical Integrity Inspection

1. Complete the Daily Chlorine Inspection Form in conjunction with the daily well sheet.
2. Turn on ventilation and lighting before entering the chlorine room or enclosed chlorine area.
3. Verify that the chlorine detector, alarm, ventilation, eyewash, safety shower, and required access controls are in service.
4. Visually inspect full, in-use, and empty chlorine cylinders for corrosion, damage, leakage, missing valve protection, loose restraints, or abnormal conditions.
5. Verify that cylinders are secured upright with chains or equivalent restraints and that full and empty cylinders are separated and properly identified.
6. Visually inspect valves, vacuum regulators, ejectors, tubing, piping, injection connections, scales, and supports for damage, corrosion, abnormal vibration, leaks, or deterioration.
7. Confirm that the operating cylinder is feeding properly and that standby or empty cylinders are correctly tagged.
8. Immediately report unusual sights, sounds, odors, alarms, damaged equipment, or suspected leaks to the Field Supervisor or other designated supervisor.
9. Document inspection results, deficiencies, corrective actions, and notifications on the required inspection form or equivalent recordkeeping system.

Storage and Cylinder Safety

1. Store cylinders upright, secured, protected from impact, and separated by status as full, in-use, or empty.
2. Keep combustible and flammable materials away from chlorine storage and use areas.
3. Maintain valve protection caps or bonnets in place when cylinders are not connected for use.

4. Do not apply heat directly to a chlorine cylinder, and do not expose cylinders to temperatures above applicable storage limits.
5. Do not intentionally vent chlorine gas to the atmosphere. Residual gas must be drawn down only through the approved chlorination, ejector, or other authorized system.
6. Maintain the Chlorine Institute Emergency Kit A for use with 100-lb and 150-lb chlorine cylinders by trained personnel or emergency responders.
7. SCBAs must be maintained, inspected, and available in accordance with the District's respiratory protection and emergency response programs.

Temporary Operations

Loading and Transport Staging of 150-lb Cylinders

1. Position the delivery or transport vehicle at the designated transfer point, set the brake, and use wheel chocks where required.
2. Establish a controlled work area and keep unnecessary personnel away from the transfer path.
3. Confirm that cylinders are capped or bonneted, secured, and free of visible damage before movement.
4. Use an approved cylinder hand truck or liftgate method. Strap the cylinder to the hand truck before movement.
5. Move cylinders carefully and keep them upright. Do not drag, drop, roll freely, or lift cylinders by the valve or valve protection device.
6. Secure cylinders in the vehicle or storage cage to prevent movement during transport or staging.

Delivery and Receiving of Chlorine Cylinders

1. Require all chlorine delivery vendors to meet with MOWD personnel before unloading or staging cylinders.
2. Confirm that the involved personnel understand applicable emergency response, first aid, delivery, and receiving procedures.
3. Identify the nearest eyewash, safety shower, exit route, and chlorine alarm before unloading begins.
4. Notify the supervisor and affected personnel that chlorine delivery activities are beginning.
5. Ensure a backup person is available during delivery and receiving activities.
6. Review shipping documents and confirm that the delivery quantity, cylinder type, and cylinder condition match the order.
7. Stage the delivery vehicle as close as safely practicable to the designated storage or transfer point while maintaining clear access and egress.

8. Isolate the work area and allow the vendor to complete its required checklist or inspection of equipment and storage conditions.
9. Inspect each received cylinder for visible damage, corrosion, missing caps or bonnets, leakage, or other abnormal conditions before acceptance.
10. Secure accepted cylinders upright in the designated storage area and update inventory records.

Changing 150-lb Chlorine Cylinders

1. Confirm that the standby person is available, required PPE and monitoring equipment are ready, and the cylinder-change checklist is available.
2. Turn on the fan and lights before entering the chlorine room.
3. Observe the vacuum regulator switch position and confirm that switchover has occurred. Gas should be fed from the standby cylinder before the empty cylinder is removed from service.
4. Observe the scale weight and confirm that the cylinder being removed is empty or ready to be taken off-line.
5. Using the approved chlorine cylinder wrench, close the valve on the cylinder being taken offline by turning the valve stem clockwise. Confirm the valve is closed before removing the regulator.
6. With the ejector water supply operating and vacuum applied to the regulator, confirm that the rotameter ball drops to zero, indicating no residual gas flow through the regulator.
7. Remove the vacuum regulator by loosening the yoke handle and lifting the regulator from the cylinder valve. Remove the old gasket or filter media from the regulator or cylinder valve.
8. Install the valve cap and bonnet on the empty cylinder, mark the cylinder as EMPTY, remove chains only after the cylinder is ready to be moved, and transfer it to the designated empty-cylinder storage area.
9. Secure the empty cylinder upright with chains or equivalent restraints.
10. Move a full cylinder into position using an approved cylinder hand truck. Chain the cylinder to the scale frame or designated support using top and bottom restraints.
11. Remove the bonnet and confirm the cylinder valve is closed before removing the valve cap.
12. Use ammonia vapor or another approved method to check for chlorine leakage at the valve before removing the valve cap. Do not apply liquid ammonia to the cylinder or valve.
13. If leakage is indicated, re-tighten the cap if safe to do so, remove the cylinder from service, mark it defective, notify the supervisor, document the condition, and coordinate return to the supplier. Do not connect a leaking cylinder.

14. If no leakage is indicated, remove the valve cap and inspect the valve face. Clean corrosion or old gasket material only with compatible non-sparking or approved tools.
15. Remove and discard the old lead gasket and old filter media. Never reuse a lead gasket.
16. Install new filter media and a new lead gasket on the vacuum regulator. Position the regulator squarely on the cylinder valve and tighten the yoke until secure. Do not over-tighten.
17. Using only the approved chlorine cylinder wrench, slightly crack open the cylinder valve and then close it, leaving the wrench in place.
18. Check the valve packing nut, regulator connection, and relief vent tubing for leaks using ammonia vapor or another approved method.
19. If a leak is detected, close the cylinder valve, allow the system to draw down through the approved ejector or chlorination system, correct the connection if safe and within training, and recheck for leaks. Do not proceed unless leaks are absent.
20. If an uncontrollable leak develops or conditions are unknown, evacuate immediately, move uphill and upwind, notify the supervisor and emergency responders, and follow the Emergency Response Program.
21. When no leaks are present, open the cylinder valve approximately one-quarter turn and leave the cylinder wrench in place.
22. Confirm that the in-use cylinder is feeding properly and that switchover operates correctly.
23. Recheck vent discharges and connections for leaks. If venting or leakage occurs, close the affected cylinder valve and troubleshoot the regulator or associated equipment only if conditions remain incidental and personnel are trained and equipped.
24. Set the scale to the correct full-cylinder net weight and mark the cylinder status as IN USE.
25. Secure the room or enclosure, restore normal access controls, and record the cylinder change, including serial numbers of the empty and replacement cylinders, on the required checklist or equivalent recordkeeping system.

Emergency Shutdown and Release Response

1. Immediately evaluate conditions from a safe location and determine whether the release is incidental or requires emergency response, using the District's Emergency Response Program.
2. **Emergency-response release:** If the release is uncontrolled, the concentration is unknown or at/above IDLH, a cylinder/container leak is suspected, a fire, earthquake, extreme wind event, or other emergency condition is present, or personnel are not trained/equipped to control the release, evacuate immediately. Move uphill and upwind, notify the supervisor and emergency responders, and do not attempt leak control unless

specifically trained, equipped, authorized, and assigned under the Emergency Response Program.

3. **Incidental release:** If the release is minor, controlled, below emergency-response thresholds, and can be safely corrected by trained and equipped personnel, close the affected cylinder valve or isolate the source only while wearing required PPE and using appropriate monitoring.
4. Retrieve or stage the Chlorine Institute Emergency Kit A only for use by trained personnel or emergency responders. Do not delay evacuation or emergency notification to retrieve equipment.
5. After any release or emergency shutdown, do not restart the system until the area has been monitored, the source has been corrected, equipment integrity has been verified, required notifications and documentation are complete, and the restart has been authorized by the appropriate supervisor.

