

CODE MANUAL

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62 XX – LIFT STATIONS

Use these codes for all work done on lift stations

Explanation

The first four numbers represent the location where work was performed. A list of these locations is shown below.

The last two numbers indicate the type of work performed. The work codes are listed at the end of this section.

Location Code

6201	Levin Road	6236	Ravenswood
6202	Silverdale Beach Hotel	6237	Cottonwood
6203	Silverdale	6238	Kariotis Mobile Home Park
6204	Bucklin Hill	6239	Crista Shores
6205	Out of service	6240	Hidden Valley
6206	Parkwood East	6251	Clearbrook Inn
6207	Fairgrounds Road	6261	Sunset East
6208	Kariotis	6262	Meadow Lane Eastates
6209	Brownsville	6263	Esquire Hills
6210	Olympic High School	6264	Clear Creek Mobile Home
6211	Firglade	6265	Illahee North
6212	Newberry Hill	6267	New Keyport
6213	Eldorado Hills	6268	Klahowya
6214	Erlands Point	6269	Blueberry Meadows
6215	Out of service	6270	
6216	Out of service	6275	Bremerton Treatment Plant
6217	Bangor	6270	Bremerton Hwy (Westbay)
6218	Trikkala		Kingston
6219	Nels Nelson/Bucklin Hill	6241	Waterfront
6220	Nels Nelson	6242	Kingston Junior High
6221	Island Lake	6243	Kingston Elementary
6222	Ridge Top/Bucklin Hill	6252	Kingston Bus Barn
6223	Military Rd/Waaga Way	6271	Ki Kingston (old plant)
6224	Keyport Trace	6272	Kingston High School
6225	Silver Creek	6273	One Maple Lane
6226	Gooseberry/The Crest Div 2		Manchester
6227	Poulsbo Meter # 327	6245	Daniels Road
6228	Lemolo Valve	6246	Caraway
6229	Keyport Meter	6247	Hemlock
6230	Canyon Estates	6248	EPA Lab
6231	Treemont	6249	Megan Heights
6232	Riddell Road	6250	Blackstone
6233	Mobile Home Park Road		Suquamish
6234	Central Valley/McWilliams	6253	Suquamish Waterfront
6235	Cottonwood Canyon	6254	Division Street

Miscellaneous		Homeowners	
6296	Johnson Road Cl ₂ Station	6257	Central
6297	Out of service	6259	Miller Bay Estates
6298	Out of service	6260	Suquamish
6299	A/S #3 – Central Valley/HWY 308	Lynwood Center	
			Pump Station # 1

63 XX TREATMENT PLANTS

Use these codes for all work done at treatment facilities

Explanation

The first four numbers represent the location where work was performed. A list of these locations is shown below.

The last two numbers indicate the type of work performed. The work codes are listed at the end of this section.

Location Code

6390	Central Kitsap Treatment Plant
6391	Kingston Treatment Plant
6392	Manchester Treatment Plant
6393	Suquamish Treatment Plant
6394	Lynnwood Center
6398	Miller Bay Estates

65 XX – COLLECTION SYSTEMS

Use these codes for all work done on the collection / transmission systems

Explanation

The first four numbers represent the location where work was performed. A list of these locations is shown below.

The last two numbers indicate the type of work performed. The work codes are listed at the end of this section.

Location Code

Administrative Code	
6500	General
Navy / Poulsbo Codes	
6501	L/S 17 To Tagholm Rd (Bangor)
6502	Johnson Road / Sr 305 To L/S 17 (Poulsbo)
6503	L/S 16 To Tagholm Road (KC/Keyport/Poulsbo)
6504	Tagholm Rd To L/S 15 (KC/Bangor/Keyport)
Transmission Codes	
6520	L/S 15 To CK Plant (KC / Bangor / Keyport / Poulsbo)
6521	L/S 4, 6, 7, 9, 19, 20, 23, 35, & 37 To CK Plant
6522	Suquamish L/S 1 To Suquamish Plant
6523	Kingston L/S 1 To Kingston Plant
6524	EPA Lab To Manchester Plant
6525	McCormick Woods
Collection Codes	
6560	Central
6561	Keyport
6562	Poulsbo
6563	Silverdale
6564	Tracyton
6565	Meadowdale
6566	Bucklin Hill Ridge
6567	Chico
6568	Bangor
6569	Miller Bay Estates
6570	Kingston
6571	Manchester
6572	Suquamish
6573	Navy Yard City

