



TOWN POLICY

POLICY NUMBER: 7604

REFERENCE:

Council 140.04.17

ADOPTED BY:

Council April 19, 2017

PREPARED BY: Community Services

DATE: 19 April 2017

TITLE: Water Trailer – Quench Mobile – Operating Policy

PAGE 1 OF 6

Policy Purpose

The purpose of this policy is to establish a set of guiding principles to ensure safe, effective and efficient service delivery of drinking water through the Quench Mobile at public events.

The foundation of this policy is grounded in the Strathmore Community Sustainability Plan, adopted by Council in April 2010.

Policy Statement

The Town of Strathmore recognizes the opportunity to promote the use of reusable drinking bottle while providing clean water through a portable water dispensing station at community events. This policy provides clear guidelines to the rental procedure for community organizations to access the Quench Mobile and to provide an understanding of administration and maintenance responsibilities.

Scope

This policy applies to:

- Eligible community non-for-profits requesting from the Town of Strathmore usage of the Quench Mobile at Festivals and events that support Strathmore communities and way of life.

Policy

Quench Mobile Booking Procedure

1. The Booking Request Package (Appendix A) shall be sent to any interested party and posted publicly on the Town of Strathmore website. Events are approved upon return of enclosed request form.

2. The Community Services Department will coordinate all bookings and liaise with event planners and all affected Town of Strathmore Staff.
3. All bookings will be considered on a first come first serve basis. If more than one requests is received simultaneously for the same date, the larger event (as in the larger number of expected participants) will be given priority.
4. In the event of an emergency event where the Quench Mobile is required to provide water to the public, the Director of Emergency Management, or designate, will coordinate all aspects of delivery, monitoring, and use during the emergency event.

Quench Mobile Staffing Procedure

1. The Quench Mobile shall be monitored by at least one representative from the organizing committee, the Sustainability Committee, or a Town of Strathmore Staff at all times, also known as monitoring staff.
2. The Quench Mobile will be delivered to site prior to event by the Public Works Department or designate.
3. Monitoring staff shall be on site to assist with set up of the Quench Mobile.
4. Monitoring staff shall promote a professional image by ensuring that clothing is appropriate and practical.

Quench Mobile Delivery, Set-up, Take-Down and Storage Procedure

1. The Public Works department will coordinate the disinfection and filling of the Quench Mobile, see Appendix B for procedure.
2. The Public Works team will deliver and set up the Quench Mobile, canopy (if applicable) and remove all items following the event. The canopy shall be erected to provide cover for the water station and monitoring staff at each event unless adequate shade or cover is provided.
3. Following the event, the Public Works Department will empty any leftover water off site.
4. The Public Works Department will oversee the storage and maintenance of the Quench Mobile, signage and canopy, with assistance and administration from the Community Services Department.

Quench Mobile Disinfection Procedure

1. See attached Disinfection Procedure, Appendix B

Quench Mobile Monitoring Procedure

1. Annual Water Testing will be conducted by the Public Works Department in line with the Alberta Health Services protocols.
2. All water testing results will be kept on file with the Community Services Department.
3. Monitoring staff shall ensure the station is kept clean, free of potential contamination hazards and used in a friendly and respectful manner.

4. Monitoring staff must be available to answer questions from the public and/or event organizers.
5. The Public Works Department shall ensure the Quench Mobile is free of cracks, leaks or corrosion, and that the interior piping is in working order. The monitoring staff shall report any damage or issues with the Quench Mobile to the delivery team.
6. In the event a refill is necessary, the monitoring staff are to call the on-call Public Works staff to coordinate a refill.

Drinking Containers, Waste Collection and Promotion

1. The Town of Strathmore Sustainability Committee and/or the Town of Strathmore Staff, when on site, will be selling stainless steel, reusable water bottles for \$5.00.
2. It is the responsibility of the event organizers to provide any free drinking cups such as plastic or paper disposable cups. Styrofoam cups are not permitted to be used in conjunction with the Quench Mobile.
3. A key to the trailer will be left with the monitoring staff for the duration of the event. Access to the interior water tank is strictly controlled and will be limited to the Public Works department staff or designate. A lock will be installed on the tank to avoid contamination on site.
4. The Town of Strathmore will provide one garbage bin and one recycling bin with the Quench Mobile.
5. Monitoring staff will ensure that the immediate area surrounding the Quench Mobile is kept tidy and left clean following the event.

End Policy

Appendix A – Booking Request Package

Quench Mobile

Booking Request Package

Thank you for your interest in the ***Strathmore Quench Mobile***. The Town of Strathmore provides this services free of charge to local area not-for-profit and charitable events. The Quench Mobile provides clean, refreshing tap water on the go and serves as a healthy, environmentally friendly, and free option for event attendees.

Booking guidelines and photos are enclosed for you reference. A request form is also enclosed. Please complete the form and return at your earliest convenience.

