Trainers Manual

A412

CITY OF SASKATOON

Water and Sewer Section

Water Connection Repair Trainer's Manual

CITY OF SASKATOON

Water Connection Repair Trainers Manual

Table of Contents

Preparation for Training

Resources for Training:

i. A list of the staff requiring training.
ii. Familiarization with training manual.
iii. A meeting room.
iv. Copies of an "Uncontrolled" Procedure, Trainee Manual and Work Method Check List. An "Uncontrolled" document has the word Uncontrolled water marked across the page. There are copies of the uncontrolled documents in the trainer's tool kit. Package the Procedure, Trainee Manual, Work Method Check List and copies of all the forms together for each trainee.
v. Example copies of the following forms, for each trainee:
   - Water Service Disruption Report
   - Daily Work Report
   - Foreman's Job Report
   - Worksite – Safety Check Sheet
   - Weekend Material Data Sheet
   - Work Method Checklist
   - Aggregate Tracking Ticket
   - Advisory - Emergency Water Service Interruption (Door Hanger)
vi. Presentation and presentation equipment.
vii. The video: Maintaining Water Quality in the Distribution System.
viii. A T.V. and V.C.R.
ix. Certificates of completion for each staff member.
x. Examples of all equipment and materials.
xi. Doughnuts and Coffee

Training Time Table

Session Number	Time	Activity	8:00am Start Time	8:30am Start Time
Session 1	15min	Introduction	8:00am	8:30am
Session 2	25min	Method and Techniques	8:15am	8:45am
	25min	Video, Personal Protective Equipment	8:40am	9:10am
	25min	Method and Techniques	9:05am	9:35am
	15min	Break	9:30am	10:00am
Session 3	90min	Finish Method and Techniques	9:45am	9:15am
	15min	Break	11:15am	11:45am
Session 4	45min	Review Equipment and Materials	11:30am	12:00am
	60min	Lunch	12:15pm	12:45pm
Session 5	30min	Video: Maintaining Water Quality I the Distribution System	1:45pm	2:15pm
	15min	Discussion	2:00pm	2:30pm
	15min	Break	2:15pm	2:45pm
Session 6	90min	Review Procedure and Forms	2:30pm	3:00 pm
		End of Day	4:00pm	4:30pm

Session 1

Session 1 is the introduction. Start by introducing yourself, your name your position how long you have been with the City of Saskatoon and anything else you deem applicable. After your introduction discuss what they will be trained on, and example is given below. (If you have already introduced yourself to the group of staff many times, just gibe a brief explanation of the activity)

Introduction

The objective of this course is to train staff on repairing a water connection in a timely, efficient manner while minimizing disruption in service to the customer and insuring the repair meets current standards. Should substandard conditions of the peripheral infrastructure be identified, further renovations will be performed.

Session 2

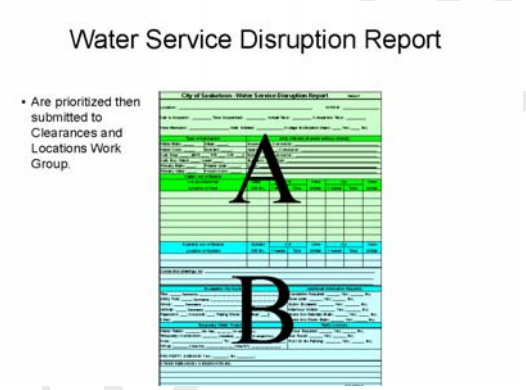
Session 2 begins the slide presentation on the methods and techniques section of water connection repair. The trainee's manual will be handed out at the beginning of this session. The overhead transparencies or power point presentation will be used. Show the slide and read any notes in the trainer's copy of the presentation. Feel free to discuss the slide further, if required. Due to time restriction try to get through about half of the slides before the break.

Methods and Techniques

Slide 1

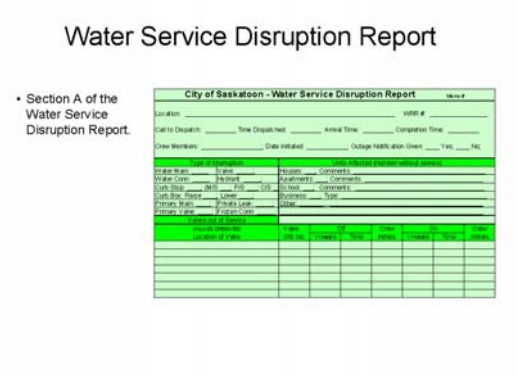
To prepare for this section familiarize yourself with the material. Hand out the trainee manuals prior to starting the presentation.

Slide 2



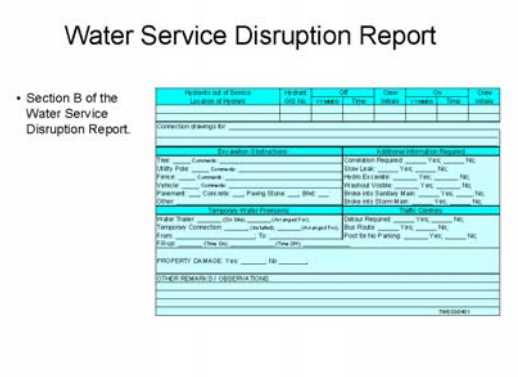
As the Water Service Disruption Reports appear, each request for repairs needs to be followed through.

Slide 3



Section A of the Water Service Disruption Report. Contains the general data, the type of interruption, the units affected and all the valves out of service.

Slide 4

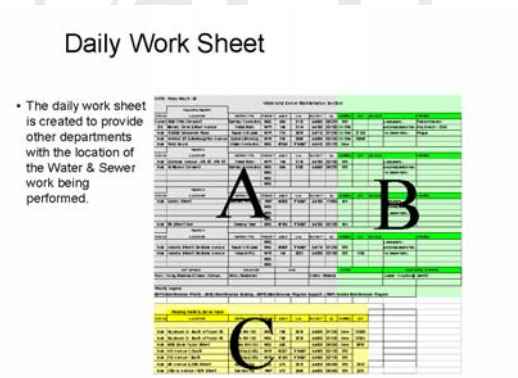


Section B of the Water Service Disruption Report contains hydrant, excavation, temporary water, traffic controls and any additional information.

