



Diamond Environmental Services, LP

STANDARD OPERATING PROCEDURE (SOP)

RESTROOMS

DES-SOP

1.0 Purpose

The purpose of this procedure is to define the process for servicing of the portable restroom once it is on the customer's site. The procedure describes the process for cleaning and disinfecting the portable restroom.. This procedure covers all makes and models of the portable restrooms rented by Diamond Environmental Services. (Hereinafter will be referred to as DES or Company). .

2.0 Scope

The scope of this procedure includes all activities and processes associated with for cleaning and disinfecting DES portable restrooms.

3.0 Forms to use/Documentation

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

4.0 References

- 4.1** ISO 14001:2015
- 4.2** All Gone Cleaner SDS
- 4.3** Ever Pro Tablet SDS
- 4.4** J-Spray SDS

5.0 Definitions

None

6.0 Exclusions

None

7.0 Responsibility

7.1 Site Managers

Ensure all field operations are completed and issues with customer are resolved in an efficient manner.

Ensure all employees are trained properly

7.2 Employees

Employees are responsible for the cleaning, restocking, and overall appearance of all DES portable restrooms.

8.0 Procedure

8.1 The restroom servicing is tracked via GPS.



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9.0 Portable Restroom Design

- 9.1** DES portable restrooms are designed to be easily cleaned using rigid, non-absorbent, smooth light colored materials.
- 9.2** DES portable restrooms are ventilated and are screened to keep flies and other vermin away from the waste material.
- 9.3** Design of the toilet prevents splashing of the liquid waste on the user, growing area, road, etc. The liquid waste tank for excreta has a 40-gallon capacity.
- 9.4** Design should include a toilet paper holder.
- 9.5** Handwashing facility is part of select restroom design/located adjacent to portable restroom. Handwashing facility design includes:
 - Supply tank filled with purchased city water, with up to 12 gallons capacity
 - Tank to capture the waste water of at least 20 gallons capacity
 - Tank to capture the waste water of at least 20 gallons capacity (spent handwashing water is not allowed to drain on the ground)
 - Soap dispenser
 - Paper towel dispenser
 - Sink maintenance/cleaning is performed with purchased city water, All Gone cleaner (as needed), and a dedicated scrub brush to remove loose debris and residue left between services. Upon completion of service, all paper items and soap are restocked in the unit, as needed.

10.0 Emptying of Portable Restrooms

- 10.1** All portable restroom servicing occurs where the truck can easily access the restroom..
- 10.2** Waste tank is evacuated by a trained service driver.
- 10.3** The suction pipe (wand) is confirmed to be free of loose particles before it is placed on the truck.
- 10.4** The suction pipe (wand) is shaken free of loose particles before being removed from the portable restroom tank and placed back on the liquid haulage waste truck.
- 10.5** Gray water waste is suctioned from the handwashing tank.
- 10.6** A record of toilet emptying is maintained by DES using GPS to track location and time specific to that site, and the driver name.

11.0 Cleaning of Portable Toilets

11.1 Materials Used

11.1.1 Chemicals

Chemical Type	Product Trade Name	Dilution	PPE	Comments
Cleaner	All Gone	Pre-diluted	Gloves	As needed



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Deodorizing Waste Treatment Tablets	Ever Pro Tablet	None	Gloves	1 tablet per unit
Fragrance	J-Spray	None	Gloves	As needed

11.1.2

The chemical label details are followed according to GHS guidelines. Personal protective equipment (PPE) is used at all time, and rinse instructions are properly followed for chemical use, if applicable. Only purchased municipal water is used for cleaning

12.0 Safety Precautions

12.1 All chemical label instructions are followed.

All PPE equipment is worn as per the chemical label recommendation and also following any DES policy regarding PPE usage.

13.0 Portable Toilet Cleaning Procedure

13.1 DES service drivers will remove and dispose of trash inside of the restroom.

13.2 DES service drivers will rinse the equipment with municipal water from truck, rinsing from the upper portion of the restroom, to the lower portion. Use the fresh water hose from the truck to rinse away debris, while making sure to not overspray and cause splash back.

13.3 Using a disinfectant wipe, clean the inside of the restroom and be sure to include the walls, door tank, and floor. Ensure that all areas are cleaned and scrubbed as needed.

13.4 Once the portable restroom is visibly clean, add 1 Ever Pro tablet to tank with 5 gallons of water.

13.5 Portable restroom will air dry.

13.6 Fresh water tanks will be refilled with municipal water from the DES truck during each service

14.0 Restocking of Portable Restrooms

14.1 Portable restroom facilities are stocked with:

- Toilet paper
- Handwashing municipal water (in premier/solar restrooms only)
- Soap/hand sanitizer (in premier/solar restrooms only)
- Single use paper towels (in premier/solar restrooms only)
- Toilet seat covers(in premier/solar restrooms only)

14.2

Sufficient supplies will be left by DES, however, no extra supplies are to be left in the units. Customer can also order extra supplies from the DES office.

15.0 Maintenance of Portable Restrooms

15.1 Maintenance is performed by Diamond Environmental Services

Maintenance and other corrective actions occur immediately if the portable restrooms are



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found to be leaking in any way. Maintenance work needed is communicated to site manager or service driver who contacts DES main office to schedule service.

15.2 Customer Owned Restrooms

DES only services customer owned restrooms and will not repair any customer owned restrooms. However, DES employees will notify the site manager of any possible maintenance issues to any customer owned units, who will then follow up to notify customer.

16.0 Distribution of the Procedure

This procedure will be distributed to customers upon written request