
Overview

This standard is about receiving and storing chemicals and other consumables, including fuel, for use in the treatment process.

It includes checking that the facilities for receiving and storing material and reagents are fit for purpose, that the material and reagents being delivered meet specification and are stored in a manner that prevents deterioration, handling materials and reagents safely and monitoring stock levels.

This standard is suitable for operatives working at water, waste water and sludge treatment processing plants but is equally applicable for employees involved in manufacturing or treatment processes in other industries.

Performance criteria

You must be able to:

1. check there is sufficient storage capacity to receive chemicals, reagents and other consumables
2. check that suitable access arrangements are in place
3. check that the receiving area is ready to receive the materials
4. check that the storage space and conditions conform to safety requirements
5. check that there are suitable emergency procedures in place for receiving, storing and handling processing chemicals, reagents and other consumables
6. use specified personal protective equipment (PPE) that is suitable for handling chemicals, reagents or other consumables, checking its condition before use
7. use handling processes to match the requirements of chemicals, reagents and other consumables
8. confirm all the chemicals, reagents, and other consumables for treatment processing are of the specified quality and meet delivery specification
9. follow quality control procedures, including sampling procedures
10. check that deliveries are made to the correct storage facility
11. handle chemicals, reagents or other consumables in accordance with safe working procedures
12. keep material wastage to a minimum by working efficiently
13. ensure any equipment is used in accordance with safety requirements
14. resolve any problems where the chemicals, reagents or other consumables do not meet delivery or safety requirements
15. store the materials in the designated place
16. check that the materials for storage are protected to avoid deterioration
17. rotate stock in accordance with organisational procedures
18. monitor and periodically check materials for discrepancies in stock levels
19. dispose of stock safely and in accordance with organisational procedures
20. resolve situations where the storage facilities do not meet the storage requirements
21. record all data relating to chemicals, reagents or other consumables in accordance with organisational procedures
22. complete and maintain required documentation relating to chemicals, reagents or other consumables in an auditable format
23. provide access to delivery records on request

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24. store delivery records in the designated place
 25. follow security procedures in accordance with organisational protocols and policies
 26. report any defective handling equipment or its unavailability to the designated person

Knowledge and understanding

You need to know and understand:

1. water industry legislation, standards, codes of practice, and industry regulations for health, safety, and hygiene in relation to your job role
2. water industry legislation, standards, codes of practice, and industry regulations for quality and environmental protection and measures to reduce harmful emissions and substances in relation to your job role
3. the organisation's procedures for receiving and chemicals, reagents and other consumables
4. the distinguishing features, basic operating principles and key parameters for chemical dosing and control including those related to pumps, level detection, bunds, gas detection, vacuum, tank conditions, stock rotation, flow monitors, duty changes, leak detection, pipework, pressure detection, dose rates, motive/carrier water
5. when deliveries of chemicals, reagents and other consumables should be rejected and the organisation's delivery rejection procedures
6. the organisation's storage and stock rotation procedures
7. the organisation's process for safe working practices when dealing with equipment, instrumentation and environment, including lone working and personal protective equipment (PPE)
8. the organisation's procedures for dealing with spillages and emissions of chemicals, reagents and other consumables
9. when to report defective handling equipment and storage facilities
10. the organisation's reporting lines and procedures
11. the organisation's quality control procedures in relation to chemicals, reagents and other consumables
12. current regulations related to the control, assessments and signage relating to hazardous substances
13. the importance of storing data in accordance with organisational requirements
14. the organisations procedures for assessing risk
15. dangerous substances and explosive atmospheres and their impact
16. the organisation's procedures for recording, documenting and storing information
17. the role and purpose of data audit trails in quality assurance, health and safety and for regulatory requirements

18. protocols and policies for confidentiality, cyber security and site security and why they are important

EUSTPC05

Receive, store and handle processing chemicals, reagents and other consumables



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