Slide 5

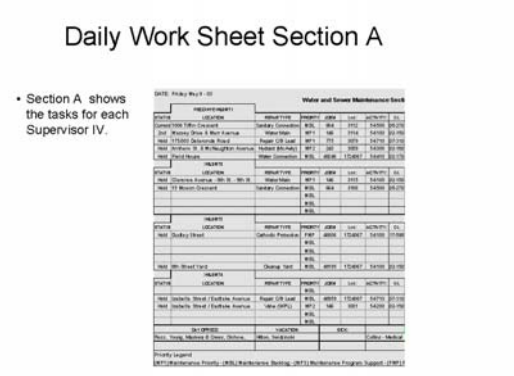
The Clearances and Locations Work Group will provide; drawings, utility locations, location numbers, and any required forms. If required the Clearances and Locations Work Group will coordinate the removal of objects obstruction the excavation like trees and utility poles.

Slide 6



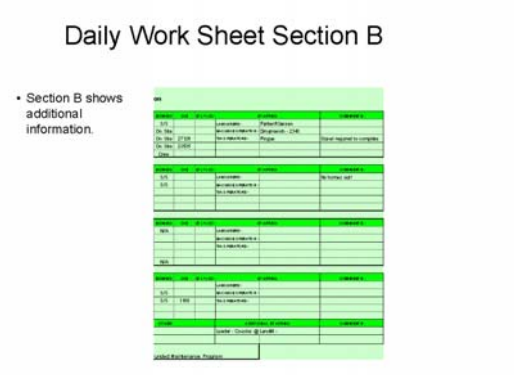
A daily work sheet is created to provide other departments with the location of the Water & Sewer work being performed that day.

Slide 7



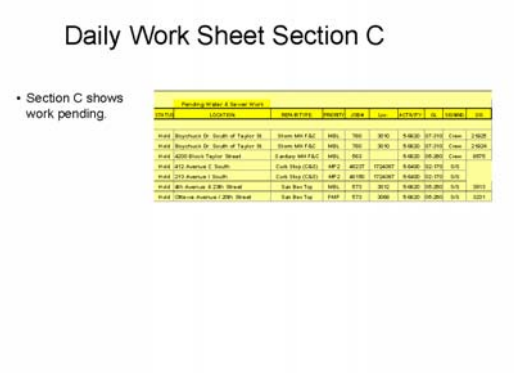
Section A shows the tasks for each Supervisor IV. In this view status, location, repair type, priority, GIS #, job #, location #, activity #, and GL # are shown. The staff not at work are listed at the bottom of section A.

Slide 8



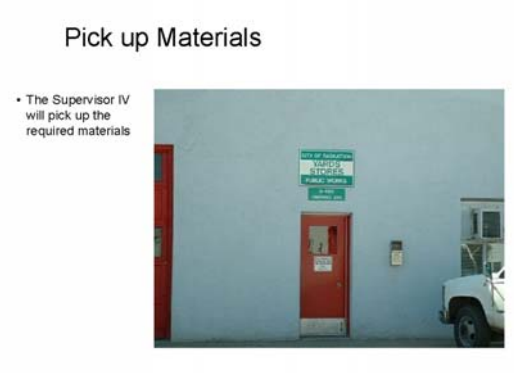
Section B shows additional information on signing, GIS#, utility locations, staffing and comments.

Slide 9



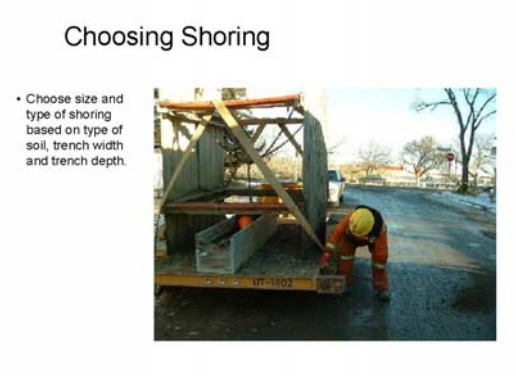
Section C shows pending work.

Slide 10



The Supervisor IV will pick up all materials that can be transported with a ¾ ton truck from Public Works Stores. (For larger material a truck hoist or tandem truck will be used)

Slide 11



Excavator/backhoe and type of shoring will be chosen based on type of soil, and the width and depth of excavation/trench. The Supervisor IV will choose which equipment to be used.

Slide 12

Upon arrival at the work site, an appropriate location for the trailers will be determined in order to keep them clear of the excavation site.

Slide 13

Representatives from utility companies can field locate their lines if required. All buried and overhead utilities shall be identified and marked prior to beginning an excavation. The Clearances and Locations Work Group representative or the Supervisor IV will mark the city owned utilities. Locations of the utilities will be a determining factor in performing the excavation.

Slide 14

Every effort should be made to cut the asphalt or concrete with an earth saw (winter), quickie saw or asphalt saw (summer), prior to excavating.

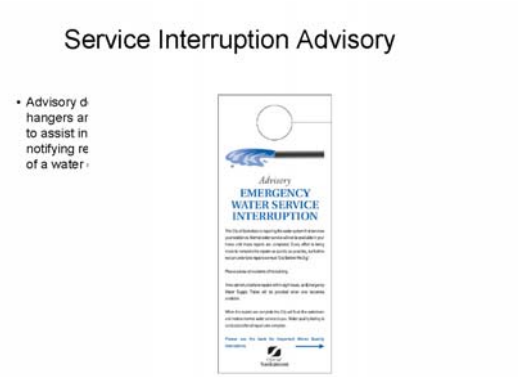
Slide 15

Asphalt or concrete will be stripped, separated and hauled away to the designated reclamation site. Asphalt and concrete are to be recycled.

