

**Greater Shimla Water Supply and Sewerage Circle**  
**Municipal Corporation Shimla**

**Office Order**

The Standard Operating Procedure for cleaning of Storage Tanks in the Shimla Water Supply System that was ordered vide this office letter No. MCS -GSWSSC-WA-Tender Misc/2016-733-746 dated 24.8.2016 is further revised as detailed below. The Executive Engineer, Water Supply Division, MC, Shimla shall be responsible for its implementation. This revised Standard Operating Procedure shall be implemented with immediate effect. The details of the revised Standard Operating Procedure are:

1. As a routine every tank shall always be cleaned every six months, once before monsoon and once after monsoon.
2. The Municipal Engineer shall issue annual cleaning schedule for all the tanks in the first week of April month every year.
3. The cleaning of tank means maintaining disinfection and absolute sanitation inside and around the tank. The cleaning of tanks as per the provisions contained in the Manual on Operation and Maintenance of Water Supply Systems, Central Public Health and Environmental Engineering organization, Ministry of Urban Development, New Delhi in collaboration with World Health Organization. For ready reference these provisions are reproduced below.

***Cleaning of Service Reservoirs***

*Routine inspection is the best way to determine when a tank requires maintenance and cleaning. A visual inspection can be made from the roof manhole with water level lowered to about half full or less. Alternatively a details inspection can be made after draining the tank and then cleaning or washing. Best time of the year to take up cleaning of Service Reservoir (SR) is during the period of lowest water consumption.*

*The following activities are normally involved in cleaning of a tank /SR.*

- *Make alternate arrangement for water supply to consumers served by the SR*
- *Close the inlet line before commencing cleaning of SR*
- *Draw the water from the SR till 200-300 mm water is left in the SR*
- *Close the outlet valve so that no water will be used while the tank is being cleaned.*
- *Collect sample of water and silt/mud accumulated in the Tank and get the biological analysis and for presence of snails and worms. If snails and worms are found find the source and eliminate it.*

- Drain and dispose off the remaining water and silt.
- Wash the interior of tank walls and floor with water hose and brushes.
- Inspect the interior of walls and ceiling of tank for signs of peeling off or deterioration.
- Apply disinfectant (Supernatant of Bleaching powder) to the walls and floor before start of filling the tank/silt.
- Frequency of cleaning of SR depends on the extent of silting, development of bio films and result from water quality monitoring.

4. The Junior Engineer incharge of the section will be responsible for the disinfection and sanitary conditions inside and around the storage tank.
5. He shall issue necessary office orders deputing his staff for this purpose and shall do regular monitoring of execution of his orders.
6. The Junior Engineer in the first week of every month shall submit a report to the Assistant Engineer incharge, clearly stating the sanitary conditions inside and around the storage tank. The report shall also contain general description of the installations in the tank.
7. The Assistant Engineer shall test check this report to the minimum 50% extent. He shall forward this report to the Municipal Engineer with his comments.
8. Depending on this report the Municipal Engineer may order cleaning of the storage tanks beyond the scheduled cleaning of two times in a year.
9. The Junior Engineer will ensure that every tank has proper locking arrangement in place on every manhole in the tank.
10. The Junior Engineer shall ensure that every tank has an effective and properly designed scouring arrangement. The bed slope of the tank, the scour location and the scouring pipe size should be capable of self scouring the sediments accumulated in the bed.
11. The tanks shall be scoured every week during monsoon months and every fortnight during non monsoon months.
12. The tanks should have fencing around it and large storage tanks should have lighting at nights.
13. The surface water flow from the surrounding area should not be towards the storage tank. If the geography of the area is such then proper disposal drains be constructed as per location to divert/train the surface flow.
14. During the cleaning of the tanks proper lighting shall always be done inside the tanks so that cleaning is effectively done.
15. The Junior Engineer shall submit a certificate verifying the cleaning of tank. The certificate shall have details of the quantity of disinfectant used, material cleared like volume of sediments / vegetation removed and how it is disposed. The certificate shall

- have signatures of all the workers involved in cleaning process.
16. Proper signage/ caution signboards must be displayed on the tanks restricting the entry of any unauthorized person inside the fenced tank area.
  17. The details of the cleaning schedule should be displayed on every tank.
  18. The Assistant Engineer shall engage atleast two of the prominent citizens from among the consumers of that tank to witness the process of cleaning.
  19. The Junior Engineer will thoroughly photograph the activity of tank cleaning and get posted on the MC Shimla official website

Superintending Engineer  
Greater Shimla Water Supply and Sewerage Circle  
Municipal Corporation Shimla


No. MCS -GSWSSC-WA-Tender Misc/2016-928-44

Dated : 15.9.2016

Copy for information to:

1. Hon'ble Mayor, Municipal Corporation Shimla
2. The Additional Chief Secretary (UD) to the Govt of HP,
3. The Commissioner, Municipal Corporation, Shimla,
4. The Executive Engineer, Water Supply Division, Municipal Corporation, Shimla
5. All the Assistant Engineers working in the Water Supply Division of Municipal Corporation, Shimla.
6. All the Junior Engineers working in the Water Supply Division of Municipal Corporation Shimla.

*Er. Aadarsh Bhatia*

  
Superintending Engineer  
Greater Shimla Water Supply and Sewerage Circle  
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