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Approval process

审批过程

	Name **姓名**	**Title** **职务**	**Signature** **签名**	**Date** **日期**
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Relevant departments (select relevant departments with a "√")

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		Operation Dept. 校园运营部	√		

Relevant documents 相关文件

GB 8978-1996《污水综合排放标准》

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1. Purpose 目的

Standardize the operating requirements of the inspection standard for sewage discharged from sewage treatment stations on campus.

规范校内污水处理站排放污水检验标准操作要求。

2. Scope 范围

The requirements of this document are applicable to all laboratory cleaning wastewater detection and discharge operations of GTIIT.

本文件规定适用于广东以色列理工学院所有实验室清洗废水检测及排放操作。

3. Responsibility 职责

EHS Office EHS办公室：

- Supervise the implementation of this procedure and the discharge standards of the Campus sewage treatment station meet the requirements of Guangdong's water pollutant discharge standards;
  监督此程序的执行和监督污水处理站排放标准符合广东省水污染物排放标准要求；
- Assist in organizing relevant training work on safety, environmental protection, health and operation of related wastewater treatment stations;
  协助组织相关废水处理站安全、环保、健康和运行的相关培训工作；
- Coordinate relevant government departments' management requirements and feedback on wastewater station operation.
  协调相关政府部门对废水站运行的管理要求和反馈。

Person in charge of sewage treatment station (or the supervior)
污水处理站负责人（或管理方）：

- All facilities (equipment and structures) in the station should be intact and in good working condition;
  应该保证站内所有设施(设备及构筑物)的完好，并处于良好的运行工作状态；
- Strictly implement these operating procedures and the relevant regulations of the Campus to achieve safe operation and meet the requirements of wastewater treatment and discharge.
  严格执行本操作规程和学校相关规定，实现安全运行，达到废水处理排放要求；
- Responsible for daily monitoring of water quality at the Campus sewage treatment station, data recording and analysis, laboratory safety and hygiene

management at the sewage treatment station and instrument and drug spot check and preservation.

负责校污水处理站水质日常监测，数据记录、分析，污水处理站实验室安全卫生管理及仪器药品点检和保存；

- Manage various chemicals as required

  按要求管理好各种化学品

- If the equipment in the wastewater treatment station is found to be faulty, it should be removed and reported in a timely manner;

  发现废水处理站内设备存在故障，应及时排除和汇报；

- Responsible for operation records and water quality inspections, and periodically inspect equipment operation;

  负责运行记录和水质检测，定期巡回检查设备运行情况；

- Responsible for campus sewage system management and sewage discharge.

  对学校污水系统管理和污水排放负责。

- Timely and accurate reporting of any abnormal events occurring in the the Campus sewage treatment station.

  及时、准确汇报污水处理站内发生的任何异常事件

4. Terminology 术语

Guangdong Province Local Standard Water Pollutant Discharge Limit (DB44 / 26-2001) Level 3 Discharge Standard in the second period: The wastewater discharged into the municipal sewage pipe network after being processed by the campus laboratory must meet the above standards before it can be discharged.

广东省地方标准水污染物排放限值（DB44/ 26-2001）第二时段三级排放标准：校园内实验室处理后排放入市政污水管网的废水必须达到上述的标准，方可排放。

5. Process 流程

5.1. Collection and storage of water samples 水样的采集和保存

- Water sample collection is generally carried out through an automated wastewater monitoring system;

  水样采集一般通过废水自动化监测系统进行；

- If manual sampling is required, the following requirements must be performed:

  a) The water sample container must be cleaned according to the prrcess, and the daily water sample must be analyzed immediately. The storage samples must be added with a certain

preservative according to different analysis items, and in a specific environment (such as a special wastewater temporary storage refrigerator) and a specific temperature. (20-25 ° C).

b) Analysis should be performed as soon as possible after sample collection to slow down changes in the water sample.

c) Samples that cannot be analyzed need temporary storage in accordance with the above requirements..

