



An Operations Manual is required for each pool or spa. Provide the following information for review prior to approval of the Permit to Operate. Maintain a copy of the manual in the equipment room readily available to the operator for reference. It is recommended that additional copies be maintained on premises.

OPERATIONS MANUAL

Provide a detailed description of your specific plan of operations for each section of the following:

1. Provide list of staff responsible for pool operations and procedures; include training and qualification of each staff. Provide all staff with training prior to their assuming responsibilities for any pool operations.
2. Provide a list of pool parameters to include, pool/spa volume, turnover rates, surface area of pool, pressure readings for pool filter, and flow meter readings in gallon per minute (gpm).
3. Provide a daily schedule of activities required to be performed to pool such as:
 - frequency of testing of chemical balance
 - log recording
 - backwashing filter
 - maintenance of pumps and disinfection feeders.
 - visual inspection of the pool and pool deck.
 - Routine testing of safety vacuum release valves (SRVS) if present.
4. Provide surveillance for Safety hazards such as:
 - Suction grate covers missing or broken
 - Water clarity, pool bottom must be clearly visible
 - 4 ft free and clear deck area surrounding pool, no deck furniture within 4 feet of pool
 - Security of pool, fence, fence gates/doors that are self-closing and self-latching
5. Proper operation of pool equipment: Surveillance of pump, filter pressure, flow meters and chemical feeders and chemical reservoirs. Maintain Manufactures' instructions for operation and maintenance of mechanical and electrical equipment.
6. Provide detailed procedures for each the following:
 - Supervision of pool/spa. Who supervises the log records and the performance of daily activities?
 - Log Procedures-How to record log in the event State Standards are not met, documentation of actions taken, retesting and logging of all entries. Status of pool, date and time when pool was closed and re-opened, chemical balance and log entry when pool reopened.
 - Adjusting pool chemical balances. Procedures for raising/lowering pH, procedures for raising/lowering chlorine concentration, procedures for testing alkalinity and calcium hardness.
 - Pool/spa closure procedures. How to close pool, post signs/cones/tape, who to notify, how to reopen. Provide all information in log book, when pool closed, what was done, when reopened, chemical balance of pools when reopened.
 - Fire Department connection to pool. How notified of connection, how to close pool and protect pool equipment.

7. **Safe Chemical Storage and Handling.** Provide a list all chemicals (brand name and active ingredient) used in operation of swimming pool including amount stored for pool use. The storage of chlorine and other pool chemicals require the knowledge of safe storage and handling practices for those chemicals. Typically this information can be found on the warning label and on Material Safety Data Sheets (MSDS). MSDS can be obtained from the manufacturer of the chemical.
- Store chlorine compounds separately from chemicals used to adjust pH
 - Label all chemical reservoirs with the name of the chemical, use Red lettering for Acid/Bases. Use Black lettering for chlorine compounds
 - Provide information on how to respond to and clean-up chemical spill
 - Keep in mind that hazardous communication is an employee right to know and the need to inform that employee in a language that can be read and understood by the employee.
8. **Hazardous Materials Registration.** Aggregate amounts of all chemicals (such as paint, thinners, detergents, cleaning solvents, heating oil and swimming pool chemicals) stored on-site in amounts greater than 55 liquid gallons, 500 pound solids, or 200 cubic feet compressed gas require Hazardous Materials Registrations. **Contact 252-3900 for information and registration forms.**
9. **SAFETY SIGNS / SAFETY EQUIPMENT**
Provide a list all safety signs and safety equipment required to be posted.
- Diagrammatic illustration of artificial respiration sign with Emergency Number 911
 - No Life guard on Duty Sign
 - Spa Pool Caution Sign
 - Occupancy Load
 - No Diving Signs when pool depth is less than 6 feet
 - Life ring at least 17 inches in diameter rope attached to span width of pool
 - 12 foot pole with body hook
 - Chemical Storage Room Warning Sign
 1. National Fire Protection Association (NFPA) warning diamond
 2. Pesticide Warning Sign
10. **Owner/Operator responsibilities:**
- Operate pool/spa within the required California State regulation for public pools.
 - Training all staff operating pool.
 - Maintain daily log records in the pool equipment room.
 - Post Permit to Operate and Annual License Certificate.
 - Maintain and properly store an adequate supply of pool chemicals and test kits reagents.
 - Provide operations manual and update operations manual as necessary.
 - Notify Health Department of any actions such as re-plastering of pool shell, changes, upgrades or remodeling of the pool/spa area, deck area, pool equipment or ancillary facilities such as locker rooms, showers or lavatories or any changes which require plan review and approval.

STATE STANDARDS FOR CHEMICAL BALANCE

Chlorine	Minimum =1.0 ppm	Examples of Common Pool Chemicals
Un-stabilized chlorine	Recommend 1.5 to 2.5 ppm	Liquid chlorine (sodium hypochlorite) Solid Chlorine poser or granules (calcium hypochlorite) contains 65-75% available chlorine
Stabilized chlorine (contains chlorine and cyanuric acid)	Minimum = 1.5 Recommend 2.0 to 3.0 ppm	Sodium dichloro-s-triazinetriene (sodium dichloroisocyanurate)
pH minimum maximum	Recommended 7.4 – 7.6 7.2 8.0	Muriatic Acid Soda Ash (sodium carbonate)
Cyanuric acid	Maximum +100 ppm Recommend 20 - 30 ppm	Cyanuric acid (isocyanurate)