REVIEW/REVISION HISTORY:

Effective: 5/16/02
Revised: 5/1/06
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Revised: 6/5/09
Reviewed: 9/13/10
Revised: 6/9/14

SUMMARY OF REVISION/REVIEW:

Policy statement I. and V.A. - Adjusted language for clarification

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/30/14
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4216; ACA 4-4219; Records Retention Schedule

POLICY:

I. The Department has established guidelines to ensure appropriate operation and maintenance of facility emergency generators to maintain critical lights, power, and communications during an incident/significant event. [4-4216]

DIRECTIVE:

I. Responsibility

A. The Superintendent will identify a supervisor responsible for operating and maintaining the emergency generator(s).

B. The responsible supervisor will identify employees authorized to:

   1. Test and perform maintenance and repairs on generators, and
   2. Log activities specific to emergency generators.

II. Preventive Maintenance

A. The manufacturer’s specifications and operations manual for the specific model(s) in use will be the guideline for the preventive maintenance schedule and the source for facility procedures.

B. [4-4219] All emergency equipment and systems, including generators, will be tested at least quarterly. This includes any digital controls in both generator and transfer switches, if applicable, and all key components. At a minimum, or per manufacturer’s specifications and operations manual, generators will be:

   1. Inspected weekly using DOC 15-032 Weekly Generator Inspection, and
   2. Tested under emergency load quarterly using DOC 15-033 Quarterly Load Test. Emergency generator(s) will be started and run for at least 60 minutes during emergency load tests.

C. Maintenance will be conducted as follows, or per manufacturer’s specifications:

   1. Oil filters will be checked and cleaned or replaced.
2. Oil will be tested by an independent laboratory to determine the condition, and changed annually or as needed based on condition.

3. Generators without oil filters will be checked every 6 months.

4. Air filters will be checked annually and replaced as needed.

5. Oil for diesel generators will be checked at least quarterly for moisture, and diesel injectors will be checked at least annually.

6. Gas generator points and distributors will be checked at least every 3 months for moisture and wear.

D. Precautions will be taken to prevent freezing (e.g., antifreeze, insulation of exterior pipes).

III. Repair Procedure

A. Processes will be established for a generator failure and for when replacement parts are needed.

   1. Replacement part vendors will be identified, including vendors that can provide 24 hour service. Vendor information and contact details will be recorded and maintained by facility maintenance employees.

B. In the event a generator cannot be repaired and a replacement is needed, a contingency plan will be in place for providing alternate emergency backup power.

C. Facility employees and contractors/vendors that can perform emergency generator repairs will be identified by name and telephone number, including 24 hour contact.

IV. Logging

A. Emergency generator activity, including testing, preventive maintenance, and repair, will be documented using a generator maintenance log(s) and checklists. Individual generator maintenance logs may be developed and maintained at the location of each generator if desired, rather than keeping one log for all generators.

B. Preventive maintenance log entries will be made in ink and identify, at a minimum:

   1. Who started the emergency generator(s),
   2. Date,
   3. Time started,
   4. Time stopped,
5. Any suspected problems, and
6. Other information per the manufacturer’s maintenance schedule specifications.

C. Log entries will be reviewed and verified by the Plant Manager for accuracy and completeness.

V. Reports and Investigations

A. The Shift Commander, Superintendent/facility Duty Officer, and appropriate maintenance employees will be notified in the event of an incident/significant event that requires the use of generators to restore critical services.

B. Appropriate employees will complete a written report documenting any failure or use of emergency generators.

C. An investigation will be conducted whenever an emergency generator or associated equipment fails to operate. The investigation will be routed to the Superintendent and Plant Manager.

VI. Permits for Emergency Generators

A. Typically, large generators require a permit from the Department of Ecology or the local air quality authority before installation. Air permit applications are prepared and submitted by the Department’s Environmental Services Unit.

B. The Superintendent will ensure that maintenance employees comply with all provisions of the air permit and maintain a copy of the permit.

VII. Recordkeeping and Reporting

A. Specific records regarding generator use, testing, maintenance, and repair will be maintained per the Records Retention Schedule. Records must be available at any time for inspection by the Department of Ecology or the local air quality authority. These records will include the following for each generator:

1. Preventive maintenance log,
2. Description and date of repairs,
3. Occurrence and duration of any generator malfunction,
4. Fuel consumption per quarter, and
5. Annual hours of operation.

B. Fuel consumption for all emergency generators will be reported to the Department’s Environmental Services Unit quarterly.
C. If the permit requires an annual report, the draft report will be submitted to the Department’s Environmental Services Unit before submission to the Department of Ecology or the local air quality authority.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

- DOC 15-032 Weekly Generator Inspection
- DOC 15-033 Quarterly Load Test