Slide 16

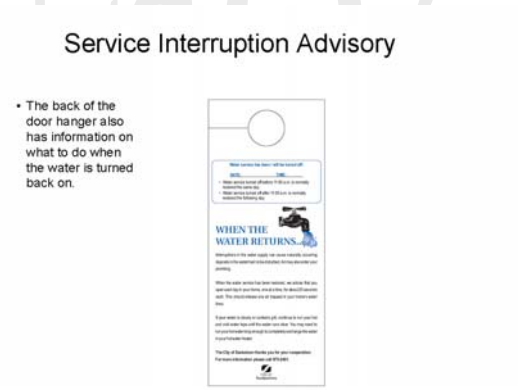
Emergency water supply trailers can be used to supply water to residents during a water outage. It is important to ensure the emergency water supply trailer is kept clean.

Slide 17



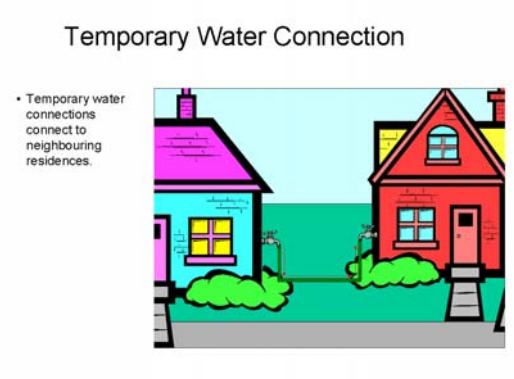
Service interruption advisories will be distributed in the case of a water disruption more than 1 hr but less than 36hr. Each affected residence will receive a door hanger on the main entrance door as well as a verbal message.

Slide 18



The date and time of the start of the water disruption must be written or stamped on the back of the hanger. Apartments require hangers on the main doors only. Gated communities will require hangers on each residence if access is given to the community, if not hangers may be posted on the main entrances.

Slide 19



Temporary water connections are sometimes used to supply water when a curb stop is being replaced. Temporary hook ups can be installed from neighbouring properties or a hydrant.

Slide 20

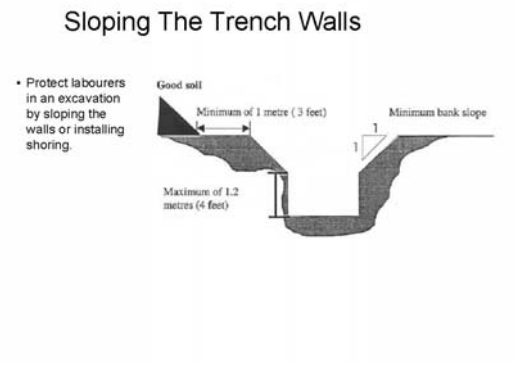
It is not always possible to excavate on the opposite side of the sewer connection, but try to do so when ever possible.

Note that the asphalt has not been cut with an asphalt saw.

Slide 21

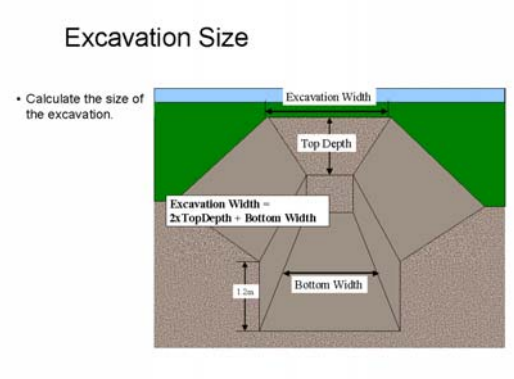
The trench will be sorted into salvageable material (wet or dry) and non-salvageable material. If stockpiling of salvageable material on site is not a viable option, a dumpsite will be used. The toe of the spoil piles must be a minimum of 1m (3feet 4inches) from the edge of the excavation.

Slide 22



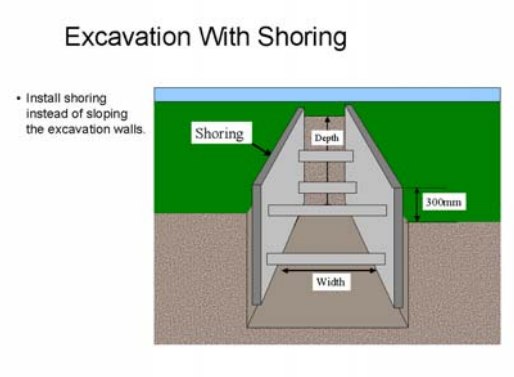
Protect labourers in an excavation by sloping the walls or installing shoring. A combination 1:1 (45 degree) slope and vertical face may be used, as long as the vertical face does not exceed 1.2m (4feet) and the overall depth of the excavation is not greater than 5m (15feet)

Slide 23



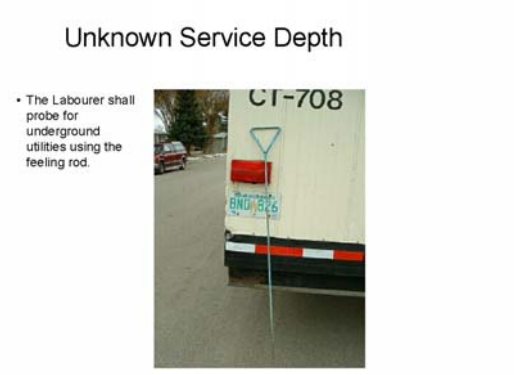
To calculate the size of the excavation if shoring is not used, determine the depth required. The depth can be determined by measuring manhole depths, valve casings, valve chambers etc. Use the formula shown.

Slide 24



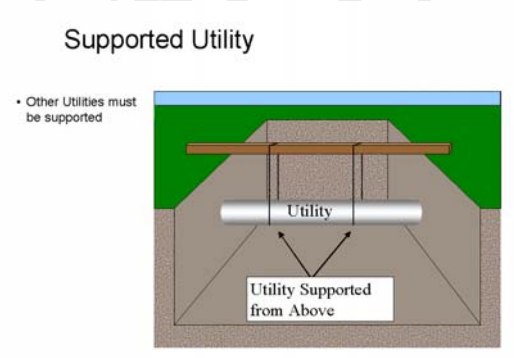
It is best practice to minimize the size of the excavation by installing shoring instead of sloping the excavation walls.

