

BEEGHLY POOL STANDARD OPERATING PROCEDURES

Revised June 2009

The overall responsibility of Beeghly Pool is the combined responsibility of the Director of Aquatic Programs, the Department of Environmental and Occupational Health and Safety (EOHS), the Facilities Department, Events Preparation and Athletics.

Director of Aquatic Programs

Duties

The Director of Aquatic Programs will be responsible for the following.

1. Recruit, train and recommend hiring and if necessary, termination of Aquatic Center Staff.
2. Coordinate and conduct in-service training seminars every semester.
3. Coordinate verification procedures, maintain records of state mandated certifications and cross over training to any new certification materials of Aquatic Center staff.
4. Coordinate Aquatic Center staff work schedules in accordance to state mandated requirements of pool usage for academic classes, instructional recreation sessions, open recreation use, varsity athletic practices and competition, special events, sponsored age group programs and other community based Aquatic Center use.
5. Maintain accurate records regarding health, safety and discipline incidents occurring in the Aquatic Center.
6. Assure daily pool side chlorine and pH levels are taken every four hours the pool is in operation.
7. Maintain daily pool chemical records.
8. Assure the pool water temperature is maintained between 81 and 84 degrees Fahrenheit and the pool area temperature is maintained between 82 and 88 degrees Fahrenheit.
9. Assure the pool bottom is cleaned when needed.
10. Assure the physical characteristics of the pool which includes water level, gutter level, water clarity, pool bottom conditions and water surface conditions are checked daily.
11. Institute policy changes when deemed necessary in accordance with State Health Code 3701-31.
12. Maintain certifications in Lifeguarding Instructor, CPR Instructor, First Aid Instructor, AED Instructor, Oxygen Administration Instructor, Disease Transmission Instructor, Scuba Certification and Certified Pool/Spa Operator.
13. Sign off on approval of YSU Reservation requests.
14. Set pool use schedule for opening/closing times, special events, classes, etc.
15. Notify Environmental and Occupational Health and Safety of any violations of SOP pertaining to the responsibilities of the Director of Aquatic Programs.
16. Close the natatorium when unsafe.

17. Notify appropriate personnel when circumstances require the pool to be closed. Whenever the pool is closed, other than scheduled closings, the following personnel shall be notified by the Director of Aquatic Programs.

- a. Director of Environmental and Occupational Health and Safety
- b. Executive Director of Facilities
- c. Events Manager
- d. Chairperson of Human Performance and Exercise Science if classes are being offered that semester.
- e. Swim Coach
- f. Dive Coach
- g. Athletics
- h. Campus Police

At times, the above individuals may not be available in case of emergency or pool closing therefore, refer to the last page of this SOP. It contains a list of contact persons, campus and home phone numbers and designees who should be contacted should the original person be unavailable. If the original contact is not available, the designee will be empowered to make all decisions which would normally lie with the original contact. Individual departments will develop procedures within their department as to when the designee will be contacted and his/her responsibility.

18. Place appropriate signage on all entrances to the pool when the pool is closed due to unforeseen circumstances.
19. Remove signage and inform appropriate personnel once the pool is reopened.

Facilities Maintenance

The Executive Director of Facilities Maintenance will make all decisions regarding the mechanical operation of Beeghly Pool. The decision relating to the closing of the pool for mechanical reasons will rest with the Executive Director of Facilities Maintenance. When such a decision is made, the Executive Director of Facilities Maintenance will contact the Director of Aquatic Programs. The Director of Aquatic Programs will be informed of the decision to close the pool and will contact the appropriate personnel and will post the appropriate signage. When the Executive Director of Facilities Maintenance decides to reopen the pool, the Director of Aquatic Programs will be notified and will reopen the pool and remove signage.

Duties

General

20. Maintain pool, pool area and related equipment.
21. Change lights.
22. Provide complete preventative maintenance schedule
23. Add chemicals as directed by EOHS.

Daily (5 days/week) Duties

Off hours maintenance personnel shall perform the following.

1. Check motor pump and operation.
2. Check chemical feed operation and amount of chlorine and acid available.
3. Check operation of water heater and adequacy of hot water as well as pool temperature.
4. Check amount of makeup water needed.