Emergency Operations

1. Follow the District's Emergency Response Program for emergency release classification, evacuation, notifications, emergency responder coordination, medical response, and incident documentation.
2. Employees may recommend partial or complete shutdown of chlorine process equipment when conditions indicate a potential release or unsafe condition, including a potential catastrophic release.
3. Qualified operators in charge of chlorine process equipment may partially or completely shut down affected equipment or the covered process when necessary to prevent or reduce the potential for a release.

General Manager: Justin Martinez

Assistant General Manager: Summer Ward

Field Supervisor: Levi Maxwell

Field Operator: Garrett Lockwood

Normal Shutdown

1. Notify affected personnel that chlorine equipment will be shut down.
2. Close the affected cylinder valve or main isolation valve using the approved chlorine cylinder wrench.
3. Allow the ejector or approved chlorination system to draw residual gas from the regulator and associated tubing until the rotameter indicates no gas flow.
4. Turn off the ejector water supply or associated equipment as required by site procedure.
5. Verify zero feed, no alarm condition, and no indication of leakage before leaving the system unattended.

6. Document the shutdown, reason, equipment status, and any deficiencies requiring correction before restarting.

Startup Following Turnaround or Emergency Shutdown

1. Do not restart after an emergency shutdown until the release source or unsafe condition has been corrected and the restart has been authorized by the appropriate supervisor.
2. Verify that required inspections, repairs, leak checks, documentation, and any required Pre-Startup Safety Review or management-of-change review have been completed.
3. Confirm that ventilation, monitoring, alarms, eyewash, safety shower, access controls, required PPE, and emergency equipment are available and functioning.
4. Open the applicable cylinder valve or main chlorine isolation valve only after confirming that the vacuum regulator and associated equipment are properly installed and leak-free.
5. Follow the cylinder-changeout and startup checks in this SOP to place the system back into normal operation.
6. Document the restart, authorization, inspection results, and any corrective actions completed.

Safety and Health Considerations

Hazards and Properties of Chlorine

Chlorine is a greenish-yellow liquefied compressed gas with a pungent, irritating odor. In vapor form, chlorine is heavier than air and can accumulate in low areas. Chlorine is nonflammable but is a strong oxidizer and can react with incompatible materials.

Chlorine is a severe inhalation, eye, skin, and respiratory hazard. Exposure may cause burning eyes, coughing, choking, chest discomfort, respiratory distress, pulmonary edema, frostbite from liquid contact, serious injury, or death. Personnel must rely on monitoring and established exposure controls, not odor, to determine safe conditions.

Exposure Prevention and Controls

The following administrative controls, engineering controls, and PPE requirements must be implemented to prevent exposure to chlorine.

Administrative Controls

- Notify the supervisor and affected personnel before chlorine work begins.
- Maintain a standby person during cylinder handling, cylinder changeout, and line-break work.

- Restrict access to the work area during chlorine maintenance, delivery, receiving, and cylinder changeout.
- Stop work and notify the supervisor if monitoring, alarm, ventilation, PPE, or emergency equipment requirements cannot be met.
- Use written checklists for daily inspections, cylinder changes, line breaks, and non-routine work.

Engineering Controls

- Maintain chlorine detection and alarm systems capable of warning personnel of chlorine concentrations at or above the established alarm setpoint.
- Maintain ventilation systems for chlorine rooms and enclosed chlorine areas.
- Maintain eyewash and safety shower equipment near chlorine storage and use areas.
- Use vacuum-feed chlorination equipment, regulators, ejectors, tubing, valves, and injection connections only as designed and maintained.
- Use personal chlorine gas monitoring or equivalent monitoring when required by task conditions or supervisor direction.

Personal Protective Equipment

- Minimum work clothing for chlorine areas includes long pants, closed-toe shoes, and a shirt.
- Safety glasses are required when inspecting or working around chlorine equipment.
- A full-face shield must be worn when opening, closing, adjusting, connecting, or disconnecting mechanical components.
- Hearing protection is required when sound levels require it under the District's hearing conservation requirements.
- Chlorine (Cl₂) Personal Monitor (SC-04) must be worn when entering an enclosed space where Chlorine gas is stored or in use.
- Respiratory protection must be selected and used in accordance with monitoring results, task conditions, cartridge limitations, IDLH requirements, and the District's respiratory protection program, including during cylinder change-outs.
- SCBA is required for emergency response, unknown concentrations, IDLH conditions, uncontrolled releases, or any condition where air-purifying respirators are not authorized or adequate.

Chlorine First Aid

For any suspected chlorine overexposure, move the affected person away from exposure only if it can be done without endangering rescuers, call emergency medical services, and obtain medical attention immediately. Emergency personnel must avoid self-exposure and use appropriate respiratory protection.

Inhalation

1. Move victims to fresh air. Emergency personnel should avoid self-exposure to chlorine.
2. Evaluate vital signs, including pulse and respiratory rate, and note any trauma. If no pulse is detected, provide CPR. If not breathing, provide artificial respiration. If breathing is labored, administer oxygen or other respiratory support.
3. Obtain authorization and/or further instructions from the local hospital for administration of an antidote or performance of other invasive procedures.
4. Transport to a health care facility.

Exposure to Skin/Eyes

1. Remove victims from exposure. Emergency personnel should avoid self-exposure to chlorine.
2. Evaluate vital signs, including pulse and respiratory rate, and note any trauma. If no pulse is detected, provide CPR. If not breathing, provide artificial respiration. If breathing is labored, administer oxygen or other respiratory support.
3. Remove contaminated clothing as soon as possible.
4. If eye exposure has occurred, eyes must be flushed with lukewarm water for at least 15 minutes.
5. Wash the skin exposed areas for at least 15 minutes with soap and water.
6. Obtain authorization and/or further instructions from the local hospital for administration of an antidote or performance of other invasive procedures.
7. Transport to a health care facility.

Ingested (Liquid Chlorine)

Call a poison control center or doctor immediately for treatment advice. Do not give anything by mouth to an unconscious person.

Inventory and Quality Control

Maintain chlorine inventory at the minimum level necessary for reliable operations. Store full and empty cylinders separately, maintain clear cylinder-status identification, and use a first-in, first-out inventory system where practicable.

Keep oil, grease, combustible materials, ignition sources, and incompatible materials away from chlorine cylinders and chlorine equipment. Store cylinders where they are protected from heat, corrosion, impact, unauthorized access, and physical damage. Maintain valve protection caps or bonnets on cylinders that are not connected for use.

Before placing a cylinder into service, verify that the cylinder is the correct type, is visibly intact, is properly labeled, has required valve protection, and shows no evidence of leakage or damage. Reject, isolate, mark, and document any cylinder with suspected leakage, valve damage, corrosion, missing protection, or other unsafe conditions.

Special or Unique Hazards

Careful attention should be provided to avoid storing the containers in an area where accidental impact and fire are likely to occur. Among the incidents we are trying to prevent are:

- Over-pressurization of the cylinder/containers resulting in a release through fusible plugs or failure or rupture of lines, tubes, or other equipment, and a subsequent release.
- Damage to cylinders/containers due to corrosion-induced material loss.
- Injuries to operator(s)

Safety Systems and Their Functions

Chlorine safety systems include fixed chlorine detection and alarms, ventilation, eyewash and safety shower equipment, vacuum-feed chlorination equipment, cylinder restraints, valve protection devices, personal gas monitoring, SCBA, emergency communications, and the Chlorine Institute Emergency Kit A for 100-lb and 150-lb cylinders.

Refer to the District's Safety Systems documentation within Process Safety Information for equipment-specific descriptions, inspection requirements, maintenance requirements, and testing records.

Monitoring equipment associated with the prevention and detection of accidental releases must remain in service unless removal is necessary due to safety concerns from imminent natural hazards or other approved conditions. If monitoring equipment must be removed from service, follow Management of Change procedures, document the reason, identify interim safeguards, and restore the equipment as soon as practicable.

Safe Work Practices

Respiratory Protection

If the chlorine concentration in the work area does not exceed 0.5 ppm, as verified by appropriate monitoring, and no other task conditions require respiratory protection, respiratory protection is not required.

