

## ***Standard Operating Procedures for Sewerage Section, 2020***

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| TT/Sewerage/004 | SOP for Essential Infrastructure Services | 1.0                | 7                  |

| <b>Issue Date</b>           | <b>Effective Date</b>        | <b>Review Period</b> |
|-----------------------------|------------------------------|----------------------|
| 6 <sup>th</sup> August 2020 | 11 <sup>th</sup> August 2020 | 2 years              |
|                             |                              |                      |

| <b>Function</b> | <b>Name</b>  | <b>Designation</b>     | <b>Signature</b> |
|-----------------|--------------|------------------------|------------------|
| Prepared by     | Tashi Dorji  | Head, Sewerage Section |                  |
| Verified by     | Yeshe Wangdi | Chief, Engineer        |                  |
| Approved by     | Kinlay Dorji | Thrompon               |                  |

### **1. Scope**

This SOP describes the procedure for delivery of essential sewerage services to the people during lockdown

### **2. Objective**

The objective of this SOP is to ensure uninterrupted sewer services to the resident of Thimphu Thromde

### **3. Responsibility**

It is the responsibility of the team identified by Thromde Office to carry out the task.

### **4. Principle**

Uninterrupted sewer services to the residents of Thimphu Thromde

## **5. Requirements**

- 5.1. Service vehicles
- 5.2. Gloves/boots/face masks/face shields
- 5.3. Cleaning Rods
- 5.4. Crow bar- 2 Nos
- 5.5. Spade- 2Nos
- 5.6. Hoe -2Nos
- 5.7. Traffic Cones- 4 Nos
- 5.8. Reflector jacket

## **6. Procedure.**

- 6.1. Movement authorization cards will have to issued first by the card issuance unit of RBP for the identified team
- 6.2. Complaints will be received through toll free numbers (1009/2550) and will be forwarded to Head of Operation Desk or directly to the Head of Unit.
- 6.3. The Head of Operation Desk will then direct unit head and unit head to lead the team to the sites
- 6.4. If the site is within the building units, an Engineer/technicians/team to visit the house with face shield, mask and gloves without physical contact with anyone/anything in the house
- 6.5. Inspect all STPs and sewer chambers and report to the Operation Head or the unit Head for maintenance if required
- 6.6. Follow self-containment protocols of MoH

## **7. Safety**

- 7.1. Put on the gloves and mask.
- 7.2. Wash hands regularly or use sanitizers
- 7.3. Avoid physical contact

## **8. Documentation**

- 8.1. Make sure to scan druktrace or complete the Daily attendance register
- 8.2. Update your daily activity logbook and submit to Head, Operation Desk

## **9. References:**

9.1. Health Safety protocol of MoH

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*Annexure I – Person and Vehicles deployment along with Protocols*

**Overall In charge: 1.Tashi Dorji,Head Sewerage Section(17172677)**

**2. Jigme Wangdi, Engineer (17847431)**

### **A.Services during times of blockages and overflow of sewerage.**

**1.Following are the Human Resources /Designated person/team that will look after the related issues.**

**Section Head- Tashi Dorji (17172677)**

**O&M Engineer- Jigme Wangdi (17847431)**

**Supervisor- Ugyen (17795532)**

| <b>No</b> | <b>Area</b>   | <b>Designated Team</b>   | <b>Contact No</b>  | <b>Remarks</b>   |
|-----------|---|--|--|--|
| 1         | <b>Core Area</b><br>(Norzin Lam,Sunday Market,City Bus Parking, Jojos Area )            | 1.Ajay Malik ( <b>Team Captain</b> )<br>2.Suraj Malik (Sweeper)<br>3.Kanya Basfor (Sweeper)<br>4.Sunny Kumar Rauth (Sweeper)<br>5.Prakash Rai ( <b>Driver</b> ) <b>BG-1-1073</b> | 17579589<br>17543402<br>17705659<br>17759582<br>17997166 | The team will be guided by the supervisor. Each team member is provided with a driver. |
|           | <b>South</b><br>(Babesa,Olakha,Changjiji,Lungtengphu, ChANGEDAPHU,Changzamtog,Simtokha) | 1.Dawa Dorji ( <b>Team Captain</b> )<br>2.Dawa Singer (Sweeper)<br>3.Nima Singer (Sweeper)<br>4.Bideshi lal (Sweeper)<br>5.Dorji Tshewang ( <b>Driver</b> ) <b>BG-1-A0561</b>    | 77785872<br>17459490<br>77674398<br>17633306<br>17646575 |  |
| 3         | Changangkha, Motithang, RICB areas,Kawajangsa   | 1.Ajay Malik ( <b>Team Captain</b> )<br>2.Suraj Malik (Sweeper)<br>3.Kanya Basfor (Sweeper)<br>4.Sunny Kumar Rauth (Sweeper)<br>5.Prakash Rai ( <b>Driver</b> ) <b>BG-1-1073</b> | 17579589<br>17543402<br>17705659<br>17759582<br>17997166 |  |
| 4         | Langjophaka,Taba,Dechencholing,Hejo   | 1.Dawa Dorji ( <b>Team Captain</b> )<br>2.Dawa Singer (Sweeper)  | 77785872<br>17459490                                     |  |