NOTE: If a problem occurs which cannot be corrected, contact Campus Police and they will contact the appropriate personnel.

Biweekly Duties

1. Inventory chemicals, filter media, spare parts for feeders and other supplies.

Environmental and Occupational Health and Safety

The Director of Environmental and Occupational Health and Safety (EOHS) shall be responsible for the chemical balance of the swimming pool water. This shall be accomplished by water testing that will determine the chemical and microbiological quality of the pool water. Decisions relating to the closing of Beeghly Pool due to water quality will rest with the Director of EOHS. The pool shall remain closed until reopened by the Director of EOHS. EOHS will notify the Director of Aquatic Programs of the decision to close the pool. The Director of Aquatic Programs will notify the appropriate personnel and post the appropriate signage. When the Director of EOHS decides to reopen the pool, the Director of Aquatic Programs will be notified and will reopen the pool and remove the signage.

Beeghly Pool is equipped with an automatic chemical feeding device which controls the addition of disinfectant and muriatic acid to the pool. EOHS personnel shall monitor this unit periodically by way of a computer modem. Adjustments to pool chemical concentrations will be made by EOHS personnel.

Duties

1. Perform the following water analyses according to the procedures outlined in Chemical Analysis of Swimming Pools, developed by EOHS. These protocols were developed in accordance with guidelines from the Ohio Department of Health Swimming Pool, Spa and Special Use Pool Rules set forth in the Ohio Administrative Code Chapter 3701-31 and in the Ohio Revised Code Sections 3749.01-3749.99.
 - a. Bacteriological analysis
 - b. Chemical analyses (pH, free chlorine, total chlorine, total alkalinity, calcium hardness, iron, copper and total dissolved solids)
2. Maintain records of all chemical and bacteriological analyses performed.
3. An automatic controlling device provides for continuous disinfection of swimming pool water. Periodically, additional chemicals may be required to maintain properly

balanced pool water. EOHS will determine the type of and amount of these chemicals and inform maintenance personnel when they are to be added. EOHS will keep records of such instances when additional chemicals are to be added.

4. EOHS will inform Maintenance personnel when to turn on and off the system that pumps sodium bicarbonate.
5. Report to the Director of Aquatic Programs any hazardous or potentially hazardous conditions which arise.
6. Provide safety training to personnel involved with the operation of Beeghly Pool.

Spill Procedure

In the event of a minor chemical leak and/or spill (defined as one pint or less), employees should follow the spill cleanup instructions given in the Material Safety Data Sheet (MSDS) for that chemical. In the event of a major spill and/or leak (defined as greater than one pint), employees should notify EOHS immediately. If the spill occurs after normal working hours, employees should contact Campus Police at extension 3527. They will contact personnel from EOHS,

Events Preparation

It will be the responsibility of the Events Manager within Events Preparation to handle all special events involving Beeghly Pool including making the necessary arrangements with potential users. The Events Manager will also verify that each potential user has general liability insurance naming Youngstown State University as an additional insured. Events Preparation will coordinate scheduling with the Aquatic Program Director and forward a schedule of all pool activities for each semester to all related departments in order to facilitate the planning of normal preventative maintenance work as well as the addition of any chemicals needed to maintain an adequately balanced swimming pool. The Events Manager will also take care of any special setup that may vary from daily pool operation configuration.

Athletic Department

It will be the responsibility of the Athletic Department to provide all items related to athletic events such as timers, scoreboards, etc.

Beeghly Pool Contact List

Contact Person	Area	Campus Phone	Designee	Campus Phone
Mike Bowman	Director of Aquatic Programs	1964/3488		
Dan Sahli	Director of EOHS	3700/3361		
John Hyden	Facilities Maintenance	3235	Vince Sacco	3234
Grant Springer	Events Preparation	3671	Christina Texter	2962
Rick Walker	HPES	3654		
Matt Anderson	Swim Coach	3673		
Nick Gavolas	Dive Coach	3189		
Elaine Jacobs	Athletics	2282		
Dispatcher	Campus Police	3527		