If chlorine concentration exceeds 0.5 ppm, respiratory protection must be used in accordance with the District's respiratory protection program. Air-purifying respirators may be used only when concentrations are known, below IDLH, cartridges or canisters are approved for chlorine, and all respiratory program requirements are met. SCBA is required for concentrations at or above IDLH, unknown concentrations, emergency response, uncontrolled releases, or any condition where air-purifying respirators are not authorized or adequate.

Confined Space

Chlorine cylinders are not in confined spaces. However, vaults, enclosed rooms, pits, tanks, or other areas associated with chlorine facilities may require evaluation under the District's confined space program before entry. Follow applicable OSHA, Cal/OSHA, and District confined space requirements before entering any permit-required confined space.

Lockout/Tagout

Before maintenance, repair, or non-routine work on chlorine cylinders, vacuum regulators, ejectors, piping, tubing, valves, or associated equipment, isolate and control hazardous energy and pressure in accordance with the District's Lockout/Tagout Program. Never work on a pressurized chlorine system.

Line Break

When chlorine piping, tubing, hoses, or related equipment must be opened for repair, alteration, or inspection, the following line-break procedure must be followed.

1. Ensure that personnel involved with the line break are familiar with the emergency response procedures for the facility.
2. Identify the location of the nearest eyewash/safety shower.
3. Identify the location of the valves on top of the cylinder to isolate the Chlorine line/equipment in an emergency.
4. Ensure that personnel involved with the line break are familiar with basic chlorine first aid procedures.
5. Ensure that personnel involved with the line break are familiar with the lockout/tagout procedures.
6. Notify personnel and the supervisor in the area that line break procedures are to be carried out.
7. Ensure that a backup person is available and on-site for the remainder of these procedures.
8. Close, tag, and lock the isolation valve(s) in the supply line(s) to be taken out of service.
9. Wait as long as necessary to allow chlorine to be evacuated from the pipe or hose.
10. Once most of the chlorine is removed, verify that all valves have been closed to isolate the pipes/hoses.
11. If a gauge is available, verify that it reads 0 PSIG.
12. At this point, the pipes/hoses are now pumped down and isolated, and any necessary work/maintenance can be performed.
13. After the work/maintenance has been completed, follow the procedure specified in the *Startup Following a Turnaround or After an Emergency Shutdown* operating phase to place the line/equipment back into service.

14. Document all work performed using the Field Operations recordkeeping system.

Facility Entry and Contractor Control

Visitors, contractors, vendors, maintenance personnel, and other support personnel must check in before entering chlorine storage, use, or process areas. Contractors and vendors must be informed of applicable hazards, alarms, evacuation routes, site controls, and emergency procedures before beginning work.

Documentation, Review, and Recordkeeping

- Daily chlorine inspection forms must be completed and retained in the designated District recordkeeping system.
- Cylinder-change checklists must document the date, site, personnel, cylinder serial numbers, leak-check results, deficiencies, corrective actions, and final operating status.
- Delivery and receiving records must document vendor, quantity, cylinder condition, accepted or rejected cylinders, and inventory status.
- Line-break, maintenance, repair, and non-routine work records must document isolation, lockout/tagout, monitoring, work performed, deficiencies, and return-to-service authorization.
- Any release, alarm, emergency shutdown, suspected leak, rejected cylinder, equipment deficiency, or abnormal condition must be reported to the appropriate supervisor and documented in the applicable recordkeeping system.
- This SOP must be reviewed as often as necessary to reflect current operating practice, equipment, technology, staffing, regulatory requirements, and site conditions. The District must certify annually that the operating procedures are current and accurate where required by the Risk Management Program.

Revision History

Version	Date	Action	Approved By	Notes
1.0	7/2026	Adopted	General Manager	Initial procedure adoption
1.1				

Cylinder Changing Procedures

(For Chlorine Gas)

Important

READ and OBSERVE these and all related instructions thoroughly before proceeding. KNOW and OBSERVE proper safety procedures when handling chlorine gas cylinders. Ensure that all required safety equipment is in place and in good working order.

(All steps must be completed in dual, two employees, with the appropriate PPE provided by MOWD)

TO CHANGE CYLINDERS

1. Using a cylinder wrench, turn the cylinder valve stem clockwise to close. Be certain the cylinder valve is closed before removing the regulator.
2. With water supply to the ejector (vacuum to regulator), ensure that the rotameter ball drops to zero, indicating no residual gas flow through the regulator.
3. If no gas flow exists, remove the regulator by loosening the yoke handle and lifting the regulator from the cylinder valve. Turn off the water supply to the injector.
4. Replace Cylinder. Remove the protective hood and MAKE SURE the gas valve is closed, then remove the valve cap. Ensure the valve outlet is clean and free of dirt and residue.
5. REMOVE THE OLD LEAD GASKET FROM THE REGULATOR AND DISCARD. Replace with new lead gasket. NEVER re-use the old lead gasket.
6. Position the regulator on the cylinder valve, ensuring the lead gasket is in place. Tighten the yoke handle clockwise until secured, and the lead gasket is slightly compressed.
7. Open the cylinder valve slightly and quickly re-close it.
8. Test for gas leaks using accepted procedures.
9. If a leak is detected, MAKE SURE the gas valve is closed and repeat steps #2 and #3 of this procedure. Then, remove the regulator/inlet adapter assembly and correct the problem causing the leak. Once the problem is corrected, start with step #5 of this procedure and continue through the remaining steps.
10. After ensuring no leaks exist and the regulator is properly installed, open the cylinder valve approximately ¼ turn. The cylinder wrench should always remain on the cylinder valve when in use.
11. Turn on the ejector water supply and set the proper feed rate on the regulator.

ADDITIONAL INFORMATION

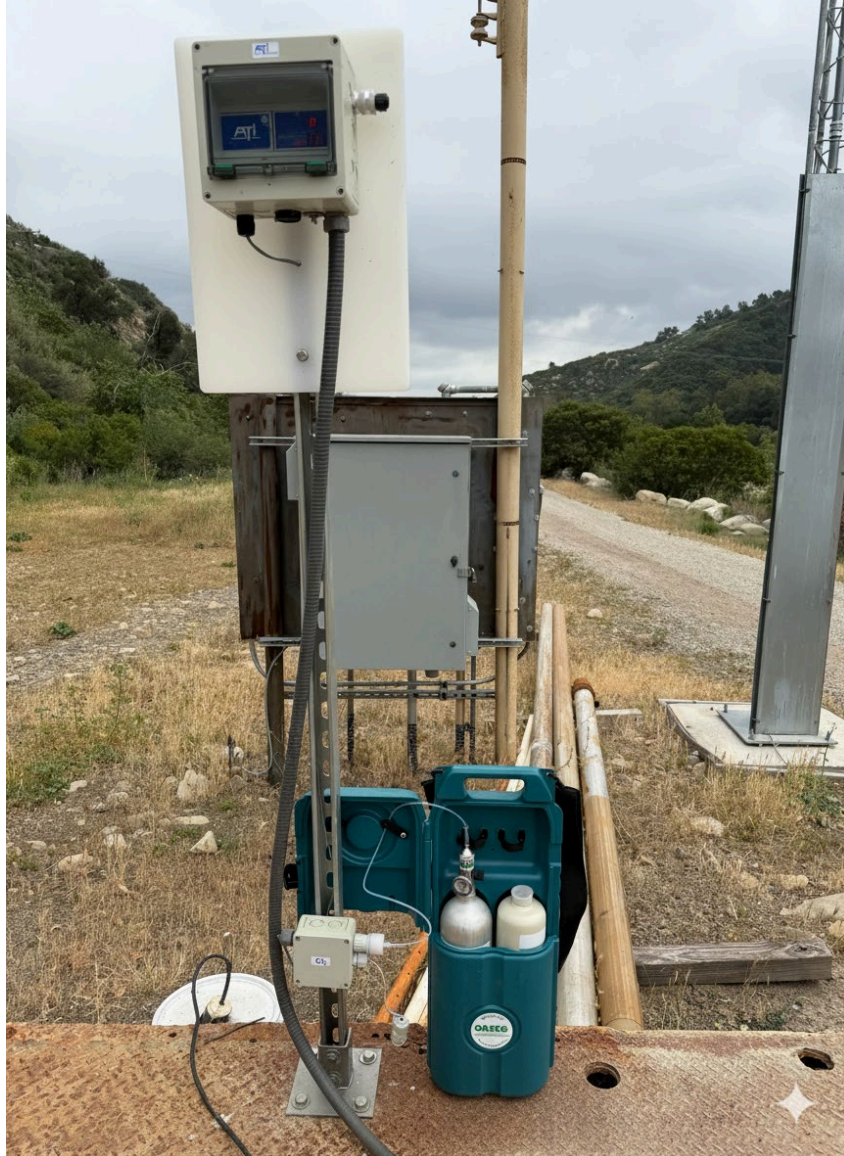
JCI, Jones Chemical Inc. 1(310)523-1629

Regal Gas Chlorinators 1(772-288-4854

Matt-Chlor Inc 1(626)443-5034

MEINERS OAKS WATER DISTRICT

Chlorine Bump Test Procedure for GASCO Chlorine 10 PPM Kit



Revision History

Version	Date	Action	Approved By	Notes
1.0	7/2026	Adopted	General Manager	Initial procedure adoption
1.1				