Slide 25



When locating a buried utility deeper than 1.2meters (4feet), shoring must be placed in excavation prior to worker probing for the utility The feeling rod can be used from out side of the excavation. Underground services within 600mm (2feet) of the excavation must be exposed by hand or other approved systems (hydro excavation).

Slide 26



Buried utilities will be supported as required during excavation.

Slide 27

In the event that a natural gas line is hit, the machine must be immediately turned off as the engine may ignite the gas (especially in calm conditions). In this photo the excavator hit an underground propane line.

Slide 28

If the vehicle contacts overhead power lines do not exit the vehicle until told it is safe to do so by qualified personnel. If a fallen live wire lies across the vehicle or the equipment, stay in place until the utility owner arrives. Do not attempt to move fallen wires. Always assume that the wires are energized and capable of injuring or killing. Inform Clearances and Locations Work Group and the Supervisor IV of the damaged utility.

Slide 29

Do not go in between the excavator bucket and the truck being loaded. Do not stand under the bucket of the excavator/backhoe. Keep clear of the swing of the turntable and reach of the excavator/backhoe.

Slide 30

No worker will enter a trench greater than 1.2m (4feet) in depth, without the installation of a temporary protective structure.

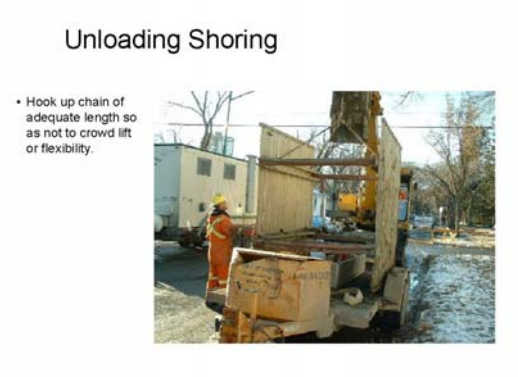
Slide 31

Should excess amounts of water be observed in the trench, prepare sump and install a submersible pump.

Slide 32

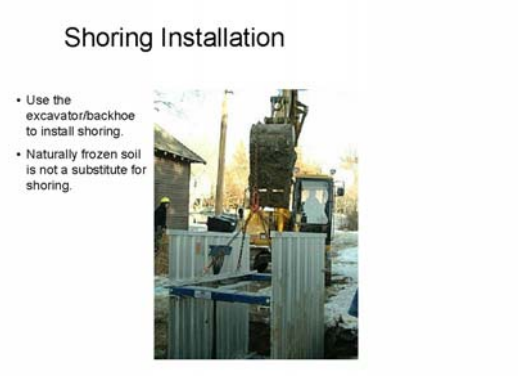
Make sure shoring and trailer, are clean and in proper working order for transporting. Shoring trailers shall not be used to transport material unless designated for such use. Park trailer where there are no overhead lines or tree branches. Check for cracks on the shoring eyebolts and chains. Ensure that tie down straps are in good condition (Not frayed or torn).

Slide 33



Hook up chain appropriately so as not to crowd lift or flexibility. Keep the chain short when transporting the shoring from the trailer to the excavation, this prevents the shoring from swinging excessively.

Slide 34



Position the excavator/backhoe far enough back so the shoring can be lifted and lowered safely. Use tag lines wherever possible. Naturally frozen soil is not considered safe and therefore must be shored.

Slide 35

Once the shoring is in the excavation the side panels must be expanded hydraulically to be tight against the excavation walls. Endplates must be installed if the ends of the excavation are not sloped.

Slide 36

All tools must be disinfected prior to use on a water connection repair, especially if they have been previously used on a sewer repair. Ensure that a proper disinfectant applicator is used.

Slide 37

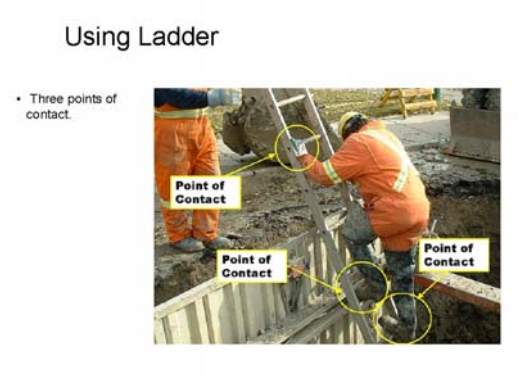
Clean off excess dirt with a rag and wire brush prior to soaking with disinfectant. Soak items with disinfectant solution (Min 5% Sodium Hypo-chlorite solution), let soak for a minimum of 7 seconds. Scrub item with a clean rag, and then rinse clean with disinfectant solution. Let tools dry before use.

Slide 38

After shoring is in place, install and secure the ladder in the excavation. Labourers must wear all the required personal protective equipment.

All hand tools are lowered into the excavation using a bucket and rope. **Never** throw tools into the excavation.

Slide 39



Three points of contact must be kept on the ladder when in use.

Slide 40

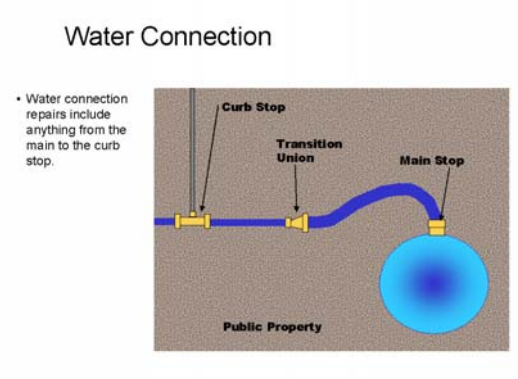
Expose pipe by removing soil with tunnelling shovel

Slide 41

Pipe should be washed in order to inspect condition and to determine what method and materials will be used to perform repairs.