Booking Guidelines and Information (Please Read):

1. This water service is provided for drinking purposes only. The Quench Mobile holds 400 liters of water.
2. Requests must be received at minimum of four weeks (28 business days) in advance of the event.
3. The event must have a minimum expected attendance of 100 people. This may include event staff and volunteers. The event must be open to the public, and the organizing body must be a not-for-profit or charitable organization. The Quench Mobile is not available for use at private or commercial events.
4. The event must be a minimum of four hours in duration and fall within the hours of 6:00am and 9:00pm.
5. Events must align with Council direction and the Town of Strathmore community values.
6. Bookings are not guaranteed and are dependent upon availability of the Quench Mobile and staff/volunteer resources.
7. The Quench Mobile requires a total area of 20 feet by 40 feet for set up. A pickup truck will tow the Quench Mobile to a predetermined on-site location, where it will remain for the duration of the event.
8. Proposed sites should be of a solid ground due to trailer weight (e.g. gravel or pavement). A site map or detailed site direction must be included with the request form.
9. Event organizers are responsible for garbage and recycling, event promotion and site access. One garbage bin and recycling bin are provided with the Quench Mobile.
10. The Quench Mobile trailer requires unrestricted entry/exit access and cannot be immediately surrounded or blocked-in to allow sufficient set-up space and easy exiting in the event of an emergency or required refill.
11. An on-site contact (cell phone) must be provided in the event of a logistical issue or emergency.
12. The Town reserves the right to cancel an event within suitable notice at any time.

13. In the event of an emergency where the Quench Mobile is required to provide water to the public, the Town reserves the right to remove the Quench Mobile. Efforts will be made to provide suitable notice to event organizers.
14. The Town of Strathmore is not obligated to provide drinking containers for use with the Quench Mobile. Events must provide containers or cups, encourage the use of refillable, reusable water bottles at the events and in their advertising. The Sustainability Committee volunteers or Town Staff will be selling reusable bottles when on site at events. If purchasing cups, recyclable plastic (grades #1 through #7) or compostable cups are recommended.

QUENCH MOBILE BOOKING REQUEST FORM

Community Association/Organizer Information	
Organization Name	
Name of Requester	
Phone Number	
Email Address	
Mailing Address	
City/Postal Code	
Name of On-site Coordinator	
On-Site Event Contact	
Phone Number	
Cell Phone Number	
Email Address	
Event and Site Details	
Event Name	
Event Date(s)	
Event Hours (per day)	
Minimum expected Attendance	
Type of Event (e.g. race, fundraiser etc.)	
Event Location (address/city/PC)	
Description of proposed location of the Quench Mobile	
Site Conditions	Asphalt Gravel Level Ground? YES NO
Unrestricted access for Quench Mobile?	YES NO
Onsite Monitoring Staff	<input type="checkbox"/> Provided by Event Organizers Monitor Staff 1. Monitor Staff 2.
	<input type="checkbox"/> Request for Sustainability Committee Volunteers **this will be approved based on volunteer availability. Request are encouraged to be submitted with 2-3 months' notice to ensure assistance.

For Office Use Only	
Date Application Submitted:	Reviewed by:
Reviewed Date:	Approved: YES NO
SSC Main Contact at Event (if applicable):	Phone Number:

Appendix B – Disinfection Procedures

Personal Protective Equipment and Safety

Staff must adhere to the Occupational Health and Safety Policy when disinfecting the Quench Mobile. Required PPE for disinfection procedure includes latex or rubber gloves and protective eyewear when handling sodium hypochlorite.

Procedure

1. Disinfecting stainless steel tank
 - a. Drinking water tank **MUST** be cleaned and disinfected before and after an event to ensure safe drinking water levels when used. **Taps and nozzles MUST be routinely sanitized and disinfected before, during and after an event.**
 - b. Fill tank with water and one (1) liter of Sodium Hypochlorite. Activate each water spout for 20 seconds to ensure the lines are filled. Close lids and connections and leave treated water for 24 hours. Fully drain tank and all water spouts.
 - c. Clean all connections and refill tank one-third (1/3) full, rock tank back and forth to agitate water. Fully drain tank and all water spouts.
 - d. Once drained, add 30 liters of water and let drain.
 - e. Fill tank and now ready for consumption. Ensure all covers and lids are secured and trailer doors are locked.
 - f. Following the event the remaining water can be used to disinfect with the addition of Sodium Hypochlorite following the same procedures.
 - g. Clean water can only be used over a 4 day period before disinfection is required.
2. Disinfecting trailer and taps
 - a. Monitoring staff shall disinfect exterior of trailer around and including taps.
 - b. Using Sani-Cloth disinfection wipes, wipe exterior wall of trailer around taps first. Sani-Cloth disinfection wipes require a contact time of time minutes.
 - c. After appropriate contact time has passed, wipe disinfected area with paper town.
 - d. **DO NOT use same disinfection wipes or paper town for trailer to clean taps.**
 - e. Following disinfection of taps, let run for 20 seconds into a bucket. Dispose of water appropriately.
 - f. Trailer and taps require disinfection at least every **two hours**. Depending on event size and weather conditions, disinfection may be necessary **every hour** (at discretion of monitoring staff).