Safety Warning: Only trained personnel should perform this bump test. Do not enter the well building if alarms are active, strong odors are present, or visible leaks are observed. Ensure the building is ventilated before entry and follow all MOWD safety procedures and applicable Safety Data Sheet guidance for chlorine gas.

1. Preparation and Pre-Test Inspection

- Secure the well-building door in the open position with the provided latch as shown in the photo below. Inspect the inside of the building from the outside deck **before entering** and confirm there are **no alarms, strong odors, or visible leaks** before moving on to the next step.



- After confirming the workspace is safe and well-ventilated, enter the building and locate the **Chlorine Gas Monitor**. Verify that the unit is powered on, all appropriate lights are on, and the LED screen displays **0 PPM**, as shown in the photo below. **Note:** The photo labels the **Acknowledgment Button**, which is referenced in the Verify Response section.



- After verifying the **Chlorine Gas Monitor** is powered on and displaying the proper information, follow the electrical cable from the Gas Monitor to the gray electrical box shown in the photo below. This is the **ATI Transmitter**.



- Once you are familiar with the locations of the **Chlorine Gas Monitor** and the **ATI Transmitter**, find a space out of any walkways to open the **GASCO Testing Kit Box**. Inside the box should be two **gas cylinders**, a **Stainless-Steel Regulator**, **PTFE Teflon Tubing**, and the **Calibration Adapter**. Locate the **116L Chlorine Cylinder** and check the **Expiration Date** to confirm the test is conducted using gas that has not expired and still meets the target gas concentration of **Chlorine 5 PPM**.



2. Assemble the Kit

- Ensure the **Regulator** is in the **SHUT** position.
- Locate the **Stainless-Steel Regulator** and the **116L Chlorine Cylinder**. Unstrap the Regulator from the **GASCO Testing Kit Box** and move on to the next step.
- Remove the black cap from the **116L Chlorine Cylinder** and thread the **Stainless-Steel Regulator** onto the cylinder as shown in the photo below:

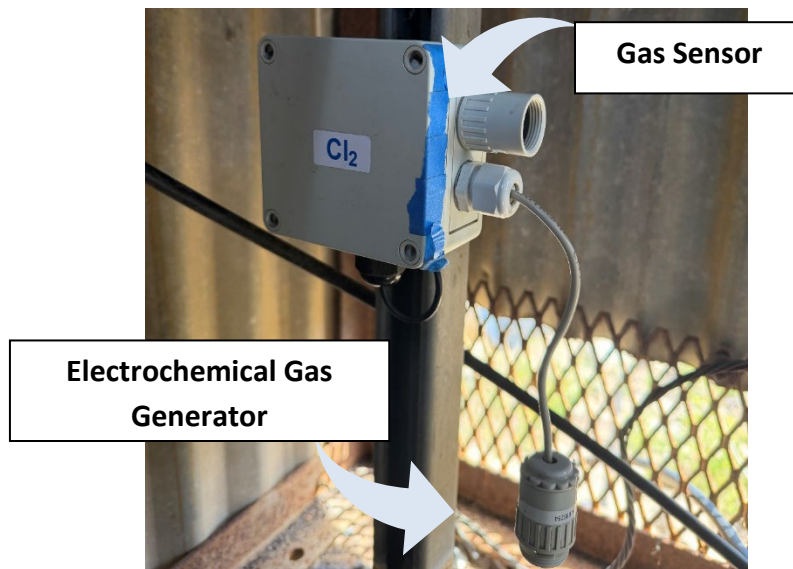


- Remove the **Calibration Adapter** and the **PTFE Teflon Tubing** from the **GASCO Testing Kit Box**. Connect one end of the **PTFE Teflon Tubing** to the **Stainless-Steel Regulator** and the other end to the **Calibration Adapter**, as shown in the full assembly photo below. **Note:** The tubing used for this test should resemble the tubing in the photo. PTFE tubing is critical for this test because standard rubber tubing can absorb chlorine gas and affect bump test results.

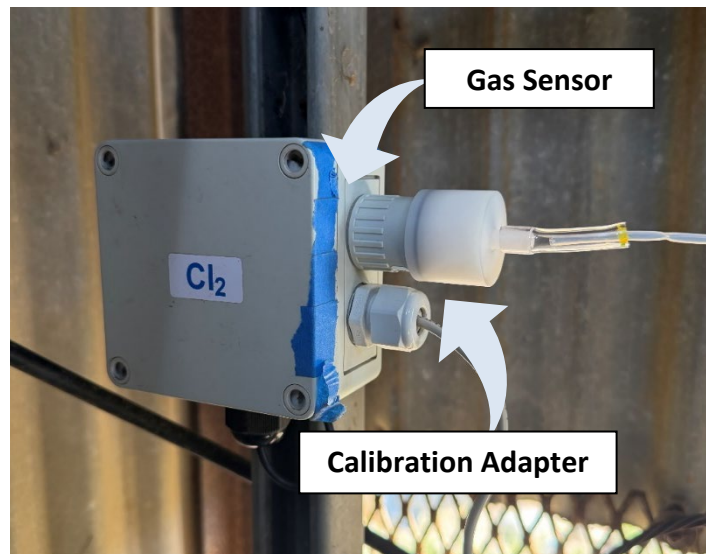


3. Apply Gas

- Unscrew the **Electrochemical Gas Generator** from the **Gas Sensor**.



- Attach the **Calibration Adapter** to the **Gas Sensor**.



- Fully open the valve on the **Stainless-Steel Regulator** counterclockwise and apply the 5 PPM gas to the **Gas Sensor**.
- Expose the **Gas Sensor** to the gas for approximately **20–30 seconds** or until the alarm sounds.

4. Verify Response

- **Alarms:** Confirm that all expected visual alarms inside and outside the building, audible alarms, and vibratory alarms trigger as expected. Once confirmed, press the acknowledgment button on the **Chlorine Gas Monitor** to silence the audible alarms.
- **Readings:** Confirm that the display on the **Chlorine Gas Monitor** shows a gas reading. The bump test passes if the monitor alarms and the displayed reading reach the District's minimum acceptable response threshold. If no District threshold has been established, use **2.5 PPM or greater** for a 5 PPM test gas as the minimum response criterion.

Failed Test / Corrective Action: If the detector fails to alarm, the reading remains below the minimum acceptable response threshold, or the unit does not respond as expected, remove the monitor from service or tag it as not ready for use. Notify the supervisor or responsible operator, perform full calibration and troubleshooting before relying on the monitor, and document the failed bump test and corrective action. Chlorine Gas Monitors in use must always be fully functional.

5. Post-Test Shutdown and Documentation

- Close the **Stainless-Steel Regulator** valve clockwise and remove the **Calibration Adapter** from the **Gas Sensor**.
- Reconnect the **Electrochemical Gas Generator** to the **Gas Sensor**.
- Disconnect the **PTFE Teflon Tubing** from both the **Stainless-Steel Regulator** and the **Calibration Adapter**.
- Remove the **Stainless-Steel Regulator** from the **116L Chlorine Cylinder** and return the black cap to the top of the cylinder.
- Return all **GASCO Testing Kit Box** items to the box and reapply any straps.
- Allow the sensor to return to **0.0 PPM**, close the well building, and record the bump test in the appropriate log.
- At a minimum, document the date and time, operator name, well site or location, cylinder gas type and concentration, cylinder lot number if available, cylinder expiration date, initial reading, peak reading, alarm response confirmation, pass/fail result, and any corrective action taken.

