



Administrative Services
Purchasing Division

January 16, 2003

Dear City of Fort Collins Water Treatment Chemical Vendor,

Congratulations on being awarded City of Fort Collins chemical business for the coming year. As part of the requirement for being a selected vendor, the City requests that you forward the following information as soon as possible:

**MATERIAL SAFETY DATA SHEET (MSDS), and
NSF CERTIFICATION**

Please forward your information via mail to:

City of Fort Collins Water Treatment Facility
4316 W LaPorte Avenue
Fort Collins, CO 80521
Attn: Rita DeCoursey

Thank you for supporting the mission of the City of Fort Collins Water Treatment Facility.

Sincerely,

Ed Bonnette, C.P.M.
Buyer



Fort Collins Water Treatment Facility Standard Operating Procedure Purchasing Activated Carbon

Author: Kevin Gertig
Section: Administration
Subject: FCWTF SOP for Activate Carbon Purchases
Revision: Rita DeCoursey
Revision Date: January 16, 2003

Approvals (Signatures and Dates):

Kevin R. Gertig, Water Production Manager

Chuck Gross, Plant Superintendent

PURPOSE

Establish guidelines for purchasing/delivering Activated Carbon for the Fort Collins Water Treatment Facility (FCWTF).

The mission of the Fort Collins Water Treatment Facility (FCWTF) is to "provide the community with a continuous ample supply of treated water that is pleasing, wholesome, free from known health risks, and affordable." Not only does the FCWTF take its role very seriously in providing water of quality and quantity, it takes its fiduciary responsibility very serious. Consequently, the FCWTF purchases products by determining best value for the City. Best value is calculated by combining the following four components: (1) the chemical has been tested in the Pilot Plant and/or approved by the Sr. Process Engineer and or the Water Treatment Quality Coordinator; (2) the chemical can meet or exceed all FCWTF standards, the AWWA standards, the NSF standards, and any other regulatory agency standards; (3) the supplier can meet all the FCWTF requirements; and (4) the cost is factored in once it has been determined that a supplier can meet items (1), (2), and (3) above.

HEALTH AND SAFETY ISSUES

For detailed information, please refer to the MSDS. **Activated Carbon, especially when wet can deplete oxygen from enclosed spaces, and dangerously low levels of oxygen may result.**

1. Activated Carbon is used for the removal of tastes and odors from potable water supplies.
2. NFPA Hazard Rating includes:
 - Health 1
 - Flammability 1
 - Reactivity 0
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3. Personal Protective Equipment:
 - Gloves for hand protection. Apron or Level B Personnel Protection Equipment (PPE) Goggles or a full-face shield. For spill clean up, level B PPE with approved respirator or SCBA should be worn.
4. Delivery vehicles:
 - Trucks leaking any liquids, powder substances, etc.; will not be allowed on FCWTF property. All trucks must use chock blocks on tires; these blocks will be supplied by FCWTF.





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5. Delivery Containers:

- In accordance with AWWA B-600-96, the shipment method will be on flat bed trailers and comply with the U.S. DOT regulations for hazardous materials.

INFORMATION FOR THE FORT COLLINS WATER TREATMENT FACILITY (FCWTF)

1. Activated Carbon is budgeted in account 502-032201-534150.
2. Activated Carbon used in the FCWTF taste and odor control program.
3. FCWTF requires Activated Carbon to be delivered in super sacks of 900 pounds each.
4. FCWTF requires that Activated Carbon can be delivered within 10 days of an order.
5. FCWTF will reject delivery of any bulk shipments, which appear to be contaminated or breached via the shrink-wrapping. The Supplier will pay the freight charges for any rejected shipments.

Activated Carbon

1. Activated Carbon must meet the American Water Works Association (AWWA) Standard B-600-96 Standard for Activated Carbon.
 - A. Activated Carbon must meet ANSI/NSF standard 61 with a maximum use level of 250 mg/L.
 - B. Molasses decolorizing efficiency must be 75 min
 - a. Potential impurities including hydrocarbons, hydrogen sulfide, nitrogen dioxide, ammonia, radon, and sulfur dioxide.
- C. Activated Carbon shall have an Iodine number of 500-min (mg/g) .
- D. Activated Carbon must be pilot tested and approved prior to use to assure that the material meets the criteria for taste and odor reduction for FCWTF. At this time (2003), only Norit ® Hydrodarco B is accepted based on performance testing for the removal of geosmin.

