



OPERATIONAL PLAN
Virginiatown-Kearns Drinking Water System

QEMS Doc: OP-05A
Rev Date: 2020-09-24
Rev No: 10
Pages: 1 of 4

DOCUMENT AND RECORDS CONTROL LOCATIONS

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

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Internal QEMS Documents	
Confined Space Program	HC – Kirkland Lake Wastewater Treatment Plant
Emergency Response Plan (corporate)	EC - OCWA's intranet (ocwanet.ocwa.com)
Facility Emergency Plan (FEP) Binder (includes Emergency Contact List, Essential Supplies and Services List, OCWA's Emergency Communications Protocol, Contingency Plans, Site Specific Emergency Procedures and OCWA's Emergency Management Program)	HC - McGarry Water Treatment Plant (well house)
OCWA's Health & Safety Management System	EC - OCWA's Portal http://portal.ocwa.com/
On-call Schedule	EC- - Microsoft Outlook Shared Calendar (Team Lead)
Operational Plan (includes QEMS Procedures)	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System EC - Municipal website www.McGarry.ca HC - Kirkland Lake Wastewater Treatment Plant HC - Township of McGarry Municipal Office
ORO Letter	EC - \\ocwfile\public\NEO DWQMS\DWQMS
QEMS Policy	EC – OCWA's public website www.ocwa.com & OCWA's intranet (ocwanet.ocwa.com) HC - Kirkland Lake Process & Compliance Office HC - Kirkland Lake Wastewater Treatment Plant
Sample Schedule	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System HC - McGarry Water Treatment Plant (well house)
Vacation Calendar	EC - Microsoft Outlook Shared Calendar (Team Lead)
Internal QEMS Forms (blank)	
Analysis and Action Plan (AAP) Form	EC - \\ocwfile\public\NEO DWQMS\DWQMS
Community Complaint Form	
Contingency Plan Review/Test Summary Form	
Distribution Maintenance and Repair Form	
Environmental Incident Report Form	
Facility Rounds Sheets	
Incidents of Non-Compliance Form	
Instrumentation Calibration/Maintenance Report Form	
Laboratory Chain of Custody Forms	
Loss of Pressure Incident Form	
QEMS – Summary of Findings Spreadsheet	
Tailgate Meeting Form	



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Type of Document/Record	Designated Document Control Location (HC = Hardcopy, EC = Electronic)
Transportation of Dangerous Goods Form	
External QEMS Documents	
American Water Works Association (AWWA) Standards (as referenced in the DWWP) & MECP's Watermain Disinfection Procedure	EC - \\ocwfile\public\NEO DWQMS\DWQMS
Applicable Federal and Provincial Legislation	Online at www.e-laws.gov.on.ca
DWQMS Standard	EC - https://www.ontario.ca
Equipment Operation /Maintenance Manuals	HC - McGarry Water Treatment Plant (well house) EC - Internet
MECP Inspection Reports	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Municipal By-laws	Municipal Office
Municipal Drinking Water Licence (MDWL) / Drinking Water Works Permit (DWWP) / Permit to Take Water (PTTW)	HC - McGarry Water Treatment Plant (well house)
Operations Manual (including standards operating procedures)	HC - McGarry Water Treatment Plant (well house)
Operator Certificates (OCWA)	HC - Kirkland Lake Wastewater Treatment Plant
Operator Certificates (Township)	HC - McGarry Water Treatment Plant (well house)
External QEMS Forms (blank)	
Adverse Water Quality Incident (AWQI) Form	EC - \\ocwfile\public\NEO DWQMS
MECP Forms (Form 1,2,3 and Director Notification)	EC - \\ocwfile\public\NEO DWQMS
QEMS Records	
Adverse Water Quality Incident (AWQI) Reports	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Analysis and Action Plan (AAP) Report	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Annual Compliance / Summary Reports for Municipalities	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Audit Reports - External	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Audit Reports - Internal	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Call-in Reports	EC - Workplace Management System (Maximo)
Community Complaint Records	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Contingency Plan Review/Test Summary	EC - \\ocwfile\public\NEO DWQMS
Distribution Maintenance and Repair Records (water main breaks, replacements and new installs)	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Distribution Maintenance Records (for regularly scheduled maintenance)	HC – Town of McGarry Public Works Department



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Environmental Incident Reports	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Facility Logbooks	HC - McGarry Water Treatment Plant (well house)
Facility Rounds Sheets	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Incidents of Non-Compliance Records	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Infrastructure Review (Capital Letter & 5 Year Capital/Major Maintenance Recommendations)	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Laboratory Analytical Reports and completed Chain of Custody Forms	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Loss of Pressure Incident Report	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Maintenance & Calibration Records (completed WMS work orders)	EC - Workplace Management System (WMS)
Management Review Documentation	EC - \\ocwfile\public\NEO DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
MECP Records (Form 1,2,3 & Director Notification)	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Operator Training Records (OCWA)	EC - OCWA's Training Summary Database
Operator Training Records (Municipality)	HC – Municipal Office
QEMS Communications - External	EC - Microsoft Outlook E-mail
QEMS Communications - Internal	EC - Microsoft Outlook E-mail
QEMS – Summary of Findings Record	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
Quarterly Operations Reports (to the Owner)	EC - \\ocwfile\public\NEO DWQMS\DWQMS - Virginiatown-Kearns (McGarry) Drinking Water System
SCADA Records	EC - Outpost5/Wonderware
Tailgate Records	HC – Kirkland Lake Process and Compliance Office
Transportation of Dangerous Goods Record	HC – Kirkland Lake Process and Compliance Office

Revision History

Date	Revision #	Reason for Revision
Jun. 7, 2018	8	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (revision 7, dated September 28, 2017). Added section for blank external QEMS forms, changed location for Confined Space Program and Operational Plan and changed name of OCWA's Safety Manual to OCWA's Health and Safety Management System and its location.



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Date	Revision #	Reason for Revision
Oct. 06, 2019	9	Added OCWA's Emergency Communication Protocol to documents identified with the FEP binder, removed OCWA's Reference Manual, changed Senior Operator to Team Lead for the on-call and vacations schedules, added Loss of Pressure Incident Report under document/records and updated MOECC to MECP.
Sep. 24, 2020	10	Updated table to include distribution maintenance records (for regularly schedule maintenance) to be kept at the Towns Public Works Office.