Meiners Oaks Water District

Bump Test Procedure: RKI Chlorine (Cl₂) Personal Monitor (SC-04)

This Standard Operating Procedure (SOP) describes Meiners Oaks Water District's process for performing a bump test on the RKI Chlorine (Cl₂) Personal Monitor (SC-04). Routine bump testing verifies that the monitor responds to chlorine gas before use and supports safe operation in areas where chlorine-contaminated air may be present. The SC-04 can detect chlorine gas within its operating range and alarm when concentrations exceed the instrument's alarm settings.

Purpose, Scope, and Frequency

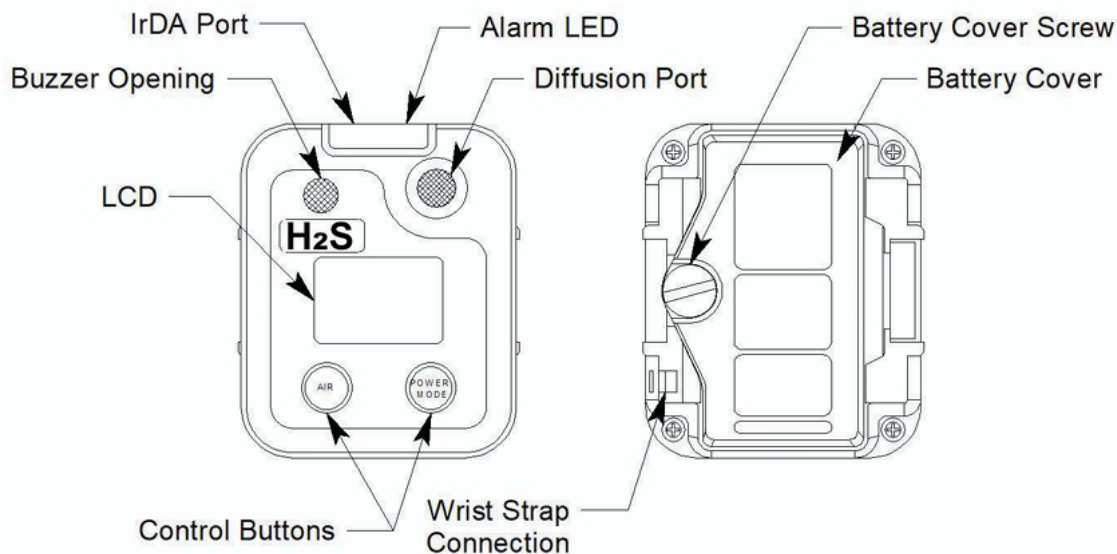
This procedure applies to employees who use or maintain the RKI Chlorine (Cl₂) Personal Monitor (SC-04). A bump test should be performed before use or at the frequency established by District policy, manufacturer instructions, or supervisor direction. Do not use the monitor for chlorine gas detection unless it has successfully passed the required bump test.

Safety Requirements

Perform the bump test in a well-ventilated area. Avoid direct inhalation of chlorine calibration gas. If chlorine odor, irritation, or other unsafe conditions are present, stop working immediately, move to fresh air, and notify a supervisor. Use appropriate personal protective equipment as required by District safety procedures and the calibration gas safety data sheet.

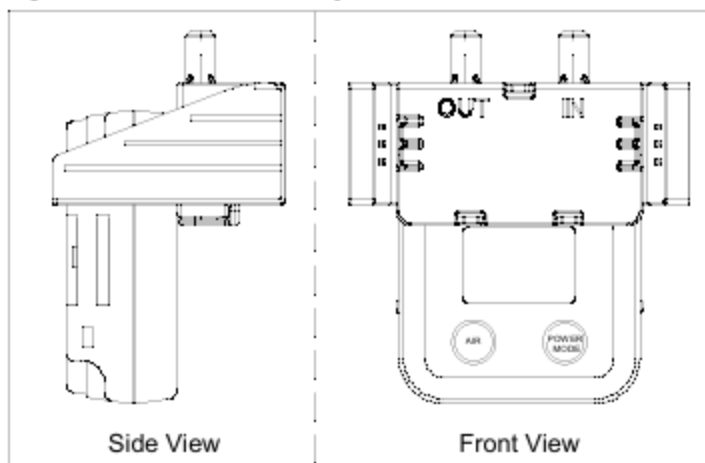
Required Equipment

- RKI Chlorine (Cl₂) Personal Monitor (SC-04)
- Calibration cup
- Gas regulator
- Vinyl tubing
- 1.6 L chlorine calibration gas cylinder labeled 5 ppm
- Bump test log or other required recordkeeping form

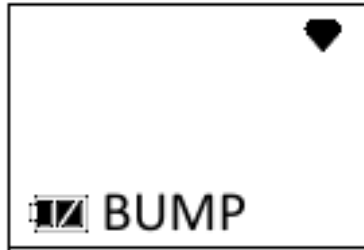


Procedure

1. Move to a well-ventilated area and remove the RKI Chlorine (Cl_2) Personal Monitor (SC-04) from the bump testing box.
2. Turn on the SC-04 by pressing and holding the **POWER/MODE** button on the bottom right of the device. Do not release the button until the monitor beeps.
3. Once the device is on, perform a fresh air adjustment by pressing and holding the **AIR** button on the bottom left of the device. The LED screen will display **HOLD** in the bottom left corner.
4. When **HOLD** changes to **RELEASE** on the LED screen, release the **AIR** button and verify that the instrument reads **0 ppm**.
5. After the fresh air adjustment, verify that the monitor has sufficient battery power for the duration of the bump test. Then power off the SC-04 by pressing and holding **POWER/MODE** until the LED screen turns off.
6. Remove the calibration cup, gas regulator, vinyl tubing, and 1.6 L chlorine calibration gas cylinder labeled **5 ppm** from the bump testing box. Before use, verify that the cylinder is labeled chlorine, the concentration is 5 ppm, the cylinder has not expired, and the regulator and tubing are clean, undamaged, and compatible with the bump test equipment.
7. Install the calibration cup onto the SC-04 and ensure it is seated in the proper orientation, as shown in the reference photo below.

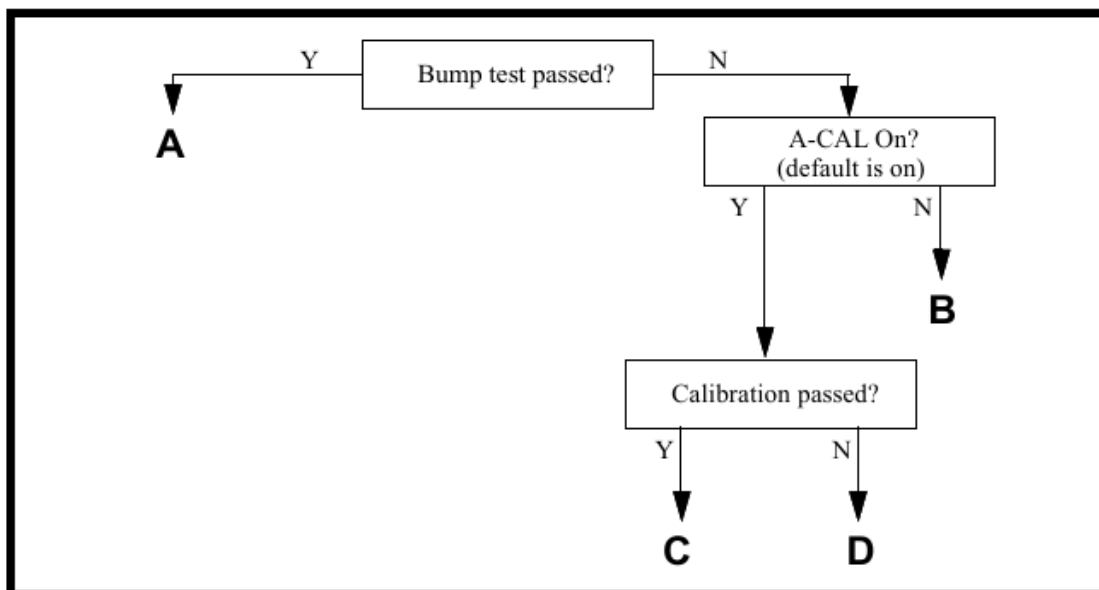


8. Verify that the gas regulator is closed by turning the knob clockwise until it meets hand-tight resistance. Remove the plastic cap from the chlorine gas cylinder and thread the regulator onto the cylinder hand tight.
9. With the gas regulator closed and the SC-04 powered off, connect the vinyl tubing from the gas regulator to the calibration cup port labeled **IN**.
10. Remain in the same well-ventilated location where the fresh air adjustment was performed. Press and hold the **AIR** button. While holding **AIR**, press and hold **POWER/MODE**. When the device beeps, release both buttons.
11. The LED screen should display the battery symbol and **BUMP** in the bottom left corner, with a heart symbol in the top right corner, as shown below.

