

<b>Name of SOP</b>	Elkay Water Filter Replacement Procedure
Effective Date	October 2022
Author	Environmental and Occupational Health Support Services (EOHSS)
Reason for SOP	<p>Check All that Apply:</p> <p><input type="checkbox"/> Procedure/Process could cause critical injury.</p> <p><input type="checkbox"/> Procedure/Process could cause occupational illness.</p> <p><input type="checkbox"/> Procedure/Process could cause environmental impairment.</p> <p><input checked="" type="checkbox"/> Procedure/Process could damage University property.</p> <p><input checked="" type="checkbox"/> Supervisor's discretion.</p> <p>Provide Details:</p> <p>Perform filter replacements on ezH2O Bottle Filling Stations and Retrofitted Water Taps with Elkay filters across McMaster University main campus to ensure performance and standards meeting O. Reg. 169/03: Ontario Drinking Water Quality Standards at all filtered locations for health and safety of the campus community.</p>
Approved by (supervisor)	EOHSS manager Dane DeMan and Facility Services manager John Hemmer
Date reviewed by JHSC	October 2022

## Definitions

Terms	<p>Elkay- Water filter company</p> <p>ezH2O Bottle Filling Station- Water fountain model found in academic buildings on campus</p> <p>Retrofitted Water Taps- Filtered water taps found in residences and some campus kitchenettes</p>
Acronyms	<p>RMM – Risk Management Manual</p> <p>JHSC - Joint Health and Safety Committee</p> <p>EOHSS - Environmental and Occupational Health Support Services</p> <p>OHSA – Occupational Health and Safety Act</p>

## Requirements

<p><b>Applicable OSHA regulations and / or codes of practice.</b></p> <ol style="list-style-type: none"> <li>1. RMM #100 – Workplace and Environmental Health and Safety Policy</li> <li>2. RMM #101 - McMaster University Risk Management System</li> <li>3. O.Reg. 169/03: Ontario Drinking Water Quality Standard</li> </ol>
<p><b>Training and Competency</b></p> <ol style="list-style-type: none"> <li>1. Task to be completed by certified plumbers</li> </ol>

## Description of the Task

<b>Location and time of work</b>	Months of May-August
<b>Individuals involved</b>	Facility Services certified plumbers
<b>Equipment and supplies required</b>	Elkay Filters
<b>Personal protective equipment required</b>	Fabric Gloves

## Sequential Steps to Complete the Work Safely

### ezH20 Bottle Filling Station Filter Replacement

1. Remove lower cover of the stations by removing four screws located on the underside of the machine
2. Turn off the water supply and then dispense leftover water to relieve pressure by running either the bottle filler or fountain.
3. Turn the used filter one quarter clockwise to remove it from the filter head. Once free, dispose of the used filter properly.
4. With the new filter in hand, remove the red cap and insert it into the filter head. Turn fully counterclockwise and ensure you can see the blue label on the front once it is installed.
5. Turn the water supply and run the water for approximately two minutes to purge air and any fine carbon particles from the new filter.
6. Screw the lower cover back on
7. On newer models the filter status light will automatically reset but for older models follow the steps below.

### ezH20 Bottle Filling Station Filter Light Reset

1. Remove the two screws at the top of the machine and remove the top cover
2. Press down on the program button, located behind the counter display window, until the display changes and then release.
3. The display will scroll through two messages, reset filter and settings. When the display shows 'RST FLTR' press the button again.
4. The display will show FLTR=, press the button again so the display shows FLTR=0
5. The indicator light on the other side of the machine should now be green.
6. Replace the top cover.

### Retrofitted Water Tap Filter Replacement

1. Turn off the water supply and then open tap to dispense leftover water to relieve pressure.
2. Turn the used filter one quarter clockwise to remove it from the filter head. Once free, dispose of the used filter properly.
3. With the new filter in hand, remove the red cap and insert it into the filter head. Turn fully counterclockwise and ensure you can see the blue label on the front once it is installed.
8. Run the tap for approximately two minutes to purge air and any fine carbon particles from the new filter.

## Contingency Plan and Reporting

### Accident / injury response

N/A

### In the Case of Serious/Critical Injuries

Contact McMaster Security Services

### Equipment Malfunction

Contact supervisor

### Equipment shutdowns

Contact supervisor

## Environmental Responsibility

### Waste disposal procedures

Dispose of used filters in landfill receptacle

### Building air quality

N/A

## References

OHSA/ regulations  
RMM #100 McMaster University Environmental Health and Safety Policy  
RMM #101 McMaster University Risk Management System  
RMM #301 Standard Operating Procedures  
O. Reg. 169/03: Ontario Drinking Water Quality Standard  
Elkay Manufacturing product information

**Distribution**

1. Facility Services