



**Diamond Environmental Services, LP**  
FIELD PROCEDURES FOR SERVICING PORTABLE  
2 BASIN HAND WASH SINKS

DES-FLD  
001

**1.0 Purpose**

The purpose of this procedure is to define the process for servicing of the 2-basin hand wash station once it is on the customer's site. The procedure describes the process for cleaning and disinfecting the 2-basin hand wash stations. This procedure covers all makes and models of the 2-basin hand wash stations rented by Diamond Environmental Services.

**2.0 Scope**

The scope of this procedure includes all activities and processes associated with for cleaning and disinfecting the 2-basin hand wash stations.

**3.0 Forms to use**

**3.1** Service trucks are equipped with GPS that is used to track the driver routes and completion of portable services.

**4.0 References**

- 4.1** 29 CFR§1915.88(e)(2)(i)
- 4.2** 29 CFR§1915.88(e)(2)(ii)
- 4.3** Flo-Quat Disinfectant SDS (Used during COVID-19 Pandemic)

**5.0 Definitions**

None

**6.0 Exclusions**

None

**7.0 General rules**

The procedures below must be followed to ensure each portable 2-basin hand wash station is maintained in a clean and sanitary condition

**8.0 Procedure**

- 8.1** Pull service truck within 25 ft. of sink-unit
- 8.2** Visually inspect the sink-unit for cracks, leaks, missing or broken parts – fix or replace
- 8.3** Dry pump gray water from waste tank
- 8.4** Scrub sink-unit surface with soap & water using scrub-brush
- 8.5** Spray sink-unit with fresh fill water from top to bottom
- 8.6** Fill the sink-unit with the fresh water
- 8.7** Re-secure the units supply water fill-port cap and waste port cap
- 8.8** Wipe down entire unit with disinfectant wipe
- 8.9** Restock (fill) the paper towels and soap dispensing reservoirs



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**9.0 Training of Employees on Portable 2-Basin Hand Wash Sink Servicing Procedures**

- 9.1 Train employees on servicing procedures thoroughly in order to create concise understanding of protocol,
- 9.2 Demonstrate this procedure to employees physically,
- 9.3 Observe employees performing procedure and correcting behavior as needed,
- 9.4 Perform refresher training as needed.
- 9.5 Conduct routine supervisory field inspections to ensure procedural compliance; identify and address training needs.

**10.0 Distribution of the Procedure**

This procedure will be distributed to customers upon written request

**11.0 Signature Block**

| Action      | Responsible Party                   | Signature |
|-------------|-------------------------------------|-----------|
| Written by  | Judy Hernandez,<br>EH&S Coordinator |           |
| Checked by  | Tracy Mendoza,<br>VP Operations     |           |
| Approved by | Alex Fortunati,<br>President DES    |           |