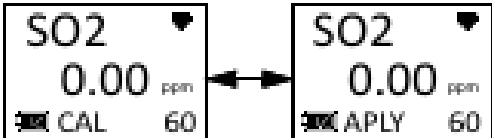
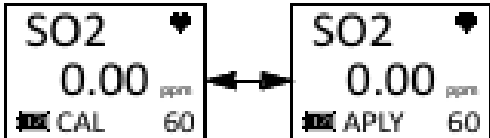
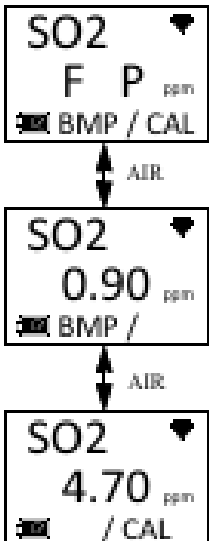
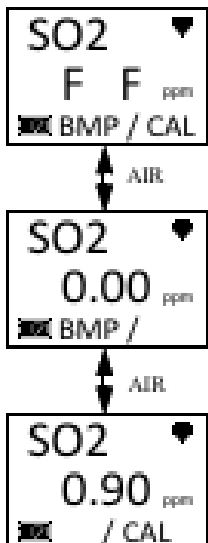


1. Press and release **POWER/MODE**. The LED screen should display the gas type and assigned calibration value: **Cl₂ / 5.00 ppm**.
2. Apply gas to the device by turning the regulator knob counterclockwise. Press and release **POWER/MODE** again. The gas reading will begin flashing, a countdown will begin, and the display should alternate between **BUMP** and **APLY**. Confirm that the audible, visual, and vibrating alarms activate during gas exposure.
3. When the countdown ends, turn off the gas at the regulator by turning the knob clockwise until it is hand tight. Remove the calibration cup while the instrument analyzes the results.
4. After the bump test, the SC-04 will display **PASS** or **FAIL** in the center of the LED screen. Refer to the table below for the required action based on the test result.

Result	Required Action
PASS	The monitor may be used after the bump test result is documented and all equipment is shut down and stored properly.
FAIL	Immediately remove the monitor from service. Do not use the monitor for chlorine gas detection until it has been successfully calibrated, repaired, or replaced. Notify and document the failed result and corrective action in the bump test log. Notify Supervisor.



Option A from Flow Chart	Option B from Flow Chart
• Bump test passed	• Bump test failed • A-CAL set to OFF (factory setting is ON)
1. The instrument indicates that the channel passed the bump test. Use AIR to scroll between the bump test result and the bump test gas reading. 2. Close the regulator. 3. Unscrew the regulator. 4. Remove the calibration cup. 5. Press and release POWER MODE to return to the BUMP screen in the BUMP menu. 6. Use AIR to scroll to START and press and release POWER MODE to enter Measuring Mode.	1. The instrument shows which channels passed or failed the bump test. The LED flashes and the buzzer sounds. Use AIR to scroll between the result and the reading. 2. Close the regulator. 3. Unscrew the regulator. 4. Remove the calibration cup. 5. Press and release POWER MODE to return to the BUMP screen in the BUMP menu. 6. Use AIR to scroll to START and press and release POWER MODE to enter Measuring Mode. 7. Calibrate the SC-04 as soon as possible.

Option C from Flow Chart	Option D from Flow Chart
• Bump test failed • A-CAL set to ON (factory setting) • Calibration passed	• Bump test failed • A-CAL set to ON (factory setting) • Calibration failed
1. A calibration immediately and automatically starts. Continue to apply the calibration gas. 2. The calibration time is the difference between the GAS.TIME and the CAL.TIME values defined in the BUMP.SET\SETTING item in User Mode.	1. A calibration immediately and automatically starts. Continue to apply the calibration gas. 2. The calibration time is the difference between the GAS.TIME and the CAL.TIME values defined in the BUMP.SET\SETTING item in User Mode.
	
3. The instrument shows the pass/fail results of the bump test/calibration. Use AIR to scroll between the results and the readings.	3. The instrument shows the pass/fail results of the bump test/calibration. The LED flashes and the buzzer sounds. Use AIR to scroll between the results and the readings.
	
4. Close the regulator. 5. Unscrew the regulator. 6. Remove the calibration cup. 7. Press and release POWER MODE to return to the BUMP screen in the BUMP menu. 8. Use AIR to scroll to START and press and release POWER MODE to enter Measuring Mode.	4. Close the regulator. 5. Unscrew the regulator. 6. Remove the calibration cup. 7. Press and release POWER MODE to return to the BUMP screen in the BUMP menu. 8. Use AIR to scroll to START and press and release POWER MODE to enter Measuring Mode.

Important Note: Troubleshoot issues/errors with the SC-04 User Manual saved in the MOWD Field Operations folder.

Shutdown, Storage, and Documentation

1. After a successful bump test, turn off the SC-04 by pressing and holding **POWER/MODE** until the LED screen turns off.
2. Verify that the gas is turned off at the regulator. Unscrew the regulator from the chlorine gas cylinder, replace the cylinder cap, disconnect the vinyl tubing from the regulator and calibration cup, and return all items to the testing box.
3. Secure the bump testing box in the closed position. Record the required bump test information, including date, time, employee name or initials, monitor serial number, calibration gas concentration, gas expiration date, pass/fail result, and any corrective action taken.

Revision History

Version	Date	Action	Approved By	Notes
1.0	7/2026	Adopted	General Manager	Initial procedure adoption
1.1				



MEINERS OAK WATER DISTRICT TRAINING FORM

Date: _____

Description:

- ☐ Chlorine Safety and Awareness ☐ Chlorine Cylinder Change Out Procedure
☐ Chlorine SOPs
☐ Chlorine Process Overview ☐ Chlorine Alarm Bump Test Instructions
☐ Emergency Action Plan

Type:

- ☐ Initial

Delivery:

- ☐ Classroom ☐ On-the-job training
☐ Demonstration ☐ Tailgate safety meeting

Competency Verification:

- ☐ Demonstration ☐ Oral test ☐ Discussion
☐ Observation ☐ Written test ☐ None

Who was trained:

Employee Name	Signature

Trainer:

Print Name

Signature

I certify that the employee(s) named in this training certification received the training described above and passed the required competency verification.

**Certifying
Supervisor**

Print Name

Signature

Providing Solutions. Simplifying Regulations



Meiners Oaks Water District

Automated External Defibrillator (AED) Program

Adopted & Effective: **September 15, 2026**



Revision History

Version	Date	Action	Approved By	Notes
1.0	9/15/2026	Adopted		Initial program policy adoption
1.1				

Supersession

Upon approval by the Board of Directors, this policy supersedes and replaces all prior versions, amendments, procedures, directives, and informal practices governing the District's Automated External Defibrillator (AED) Program Policy. If any prior policy, procedure, practice, or direction conflicts with this policy, this policy shall control.