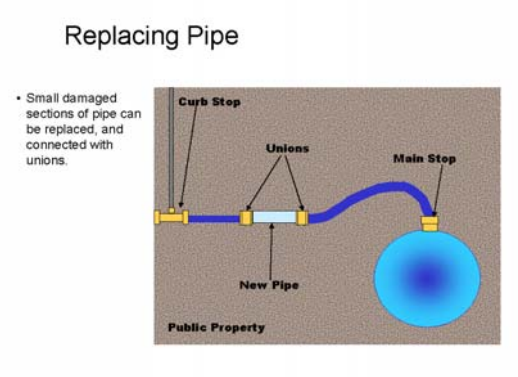
Slide 42

Slide 43



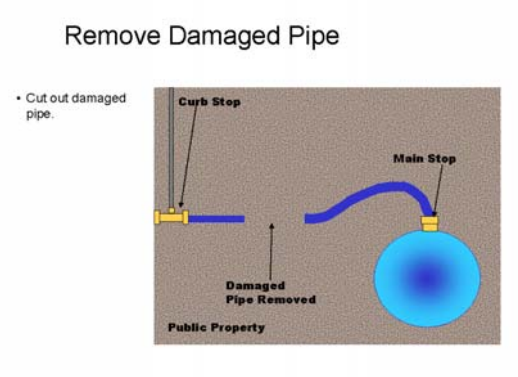
Water connection repairs include anything from the main stop to the curb stop. The repair can be the replacement of a section of pipe or the replacement of the main stop and the connection pipe.

Slide 44



If a small section of pipe is damaged it can be replaced with a new section of pipe and two unions

Slide 45

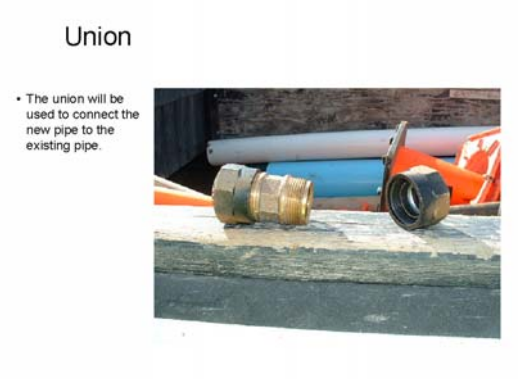


Remove the damaged pipe section and cut new pipe to fit.

Slide 46

If using polyethylene pipe, polyethylene inserts must be put into the pipe prior to inserting it into the union.

Slide 47



Unscrew the nuts on the ends of the union. Slide the nut onto the pipe, and then slide the pipe into the union until it hits the centring stop.

Slide 48

Tighten the nut on the union. Repeat the process with the other pipe end.

Session 3

Session 3 completes the review of the methods and techniques section of the slide presentation. You should be able to finish reviewing the slides during this session. Try to leave a little time at the end for a question period. Do not go on to the resources required section of the presentation, this will be covered in the next session.

Method and Techniques

Slide 49

Slide 50

If the main stop requires replacement it must not be inserted into old direct taps, instead a service clamp or tapping saddle must be used.

Slide 51

To remove the existing main-stop loosen the brass nut on the main stop and pull existing pipe out. Unscrew the main stop from the main, service clamp or tapping sleeve.

Slide 52

Move the existing pipe to make room for the repair. Tie a rag around the end to prevent debris from entering the pipe.

Slide 53

Clean entire circumference of water main, attention should be given to area around tapping hole. This will ensure the gasket seals properly.

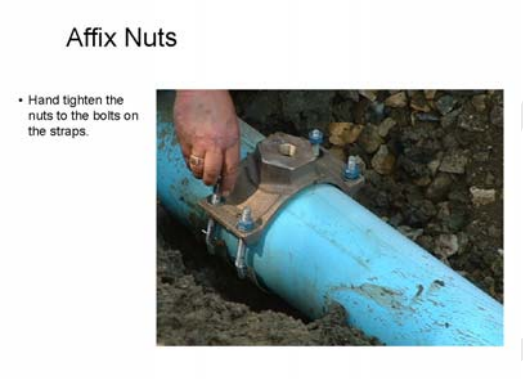
Slide 54

Set the top section of the service saddle on the pipe. Slip the strap under the pipe.

Slide 55

Slip the second strap under the pipe. Feed the threaded section of the straps through the top section.

Slide 56



Hand tighten the service saddle nuts onto the threaded sections of the straps.

Slide 57

Tighten the nuts with the strong arm.

Slide 58

Tighten new service clamp or tapping sleeve over cleaned pipe. Make certain the holes line up with water main and service clamp or tapping sleeve

Slide 59

Alternately tighten bolts to ensure even torque and periodically check alignment of the tapping. The service saddle shall be torqued to 45 ft-lbs and the tapping sleeve is torqued to 30-35 ft-lbs.

Slide 60

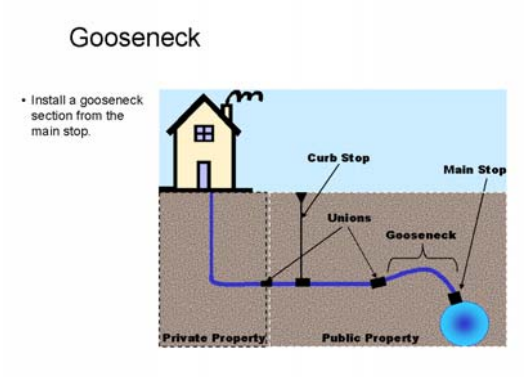
Install main stop into service clamp or tapping sleeve. Threads of main stop should be covered with Teflon tape. Tighten with pipe a wrench.

Slide 61

If the existing water connection pipe is copper or polyethylene than it can be reconnected to the curb stop. Ensure the pipe is checked for damage prior to re-connecting it.

Slide 62

Slide 63



If the existing water connection pipe is not copper or polyethylene the pipe must be cut back and a "goose necked" section of copper pipe will be installed from the main stop.