WORK CODES

W/C NO	WK CODE TITLE	SEWER WORK CODE DESCR	4021	4022	4023	4024	4025
1010	FLSA Pay Adjustment	Requested by Payroll	X	X	X	X	X
00	General Admin	General costs associated with administration of ea division	X	X	X	X	X
01	Supervision	Supervision of maintenance & operations staff, inc dev of job tasks	X	X	X		
02	Bldg & Site Maintenance	Maintenance/upkeep of bldgs/grounds, inc janitorial, loc code req Navy & Poulsbo	X		X		
03	General Operations	General ops costs, inc permits, fees, utilities, disposal, all costs not itemized	X	X	X	X	X
04	Operation Checks	Operational monitoring of lift stations/equip, loc code req Navy & Poulsbo	X				
05	Emergency Response	Emergency response to system alarms, loc code req Navy & Poulsbo	X	X	X		
06	Equipment Repair	Repair/replacement of equipment & systems		X	X		
07	Preventative Maintenance	Routine, schedule preventative maintenance of equip/sys, loc code Navy/Poulsbo	X	X	X		
08	Line Repair	Costs associated with line repair			X		
09	Computer Services	Computer support, programming, data mgmt, other I.S. services		X	X		
10	Laboratory Services	Operation of laboratory, must have loc code of 6400/6401/6402/6403	X				
11	Septic Facilities	Cleaning, maintenance, & monitoring of septic tank processing facility	X		X		
12	Pigging	Costs of running foam pigs through force mains to clean them			X		
13	Saddle Installation	Hookup of new residences to an existing sewer line			X		
14	General Lift Station Maintenance	General maintenance/monitoring of lift stations, inc wet wells, loc Navy/Poulsbo					
15	Accounting Services	Accounting services, inc services provided by Auditor's office					X
16	Utility Billing Services	Prep, processing, distr, posting of sewer bills, staff, supplies, post, equip					X
19	Training	Staff time, tuition, expenses for staff training, inc travel, lodging, etc	X	X	X	X	X
20	Safety Requirements	Safety meetings, & other safety requirements, inc purchase of equipment	X	X	X		

WORK CODES

W/C NO	WK CODE TITLE	SEWER WORK CODE DESCR	4021	4022	4023	4024	4025
21	In House Meetings	Staff meetings for program & work planning, management, direction	X	X	X		
22	TV Lines	Closed circuit TV monitoring of sewer lines			X		
27	Drain field Maintenance	Maintenance/upkeep of community drain fields, loc code 6569 Miller Bay Estates			X		
28	Smoke Testing	Locating infiltration & inflow (I & I) into sewers			X		
29	Root Foaming	Removal of tree roots from sewers			X		
30	Sludge Removal	Sludge removal at the treatment plants	X				
31	Grit Removal	Grit removal at the treatment plants	X		X		
32	Structure Maintenance/Repair	Maintenance, repair, repl of existing lines, manholes, force mains			X		
35	GIS Mapping/Model	GIS mapping & modeling of sewer system				X	
39	Inventory Control	Mgmt of inventories, inc purchasing, storing, disbursing, & storeroom	X		X		X
40	Air Vac Service/Repair	Service & repair of air vacs along force mains			X		
41	Locate Line	Locating sewer lines for other utilities or const companies			X	X	
43	Side Sewer Inspection	Inspection of building side sewers				X	
44	Plan Review	Rev of dev projects inc pre-apps, tech reviews, & plan reviews				X	
45	Const Inspection	Inspection of main & pump station construction				X	
46	Vacuum Excavation	Locating underground utilities with educator truck (potholing)			X		
52	Odor Control	Appl of gaseous chlorine or liquid sodium hyperchlorite for odor control	X				
54	Manholes/Raise/Lower	Raising or lowering of manholes to align with roadway grades			X		
55	Manholes/Sealing	Process of applying sealing solution to manhole, ring or lid			X		
56	Grease Trap Inspection	Inspection of restaurant grease traps			X		
6100	Reimbursable Work	Providing services to other depts, agencies, requires W/O	X	X	X	X	X
6300	Int & Other Debt Cost	Payment of interest & other debt service costs on long term debt					X
6400	Other Financing Uses	Operating transfers considered contributions to funds					X

Pay codes	Description
001	Regular time
007	Leave without pay
011	Summer Help
014	Extra Help
022	Straight Overtime
023	Overtime
024	Double time
050	Leave without Pay FMLA
093	Call Back Worked at 1.5
292	Call Back Worked 2X
293	Call Back Not Worked
119	Call Back Phone call response 1.5
109	Call Back Phone call response 2X
605	Call back comp earned at 1.5
606	Call back comp earned at 2X
615	Comp Time
616	Comp double time
617	Comp Straight time
620	Comp Time used
095	Floating Holiday
096	Holiday worked at 1.5
097	Paid Holiday
098	Holiday worked straight time
094	Bereavement Leave
826	Bereavement Leave extra days for out of town
048	Jury Duty
049	Military Leave
720	Annual Leave
721	Annual Leave FMLA
723	Time Loss Annual Leave
808	WA Family Care Medical Act Leave
820	Sick Leave
821	Sick Leave FMLA
823	Time Loss Sick Leave