如果需要人工手动采样，则必须以下要求执行：

a) 水样容器必须清洗干净，每日水样必须即时分析，需要存放的须按不同分析项目，加入一定的保存剂，并于特定的环境（如专用废水暂存冰箱）、特定的温度下（摄氏20-25 ˚C）进行保存。

b) 样品采集后应尽快进行分析，以减缓水样的变化。

c) 不能及时分析的样品，应按照以上要求进行暂存。

5.2. Wastewater monitoring laboratory analysis quality control requirements 废水监测实验室分析质控要求

- Experimental water must use pure water that meets the requirements of the test project.
  For analysis water with special requirements, it must be prepared in accordance with the relevant testing method requirements, and it can be used only after passing the inspection.
  实验用水必须使用符合检测项目要求的纯水。
  对于有特殊要求的分析用水，须按有关检测方法规定进行制备，经检验合格后方可使用。
- When using the reference reagent was accurately weighed Direct preparation of standard solution, the test method should meet accurately weighed requirements, formulated in a qualified class A volumetric flask, were prepared at least in duplicate, in parallel assays, the relative deviation of less than 2 %.
  采用基准试剂用精确称量法直接配制标准溶液时，则精确称量应符合检验方法的要求，在合格的A 级容量瓶中配制，至少分别配制二份，平行测定，其相对偏差应小于2%。
- Before washing glassware and sampling containers, the residual liquid in the bottle must be cleaned and rinsed with tap water, soaked in synthetic detergent for a while, then rinsed repeatedly with a brush, rinsed with tap water and rinsed thoroughly with distilled water three times, drained for use .
  玻璃器皿及采样容器洗涤前必须将瓶内残液倒净并用自来水冲洗干净，浸泡于合成洗涤剂中片刻，然后用毛刷反复冲洗，用自来水冲洗后再用蒸馏水充分淋洗三次，沥干备用。

5.3. Interference occurs or an abnormal condition processing method 出现干扰或异常情况的处理方法

- If there is interference during the water quality test, when the reliability of the results cannot be guaranteed, the test must be re-tested.
  在水质测试过程中如受干扰，当不能保证结果的可靠性时，则必须重新测试。
- If the serial number is found to be wrong, the sample is lost, or the conditions are out of control during the analysis, the analysis will be terminated and the sample will be reanalyzed.
  分析过程中发现编号有错，样品损失，条件失控等情况时，即终止分析，并重新取样分析。

5.4. Data recording and processing 数据记录及处理

- Record the sampling site conditions, raw data and written records such as field tests and laboratory analysis are original records.
  The original record is a true record of the test results, and the analyst should carefully fill in the original record.
  记录采样现场状况，现场测试和实验室分析等原始数据和文字记载属于原始记录。
  原始记录是检测结果的如实记载，分析人员应认真填写原始记录。
- The original recorded data must not be altered and deleted at will. If you need to change, you should draw two horizontal lines on the wrong data so that the data can still be identified. Then fill in the correct data on the upper right and sign it.
  原始记录数据不得随意更改和删减，如需更改时，应在错误的数据上划两条横线，使数据仍能辩明，然后将正确数据填写在右上方并签名。
- Analysts strictly adhere to confidential testing data and must not arbitrarily leak to outsiders without approval.
  分析人员严格遵守保密检测数据，未经批准不得随意向外泄露。
- The significant digits of the analysis data should be compatible with the sensitivity of the detection method. When recording a measured data, an uncertain significant digit is reserved at the end, and a maximum of 2 is significant digits after the decimal point.
  分析数据的有效数字应与检测方法的灵敏度相适应，记录一个测量所得的数据时，其末尾保留一位不确定有效数字，小数点后保留最多2 为有效数字。

5.5. Sewage discharge standards and basis 污水排放标准和依据:

- Guangdong Province local standard water pollutant discharge limit (DB44 / 26-2001) Level 3 discharge standard in the second period;

广东省地方标准水污染物排放限值（DB44/ 26-2001）第二时段三级排放标准；

- At the same time according to the content requirements of the sewage permit issued by the Ecological and environmental institutions for Campus sewage discharge;
  同时依据环保局针对学校污水排放颁发的排污许可证内容要求；
- The implementation of the EIA approval provided by the relevant government supervision authorities is required.
  以及相关政府监督主管部门提供的环评批复要求执行。

6. Annex 附件

None 无