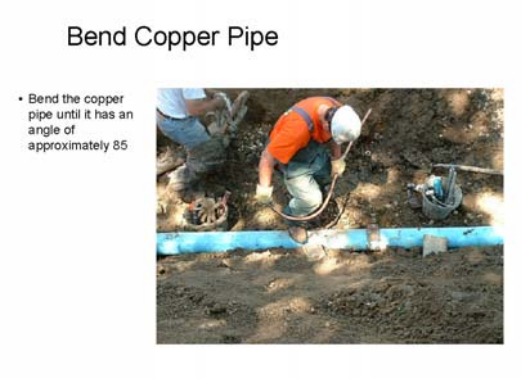
Slide 64

Cut existing pipe back approximately 1m (3ft). Make sure the new copper pipe is not flattened or deformed.

Slide 65

Cut a new piece of copper pipe with the copper pipe cutters.

Slide 66



Bend the pipe slowly so it angles about 85□ .

Slide 67

Join the two pieces of pipe (existing and gooseneck) together by means of a brass compression fitting or union

Slide 68

Connect the gooseneck pipe section to the water main. Take compression nut off main stop and slide over new copper

Slide 69

Insert pipe into main stop and slide nut back to hand start threads. Caution must be taken not to cross thread the nut. If having difficulty starting threads, wiggle copper pipe to align threads.

Slide 70

Tighten the compression nut onto the main stop, using crescent wrenches.

Slide 71

After both union and main stop have been tightened open main stop slowly.

Slide 72

Check the main stop and connection pipe for leaks.

Slide 73

Slide 74

A 12lb anode must be installed on copper service connections, connected to non-metallic water mains.

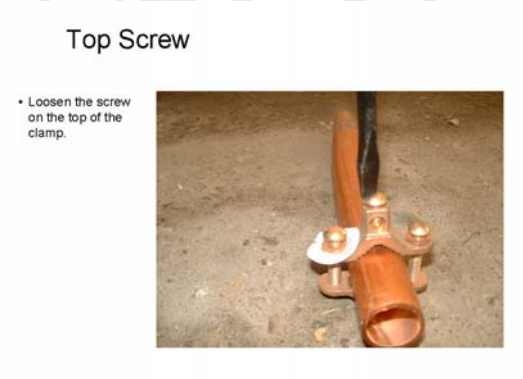
Slide 75

A brass anode clamp will be used to connect the anode to copper pipe. Loose the screws and open as shown in Figure 70 - Open Anode Clamp.

Slide 76

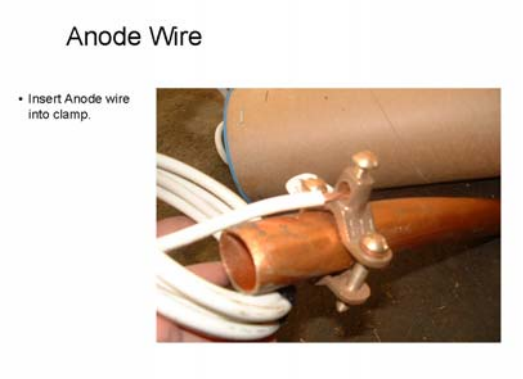
Install clamp onto pipe and tighten screws.

Slide 77



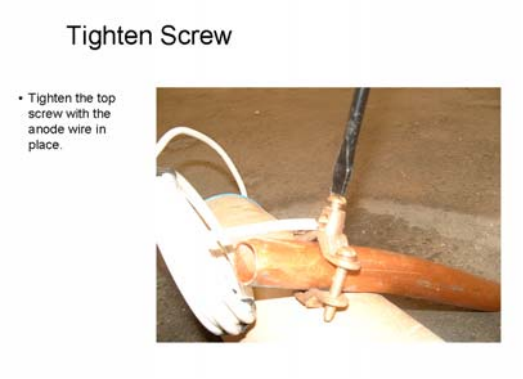
Loosen the top screw.

Slide 78



Insert the anode wire under the top screw of the clamp.

Slide 79



Tighten the top screw.

Slide 80

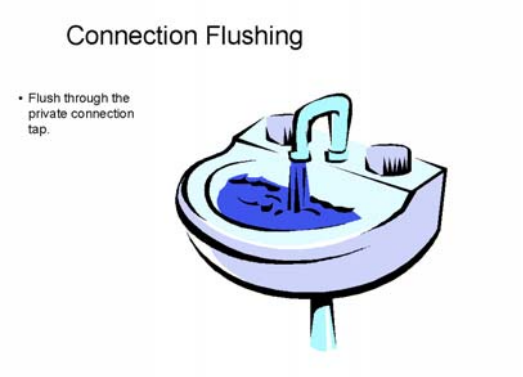
In order for the anode to work, the cardboard packaging must be wet. Depending of the ground conditions, it can take several months to a year before a dry anode will soak up enough groundwater to work efficiently. In order to allow the anode to function sooner, it is standard practice to soak the anodes with water before backfilling.

Slide 81

Slide 82

All hand tools and ladder are removed from excavation after the replacement is complete. **Never** throw tools out of excavation. Clean tools prior to storing.

Slide 83



The water connection will be flushed through a private tap for approximately 5min. If it is believed that the watermain has been contaminated the main will be flushed though the appropriate hydrant.

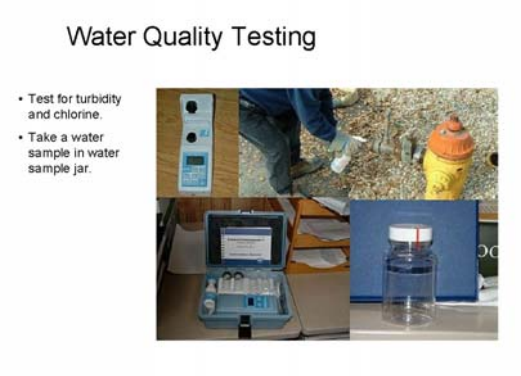
Slide 84

If a water sample is taken at a private tap, remove the aerator, flush the tap and then take the sample. Ensure the address and location of the taps is recorded.