Board President

Management



Automated External Defibrillator (AED) Program

The District maintains an Automated External Defibrillator (AED) at the District Office to support a prompt response to suspected sudden cardiac arrest. The AED is available for emergency use by employees, customers, visitors, and emergency responders and should be used according to the device prompts, posted instructions, manufacturer guidance, and applicable emergency procedures.

Location and Access

The AED shall be kept in a clearly visible and readily accessible location, such as the District Office entry lobby. Signage and simple instructions shall be posted nearby so the AED can be located quickly during an emergency.

Emergency Response Procedure

1. **Call 911 immediately** and provide the District Office address.
2. Retrieve the AED and direct emergency responders to the person in need.
3. Begin CPR if trained and able.
4. Turn on the AED and follow the voice and visual prompts.
5. Continue care until emergency medical personnel arrive.
6. Notify the General Manager or designee and complete any required incident documentation.

Maintenance and Inspection

The District shall inspect and maintain the AED in accordance with manufacturer guidance and applicable state and local requirements. Inspections should confirm that the AED appears operable, has no visible damage or alerts, and has current pads and batteries. Inspections, maintenance, replacements, and any AED use shall be documented.

Training and Awareness

The District encourages employees to complete CPR/AED training through a recognized provider and shall periodically inform employees of the AED location, basic emergency response expectations, and available training opportunities. The District provides CPR/AED/First Aid training every two years.



Notification and Records

The District shall maintain records of AED inspections, maintenance, battery and pad replacement, employee awareness notices, training opportunities, and any known AED use. Required notifications shall be made to the appropriate local emergency medical services agency or other authority, as applicable.

Recommended Posting Near AED

Emergency AED Instructions: Call 911. Retrieve the AED. Start CPR if trained. Turn on the AED and follow the prompts. Continue until emergency responders arrive.

Regulatory Registration & Notification

To ensure full compliance with the federal Cardiac Arrest Survival Act of 2000 and state-specific mandates (including California Health & Safety Code § 1797.196), Meiners Oaks Water District must register all automated external defibrillators (AEDs) with the **Ventura County Emergency Medical Services (EMS) agency** (805) 981-5301 or emsagency@ventura.org and the **PulsePoint National AED Registry**.

- **Responsible Party:** The General Manager, or designee, is responsible for completing, submitting, and updating all device registrations.
- **Timeline:** Registration must occur within 14 business days of device acquisition, relocation, or replacement.
- **Required Information:** Submissions to the VC EMS must include:
 - The physical address of the facility or active electrical worksite.
 - The exact location of the device: *District Office Entry Lobby*
 - The manufacturer, model, and serial number of the unit: Philips Heartstart M50, SN: A26G-07474
 - The name and contact information of the General Manager, or designee.

911 Dispatch Integration

Registration details must be updated with the local public safety answering point (911 dispatch center). This ensures that 911 dispatchers can view the device location on their system during an active emergency call and guide the caller to the AED or nasal naloxone kit.



Post-Incident Mandatory Reporting

Following the deployment or use of an AED or nasal naloxone on Meiners Oaks Water District property or worksites, strict reporting timelines must be followed to maintain Good Samaritan liability protections.

- **Emergency Services:** If an AED or naloxone is deployed, **911 must be called immediately**, regardless of whether the device delivers a shock or if the patient regains consciousness.
- **Local EMS Agency Reporting:** The General Manager, or designee, must formally notify the local EMS agency within **24 hours** of the incident. This report must include:
 - The date, time, and exact location of the incident.
 - The number of shocks delivered (for AEDs) or doses administered (for naloxone).
 - The condition of the patient when emergency personnel arrived.
- **Data Retrieval:** For AED deployments, the internal data chip or card must be pulled and provided to medical professionals or the local EMS agency as requested for clinical review.

Post-Incident Inspection & Restocking

Immediately following an incident, the device must be taken out of service until it is inspected and replenished.

- **AEDs:** Replace pads and batteries immediately.
- **Naloxone:** Restock the nasal spray doses.
- **Clearance:** The General Manager, or designee, must log the restocked items and verify the device is functional before returning it to its designated location.

Exhibit A — AED Post-Incident Report Form

Use: Complete after any AED/CPR emergency response at a District facility or worksite. Submit to the General Manager or designee and retain with AED program records.

Exhibit B — AED/Naloxone Monthly Inspection Checklist

Per California compliance standards, copies of these completed monthly logs must be retained for at least 3 years.



Exhibit A: AED Post-Incident Report Form

1. Incident Information			
Date:	Time:	Exact location:	
Person completing form:		Phone/email:	Date completed:

2. Emergency Response	
911 called? ☐ Yes ☐ No Time: _____ Caller: _____	Responders arrived: _____
CPR started? ☐ Yes ☐ No ☐ Unknown By whom: _____	AED retrieved/turned on? ☐ Yes ☐ No
Shock advised/delivered? ☐ Yes ☐ No ☐ Unknown Number of shocks, if known: _____	

3. Brief Description — What was observed, actions taken, and direction from emergency responders. Avoid unnecessary medical opinions or personal details.
--

4. Notifications and Follow-Up	
GM/designee notified? ☐ Yes ☐ No Date/time: _____	Local EMS notified, if required? ☐ Yes ☐ No ☐ Pending
AED data requested/provided? ☐ Yes ☐ No ☐ N/A To: _____	Other follow-up: _____

5. AED Inspection and Return to Service	
Removed from service? ☐ Yes ☐ No Date/time: _____	Pads replaced? ☐ Yes ☐ No ☐ N/A Battery checked/replaced? ☐ Yes ☐ No ☐ N/A
Ready for use? ☐ Yes ☐ No Returned to service date: _____	Verified by/signature: _____

Recordkeeping: Store completed form with AED program records, including related inspection, maintenance, notification, EMS, or device data documentation.



Exhibit B: AED & Naloxone Monthly Inspection Checklist

Completed monthly logs shall be retained for at least 3 years after the AED device's life.

Facility Location / Worksite: District Office

Device Serial Number (AED): Philips HeartStart M50 SN# A26G-07474

Year / Month: 2026 / _____

Inspection Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AED Status Indicator: Flashing Green/Checkmark (Ready State)												
AED Physical Damage: Case, screen, and cables intact & clean												
Primary Pads Check: Sealed, uncompromised, and NOT expired												
Backup Pads Check: Secondary set present in case pocket												
AED Rescue Kit Present: Razor, heavy shears, non-latex gloves, CPR mask												
Cabinet/Signage: Path unobstructed; cabinet alarm functional												
Naloxone Kit Inventory: Minimum 2 un-primed doses present												
Naloxone Expiration: Doses check out within valid shelf life												
Naloxone Storage Temp: Stored between 59°F and 77°F (Never frozen)												
Inspector Initials:												

Corrective Action Protocol: If the AED status light is **RED** or an item is expired/missing, pull the device, label the cabinet "**OUT OF SERVICE,**" and contact the Safety Coordinator immediately for replacements.



Meiners Oaks Water District

Nasal Naloxone (Narcan) Procedure

Adopted & Effective: **September 15, 2026**



Revision History

Version	Date	Action	Approved By	Notes
1.0	9/15/2026	Adopted		Initial program policy adoption
1.1				

Supersession

Upon approval by the Board of Directors, this policy supersedes and replaces all prior versions, amendments, procedures, directives, and informal practices governing the District's Nasal Naloxone (Narcan) Administration Policy. If any prior policy, procedure, practice, or direction conflicts with this policy, this policy shall control.

Board President

Management



Nasal Naloxone (Narcan) Procedure

Purpose and Scope

This policy establishes guidelines for the maintenance, deployment, and administration of nasal naloxone (commonly known as Narcan) at Meiners Oaks Water District properties and worksites. Nasal naloxone is a safe, non-addictive medication designed to temporarily reverse the life-threatening effects of an opioid overdose. It carries zero medical risk or effect if administered to an individual who is not experiencing an overdose. The District may maintain intranasal naloxone at designated facilities, vehicles, or field locations for use by trained authorized personnel. Naloxone is not a substitute for emergency medical care; 911 shall be contacted as soon as safely possible for any suspected overdose.

No Medical Advice

This policy does not provide medical advice or create a professional medical relationship. Naloxone administration is an emergency measure and shall be accompanied by activation of emergency medical services.