SUPPLIER

1. Supplier must be able to supply Activated Carbon in super sack (900 pound) quantities.
2. Supplier must be able to supply product within **10 days** of the telephone order.
3. Supplier must provide an analysis of impurities with each shipment. The analysis shall be submitted prior to delivery. The analysis should include, but is not limited to: acetaldehyde, benzene, carbon monoxide, carbonyl sulfide, hydrogen sulfide, hydrogen, methane, moisture, other hydrocarbons, oxygen, radon, and sulfur dioxide. This analysis can be faxed ahead of the delivery or delivered by the driver at the time of delivery.
4. The supplier must ensure that the shipment is delivered in trucks that comply with the US DOT regulations.
5. FCWTF requires delivery of the 900 pound super sacks to be on a flat bed trailer, with no double stacking of the sacks, in order to facilitate safely unloading the product.
6. The supplier must ensure that each shipment is accompanied with a certified weight ticket.
7. Each year in January, the supplier will mail to FCWTF a new copy of the MSDS sheet.





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8. Each year in January, the supplier will mail to FCWTF a copy of the NSF Certification.
9. Supplier will be responsible for the shipping costs of the shipment if the delivery is rejected and returned because it does not meet the standards expressed in this SOP.

DELIVERY

1. All chemical suppliers must fax to the FCWTF (970-221-6736) the following information **prior** to delivery:
 - a) the name of the driver making the delivery
 - b) the numbers of the tractor and trailer transporting the chemical
2. All delivery drivers are required to call in from the facility's front gate. The receptionist or person answering the telephone must contact the Duty operator. The Duty operator will verify the delivery from the schedule board. The operator or designee will meet the truck **outside** the gate.
3. FCWTF personnel will verify that the faxed information matches up with the driver and the delivery vehicle arriving at the FCWTF. If the driver's ID or the tractor and trailer numbers do not match, the truck will not be allowed to enter the facility. The Plant Superintendent will be contacted and the delivery may be rejected.
4. Delivery drivers will be required to take samples and deliver to on-site Operators or Lab Technicians. The driver will be instructed on how the samples will be taken.
 - A. The sample draw will be from the main discharge line of the truck.
 - B. Protective gloves are required when taking and delivering the sample.
5. The security verification, the supplier's quality assurance analysis, and the City's lab analysis will be given to the Water Quality Coordinator in order to identify the load in the event of any problems.
6. Delivery must be made **within 10 days** of the order being placed.
7. Delivery drivers are not responsible for off-loading the Carbon, however assistance is required.
8. FCWTF requires delivery of the 900 pound super sacks to be on a flat bed trailer, with no double stacking of the sacks, in order to facilitate safely unloading the product.
9. Delivery drivers are required to chock and unchock their trucks.
10. Delivery drivers should meet with the operator to become familiar with the location of phones, alarms, and emergency showers that are nearest to the off-load location.
11. FCWTF will reject delivery of any bulk shipments that are leaking, forming ice on the outside of valves or have damaged piping, tubing, hoses, or fittings.

PURCHASING

1. All contracts and purchases will be made in accordance with the City of Fort Collins Purchasing Department (FCPD) Purchasing Procedures. A copy can be obtained through the Purchasing Department. The Purchasing Department will ensure adherence to the FCPD Purchasing Procedures.
2. FCWTF requires that all suppliers submit the names, locations, and phone numbers of three current clients as part of any bidding process.





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3. FCWTF requires that all suppliers submit a list of intended delivery agents (motor carrier) and a letter from the U.S. Department of Transportation, Federal Highway Administration, stating the Motor Carrier Safety Rating for the company as part of any bidding process. Each listed motor carrier's rating must be **Satisfactory** or above to be considered in the bidding process.
4. FCPD representatives are responsible for ensuring that the items noted in this SOP could be met by the supplier before any contract is awarded.
5. The FCWTF and FCPD will establish, at the beginning of each New Year, a Blanket Purchase Order.
6. FCWTF Superintendent or his designee will place delivery orders on that Purchase Order throughout the year. FCWTF must be able to place orders using telephone, fax, or electronic mail.
7. When placing an order, a delivery date will be specified.
8. This SOP can act as the sole-source justification if only one supplier can meet the criteria specified above.