Slide 85

If unable to flush the connection through a private tap or if it is believed the water main has become contaminated then use a hydrant for flushing. Disinfect throttle valve and hydrant port with disinfectant solution. Attach throttle valve and hose onto hydrant. Ensure throttle valve is open and run hose to the storm manhole or catch basin; alternately a diffuser can be used.

Slide 86



Test for turbidity and chlorine. Flush until turbidity and chlorine levels have been met. Take a water sample with the water sample jar. Deliver water sample to the water treatment plant for bacteriological testing. Follow the procedures in the water quality SOP.

Slide 87

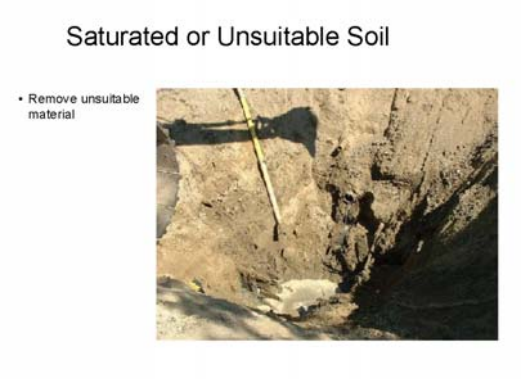
If the repair requires testing it will be left isolated from the rest of the water system until bacteriological results have been received.

Slide 88

Shoring is removed from excavation by the Excavator/Backhoe and placed on the trailer. Ensure shoring equipment and the trailer are cleaned, serviced, repaired or replaced and are ready for the next job. End plates must be stored in proper place on the trailer.

Slide 89

Slide 90



If soil conditions at base of excavation are unstable, remove unsuitable material and replace with crushed rock and/or granular material.

Slide 91

Cover services connection and mains with 150mm (6inches) of granular material and compact. Use spoil material if suitable. If not bring in clean backfill material.

Slide 92

Non-shrink backfill shall be used beneath (concrete or paving stone), sidewalks or driveways. Leave non-shrink backfill a minimum of 300mm (12inches) below grade.

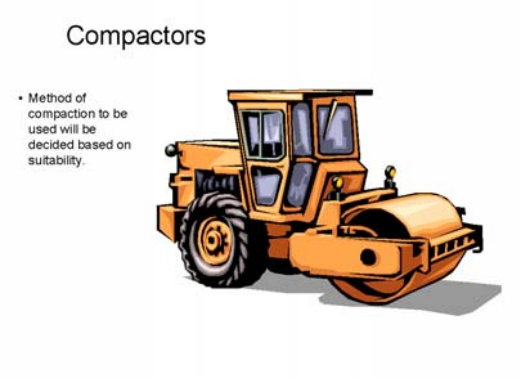
Slide 93

Ensure utilities are backfilled according to the specifications of the owner of the utility. A representative from the utility may be required to inspect and approve the bedding.

Slide 94

Backfill material should be free from loam [fertile material] sod, boulders, foreign material and frozen lumps.

Slide 95



There are many different types of equipment used for compacting. The equipment commonly used by the City of Saskatoon is given in the next slides.

Slide 96

Handheld plate tampers are to be used for compacting in the pipe zone, around manholes etc. Backfill shall be placed in 150mm (6inches) lifts.

Slide 97

Hydraulic tamper [excavator attachment] cannot be used closer than 1m (3feet) directly above pipe or service. Use with 150mm (6inches) lifts.

Slide 98

Walk behind vibratory compactor can be used around mains, connections and manhole barrels etc. Backfill shall be placed in 150mm (6inch) lifts.

Slide 99

Bucket tamping is not an approved method of compacting.

Slide 100

Before leaving the site all unnecessary traffic control devices will be removed, as per traffic control manual.

Slide 101

Others will perform site restoration.

Slide 102

Session 4

Session 4 reviews the last section of the slide presentation on resources required. Get the examples of the equipment out and ready to pass around. When discussing each piece of equipment have it passed around. It is easiest to have all the equipment laid out on a table in the same order as the slides. You should be able to finish reviewing the slides during this session. Try to leave a little time at the end for a question period.

Resources Required

Slide 1

To prepare for this section familiarize yourself with the equipment and material.

Slide 2

The number or staff required may vary depending on the size of the job.

Slide 3

There is one Supervisor IV.

Slide 4

Two labourers are required, one will work out of the excavation (top labourer) and one will work in the excavation (bottom labourer). Occasionally the (working) Supervisor IV will fulfill the role of top or bottom labourer.

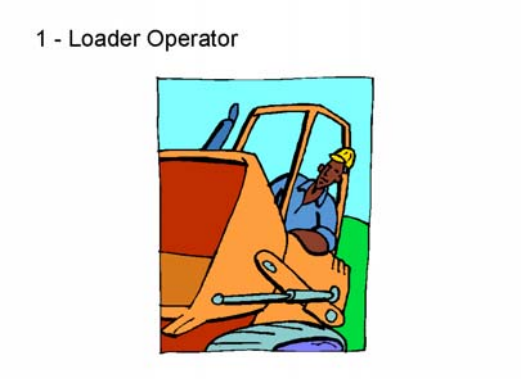
Slide 5

One backhoe/excavator operator will be required.

Slide 6

Two tandem axle truck operators may be required.

Slide 7



Occasionally a loader operator is required.

Slide 8

(If included) Get the box of example tools ready to pass around.
Pass each tool out when you come to that slide.

Slide 9

The feeling rod is used for finding buried utilities.

Slide 10

The tunneling shovel is used for digging around the pipe.

Slide 11

Shovel

The shovel is used for digging.

Slide 12

Broom

The broom is used for site clean up.

Slide 13

Drill with 1-1/16" Deep Socket

The drill is used to tighten the bolts on the service clamps or tapping sleeve.

Slide 14

Strong Arm

The strong arm is used for tightening the bolts on the service clamps or tapping sleeve.

