



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective June 16, 2005, Revised February 12, 2020**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 6.016**

**Subject: Water Tank By-Pass/Off Line**

**Purpose and Scope:** To operate the water system with water tank off line


**Procedure:**


1. For Emergency Water Feed to Campus - Flush E.C.U.A. line from 8" line back to E.C.U.A. backflow preventer at campus main entrance. Open inlet valve to E.C.U.A. backflow preventer. Open discharge valve on E.C.U.A. backflow preventer to emergency feed the campus. This will supply water to campus from E.C.U.A. system in an extreme emergency. This would be used if the university had electrical and/or mechanical problems with the both well pumps and could not supply any water to campus.
2. For by-pass tank and campus shut off from E.C.U.A, either run #2 or #4 well in a "HAND" mode operation. Have operator stand by at water tank and the well while other operators close water tank isolation valve and monitor system. The operator at the pump will discharge water as needed to retention from the pump so as to maintain as constant a pressure as normal until tank can be placed back into full service.

As you are changing from tank to well, operator will need to slowly close by-pass/discharge valve in well and close off same slowly until desired system operating pressure is reached. At this point, operator will have to manually run well and control system pressure with discharge by-pass valve. Maintain system pressure at 55 to 60 psi.

**Developed by: Utilities, Energy & Sustainability**

**Approved by:**

DocuSigned by:  
  
833FBB02BEC1440...  
Ron Northrup  
Director  
Utilities, Energy & Sustainability

DocuSigned by:  
  
D5F9973754834E8...  
Christopher Martin  
Assistant Vice President  
Facilities Management