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|  |                                      |          |  |
|--|--------------------------------------|----------|--|
|  | 3.Nima Singer (Sweeper)              | 77674398 |  |
|  | 4.Bideshi lal (Sweeper)              | 17633306 |  |
|  | 5.Dorji Tshewang (Driver) BG-1-A0561 | 17646575 |  |

### **B. Vacuum Tanker Services**

**Following are the Human Resources /Designated team that will look after the vacuum tanker services.**

#### **Vacuum Tanker In charge – Tendi Zangpo(17459900)**

| SI No | Name of Drivers and Handy Boys   | Vehicle No | Contact No                       |  |
|-------|--|------------|----------------------------------|--|
| 1     | Pem Dorji (Driver)<br>Yad Bdr Ghalley (Handy Boy)<br>Santa Bir Rai (Handy Boy) | BG-1-A0636 | 17644890<br>17973624<br>17517688 | The drivers<br>Tanker In-c<br>complains n<br>flushing are<br>tankers can |
| 2     | Cheku Dorji(Driver)<br>Dhan Bir Ghalley (Handy Boy)                            | BG-1-A0752 | 17555043<br>17328289             |  |
| 3     | Chatra Bdr Lepcha(Driver)<br>Dinesh Subba (Handy Boy)                          | BG-1-A0690 | 17629302<br>17957283             |  |

### **Back Up Plan**

- The only Private Vacuum Tanker available in Thimphu, **Ugyen Phuntsho Sewerage Services**

**(Contact No 16908521), Vehicle No BG-1-A3618** has also been informed in case additional vacuum Tankers are needed.

### **C.VEHICLES ALLOCATED FOR PICK AND DROP& EMERGENCY MACHINE**

| Name             | Vehicle Type & No | Contact No | Remarks                        |
|------------------|-------------------|------------|--------------------------------|
| 1.Prakash Rai    | Hilux BG-1-1073   | 17997166   | For Pick and drop of personnel |
| 2.Dorji Tshewang | Tanker BG-1-A0561 | 17646575   | For Pick and drop of personnel |

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|          |                  |          |                           |
|----------|------------------|----------|---------------------------|
| 3.Tenzin | JCB – BG-1-A0725 | 77478806 | In case of Emergency work |
|----------|------------------|----------|---------------------------|

**D. Facilitation of Treatment Plants**

In case of lockdown, the treatment plants under Thimphu Thromde shall be monitored by the respective technicians and for those treatment plants under O&M period shall be looked after by the concerned Contractor/Consultancy.

**Overall Plant In charge- Pema Khandu, Technician (17627273)**

| <b>Sl. no.</b> | <b>Sewerage Treatment plants</b> | <b>Technician/Caretaker</b>   | <b>Contact No</b>                | <b>Remarks</b>  |
|----------------|----------------------------------|---|----------------------------------|---|
| 1              | Old Babesa STP                   | <ul style="list-style-type: none"><li>• <u>Pema Khandu, Thromde</u></li></ul>   | 17627273                         |   |
| 2              | <u>Dechencholing</u> STP         | <ul style="list-style-type: none"><li>• <u>Kezang Dema, Thromde</u></li></ul>   | 17825151                         |   |
| 3              | <u>Langjophaka</u> STP           | <ul style="list-style-type: none"><li>• Lal Maya, Thromde</li></ul>   | 17691580                         |   |
| 4              | Below River View Hotel STP       | <ul style="list-style-type: none"><li>• <u>Lhundup Dorji, CEO, EW Const Pvt Ltd</u></li><li>• <u>DB Tamang, Officer in charge</u></li><li>• <u>Kezang, Operator</u></li></ul>       | 17110272<br>17436253<br>17475662 | Currently in O&M period<br>Looked after by EW Const Pvt Ltd |
| 5              | <u>Taba Treatment Plant</u>      | <ul style="list-style-type: none"><li>• <u>Zeko, CEO, Sangsel Eco Trade</u></li><li>• <u>Pema (Technician), Sansel Eco</u></li><li>• <u>Mongal Sign Tamang (Incharge)</u></li></ul> | 17110339<br>17764382<br>17909196 | Under O&M period<br>Looked after by Sangsel Eco Trade.      |
| 6              | <u>Hejo</u> STP                  | <ul style="list-style-type: none"><li>• <u>Purna Dhan, Thromde</u></li></ul>  | 17851315                         |   |