Slide 15	Sledge Hammer 	The sledgehammer can be used for knocking the support block into place.
Slide 16	Pick Axe 	The pickaxe is used to break up hard soil.
Slide 17	Valve Key 	The valve key is used to open and close valves.
Slide 18	Disinfectant Sprayer 	The disinfectant sprayer is used to spray disinfectant solution on contaminated tools and equipment.

Slide 19	Asphalt Saw 	The asphalt saw is used to cut asphalt or concrete.
Slide 20	Emergency Water Supply Trailer 	The emergency water supply trailer is used to supply water to customers.
Slide 21	Crew Trailer 	The crew trailers are used for storage and as a mobile office.
Slide 22	Excavator/Backhoe 	The excavator/backhoe is used to excavate, but it can also be used to lift heavy equipment like shoring.

Slide 23	Shoring & Trailer 	Shoring is used in excavation to protect workers from the excavation collapsing.
Slide 24	Truck 	The trucks are used to haul material and tow trailers.
Slide 25	Front End Loader 	The front-end loader is used to load trucks with backfilling materials.
Slide 26	Hydrant Key 	The hydrant key is used to open and close hydrants.

Slide 27

Hydrant Hose

The hydrant hose can be used for hydrant flushing.

Slide 28

Diffuser

The hydrant diffuser is used to lessen the discharge from the hydrant.

Slide 29

Hydraulic Tamper

Hydraulic tamper is a attachment for the excavator. It is used to compact the soil.

Slide 30

Vibratory Compactor

Vibratory compactors are compactors used for small areas.

Slide 31

Handheld Plate Tamper

Handheld plate tampers are compactors also used to compact small areas.

Slide 32

Turbidity Meter

Turbidity is a measurement of particles in the water sample.
The more particles in the water, the higher the turbidity.

Slide 33

Chlorine Tester

The chlorine tester is used to test how much chlorine is in the water after the main has been disinfected and flushed.

Slide 34

Crescent Wrench

The crescent wrench can be used to tighten all fittings, and to open and close the main stop.

Slide 35

Copper Pipe Cutters

The copper pipe cutter is used to cut copper pipe.

Slide 36

Hacksaw

The hacksaw is used to cut the polyethylene or lead pipe.

Slide 37

Pipe Wrench

The pipe wrench can be used to tighten fittings.

Slide 38

Levelling Rake

The leveling rake is use to smooth and level the backfill

Slide 39

Torque Wrench

The torque wrench is used to supply a precise amount of torque.

Slide 40

Copper Pipe Bender

The copper pipe bender is used to precisely bend the copper pipe for the goose neck.

Slide 41

To prepare for the next section get the box of example materials ready to pass around.

Slide 42

Service Saddle

The service saddle is used to connect a water connection to the watermain.

Slide 43

Tapping Sleeve

The tapping sleeve is also used to connect the water connection to the watermain.

Slide 44

Polyethylene Pipe Insert

The polyethylene pipe insert is used to prevent kinking of the polyethylene pipe at the curb stops or unions.

Slide 45

Copper Pipe

Copper pipe is used by the City on water connections.

Slide 46

Brass Union

The brass union is used to connect copper and/or polyethylene pipe.

Slide 47

Transition Union

Transition unions are used to connect pipe with different outside diameters, like lead and copper pipes.

Slide 48

Water Sample Jar

The sample jar is used to take water samples to the water treatment plant for testing.

Slide 49

Cleaning Rags

Clean rags are used to clean the pipe.

Slide 50

Treated Wooden Blocks

The treated wooden blocks are used to support unions and the curb stop.

Slide 51

Session 5

Session 5 will include a work exercise and discussion. For an exercise, show a video and then discuss.

Show the Video: Maintaining Water Quality In the Distribution System.

Discuss any discrepancies noticed in the video.

Session 6

Session 6 will review the procedure and all the required forms. Start by handing out the procedure and review it. Hand out all the required forms, then review each. A general overview of the procedure and each form is given below.

Procedure Introduction

The procedure is a document that focuses: the roles and responsibilities of the required persons, for a specific task and the critical steps of the task.

Procedures are used primarily during training for a task, and then mainly as a reference document. Procedures should be auditable by either inspection during the process or by review of an audit trail upon completion of the process. Procedures are not intended to be used while the task is being preformed.

Water Service Disruption Report

This form is used to initiate maintenance. It has replaced the sewer and water maintenance memo. It is given to the locations department.

Daily Work Report

This is a list of all the work being performed or to be performed and who is performing the work. This form comes from the supervisor VI and goes out to all the supervisors IV and departments involved in a task.

Foreman's job report

This report details the work that has been completed. It is given to the supervisor IV with the worksite safety check sheet, by the locations department.

Worksite – Safety Check Sheet

This report lists all the safety requirements that must be met. It is handed out with the Forman's job report.

Standard Distribution System Flushing and Sampling Form

This is for tasks that require water quality testing. This form is taken with the water sample to the water treatment plant for testing.

Deep Excavation Notification Form

This form is filled out for excavations deeper than 5 meters. The form is sent to Sask. labour and Occupational Safety Superintendent (Charlie Cairns) from Corporate Services - Employee Services.

Weekend Material Data Sheet

This form is filled out on the weekend when supplies are taken from central or engineering stores. The form is given to stores.

Confined Space Entry Inspection Form

This form is filled out when staff enters a confined space, such as manholes and valve chambers. The form should be given to the supervisor.

Work Method Checklist

This form is taken to the job site and the critical steps are checked off as they are completed. The purpose of this form is to ensure none of the important steps are forgotten and to understand how each crew performs each task.

Advisory - Emergency Water Service Interruption (Door Hanger)

These hangers are to be distributed in instances where water service will be disrupted for more than one hour but less than 36 hours. These hangers will be given in conjunction with the conversation or left in the event that there is no one on hand to speak to. Using either the stamps in the kit or an ink pen, mark the

date and time on the top of the back of the advisory. Each home in the affected area should receive one door hanger on the doorknob of the main entry into the home or another visible access into the building.