Storage, Access, and Maintenance

- **Co-Location:** To ensure maximum visibility and rapid retrieval, nasal naloxone kits must be stored directly alongside or inside designated Automated External Defibrillator (AED) wall cabinets.
- **Climate Control:** Because public utility environments can experience extreme heat or cold, naloxone must be stored in temperature-controlled spaces according to manufacturer specifications (controlled room temperature of **59°F to 77°F**). Kits assigned to field utility vehicles must be brought indoors during seasonal temperature extremes to prevent freezing or degradation.
- **Routine Inspection:** The General Manager, or designee, will verify kit integrity, expiration dates, and quantities during the monthly medical device inspection. Expired or compromised blister packs must be replaced immediately.

Recognizing an Opioid Overdose

Utility employees should suspect an opioid overdose if an individual is unresponsive to touch or shouting, AND exhibits any of the following symptoms:

- Extremely slow, shallow, or completely stopped breathing
- Snoring, gurgling, or choking sounds
- Blue, gray, or pale skin, lips, or fingernails
- Pinpoint (constricted) pupils



Employee Safety and Voluntary Nature of Response

Employees shall not place themselves in unsafe situations. Authorized personnel shall prioritize personal safety, scene safety, and prompt activation of emergency medical services, and shall not act beyond their training, comfort level, or assigned role.

Response Protocol (Emergency Steps)

In the event of a suspected overdose, any employee acting in good faith may execute the following emergency steps:

1. **Activate Emergency Services:** Shout for help and immediately **call 911**. Inform the dispatcher: *"I have an unresponsive person who is not breathing normally, and we are deploying naloxone."* State the exact facility or worksite address.
2. **Retrieve the Kit:** Pull the naloxone kit from the nearest AED cabinet or field vehicle medical bag.
3. **Administer Nasal Naloxone:**
 - Peel back the foil off the single-dose blister pack and remove the device.
 - Hold the device with your index and middle fingers on either side of the nozzle. **Do not press or prime the plunger ahead of time.**
 - Tilt the person's head back, gently insert the nozzle into one nostril until your fingers touch the bottom of their nose, and press the plunger firmly to release the dose.
4. **Perform CPR/Rescue Breathing:** If trained, provide rescue breathing (one breath every 5 seconds) or chest compressions while awaiting emergency responders.
5. **Evaluate and Re-Dose:** Naloxone takes **2 to 3 minutes** to take effect. If the individual remains unresponsive after 2–3 minutes, open a new blister pack and administer a second dose into the **opposite nostril**.
6. **Post-Awakening Care:** If the person wakes up and begins breathing, place them on their side in the **Recovery Position** to prevent choking. Stay with them until local emergency services arrive on the scene.
7. **Post-Incident Report** should document, as known and appropriate, the date, time, location, responding employee, circumstances, observed overdose signs, time 911 was called, time and number of naloxone doses administered, product type, lot number and expiration date when available, first aid or CPR provided, emergency responder arrival, transfer of care, responding agencies when known, and whether supplies require replacement.



Record Retention and Review

Incident reports, inventory records, training records, and related documentation shall be retained according to the District's records retention schedule. The General Manager or designee may review incidents to determine whether follow-up training, policy updates, supply replacement, employee support, or risk management consultation is needed.

Documentation and Reporting

Any administration, attempted administration, loss, theft, damage, disposal, or suspected tampering of naloxone shall be reported to the General Manager or designee as soon as practicable. Authorized personnel shall complete District documentation after any use or attempted use.

Inventory and Replacement Reporting

The General Manager or designee shall update the inventory log and arrange replacement or removal from service after any use, attempted use, expiration, disposal, loss, theft, damage, or suspected tampering.

Legal Protection and Non-Retaliation

Employees who administer naloxone in good faith during a medical emergency are protected from civil liability under California's Good Samaritan statutes. Meiners Oaks Water District enforces a strict non-retaliation policy: no employee will face disciplinary action or adverse employment consequences for administering naloxone or summoning emergency medical personnel during a suspected overdose.

Exhibit A —Post-Incident Naloxone Administration Report Form

Use: Complete after any Naloxone administration at a District facility or worksite. Submit to the General Manager or designee and retain with AED/Naloxone program records.

Exhibit B — AED/Naloxone Monthly Inspection Checklist

Per California compliance standards, copies of these completed monthly logs must be retained for at least 3 years.



Exhibit A: Post-Incident Report: Naloxone Administration

CONFIDENTIAL – MEDICAL EMERGENCY RECORD

Instructions: This form must be completed by the responding employee, General Manager, or designee within **24 hours** of any naloxone deployment. Submit the completed copy to the General Manager.

GENERAL INCIDENT INFORMATION

- **Date of Incident:** _____
- **Time of Incident:** _____ AM / PM
- **Exact Location of Incident:**
 - Main Office / Facility (Specify room/area): _____
 - Field Worksite / Substation (Specify GPS or Cross-streets): _____
- **Name of Affected Individual:** _____
 - *Status of Individual:* [] Employee [] Contractor [] Visitor / Member of Public

EMERGENCY RESPONDER DETAILS

- **Name of Administering Employee:** _____
- **Job Title / Department:** _____
- **Was 911 Called Immediately?** [] Yes [] No
 - *Time 911 was contacted:* _____ AM / PM
 - *911 Dispatch Operator Number (if known):* _____

PATIENT OBSERVATIONS & DEPLOYMENT

- **Initial Symptoms Observed (Check all that apply):**
 - Unresponsive to shouting / shaking
 - Slow, shallow, or absent breathing
 - Gurgling, snoring, or choking sounds
 - Blue, pale, or gray skin/lips
 - Constricted (pinpoint) pupils
- **Naloxone Dosage Log:**
 - **Dose 1 Time:** _____ AM / PM | Administered in: [] Left Nostril [] Right Nostril
 - **Dose 2 Time:** _____ AM / PM | Administered in: [] Left Nostril [] Right Nostril
(If 2nd dose was required after 2–3 minutes)
- **Other First Aid Administered:** [] Rescue Breathing [] CPR Chest Compressions [] AED Applied



INCIDENT OUTCOME

- **Patient Response Post-Naloxone:**
 - Regained consciousness / became responsive
 - Breathing improved, remained drowsy
 - No response observed before EMS arrival
- **EMS Transfer:**
 - *Time local Emergency Medical Services arrived on scene:* _____ AM / PM
 - *Responding Agency:* ☐ Ventura County Fire ☐ AMR Ambulance ☐ Other: _____
 - *Was the patient transported to a medical facility?* ☐ Yes ☐ No ☐ Unknown

MANAGEMENT & SAFETY SIGN-OFF

- **Naloxone Lot Number / Expiration Date used:** _____
- **Replacement Inventory Ordered?** ☐ Yes ☐ No (Date ordered: _____)
- **AED Cabinet / Field Kit Restocked & Re-verified?** ☐ Yes ☐ No

Reporting Employee Signature: _____ **Date:** _____

Manager Review Signature: _____ **Date:** _____



Exhibit B: AED & Naloxone Monthly Inspection Checklist

Completed monthly logs shall be retained for at least 3 years after the AED device's life.

Facility Location / Worksite: District Office

Device Serial Number (AED): Philips HeartStart M50 SN# A26G-07474

Year / Month: 2026 / _____

Inspection Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
AED Status Indicator: Flashing Green/Checkmark (Ready State)												
AED Physical Damage: Case, screen, and cables intact & clean												
Primary Pads Check: Sealed, uncompromised, and NOT expired												
Backup Pads Check: Secondary set present in case pocket												
AED Rescue Kit Present: Razor, heavy shears, non-latex gloves, CPR mask												
Cabinet/Signage: Path unobstructed; cabinet alarm functional												
Naloxone Kit Inventory: Minimum 2 un-primed doses present												
Naloxone Expiration: Doses check out within valid shelf life												
Naloxone Storage Temp: Stored between 59°F and 77°F (Never frozen)												
Inspector Initials:												

Corrective Action Protocol: If the AED status light is **RED** or an item is expired/missing, pull the device, label the cabinet **"OUT OF SERVICE,"** and contact the Safety Coordinator immediately for replacements.