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**Standard Operating Procedure
for**

Responding to Elevator Pit Leak Alarms

REVISION

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3	DCN2726	Update for nomenclature, branding, document owner, and bringing up to current document standards.	8-11-23	M. Kochan	J. Melino

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1 PURPOSE AND SCOPE

The procedure has been established to provide clear direction on the steps to be taken when an elevator pit leak alarm is received.

This purpose of this procedure is to properly handle liquids within the elevator pits and prevent unintentional discharge of hydraulic oil.

The ERT, Security and FOG crew members on duty shall be responsible to follow this procedure.

2 PROCEDURE

When an elevator pit leak alarm is received, follow the established procedure for the applicable building located in the appendices.

3 PREVENTIVE MAINTENANCE (PM)

PM is set up in CMMS to test the leak detection alarms on a semiannual basis when the elevators are inspected.

4 RECORDS

This procedure will be kept in the [NY CREATES](#) Document Control system. It will be maintained by the System Owner and System Operator.

5 APPENDIX

Appendix A: CESTM Elevator Sump Alarm Procedure

Appendix B: NFE Elevator Sump Alarm Procedure

Appendix C: NFN Elevator Sump Alarm Procedure

Appendix D: NFS Elevator Sump Alarm Procedure

Appendix E: NFX Elevator Sump Alarm Procedure

Appendix F: NFC Elevator Sump Alarm Procedure

Appendix A: CESTM Elevator Sump Alarm Procedure

CESTM Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system.
Alarm Reads: *CESTM FL1 ELEV PIT LIQUID LEAK ALARM*
- 2) Alarm page goes out to ERT and FOG.
- 3) ERT, Security and FOG respond to location of alarm and verify there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be disposed of in a sanitary drain.
- 9) This pit does not have a sump pump. Use a portable pump or shop vac to remove liquid and dispose of in a sanitary drain.
- 10) If EHS confirms liquid in pit needs to be transported off site for proper disposal, an alternate means of collection will need to be performed.
- 11) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.

Appendix B: NFE Elevator Sump Alarm Procedure

NFE Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system.
Alarm Reads: *NFE FL1 WEST ELEV PIT LIQUID LEAK ALARM*
OR *NFE FL1 EAST ELEV PIT LIQUID LEAK ALARM*
- 2) Alarm page goes out to ERT and FOG.
- 3) ERT, Security and FOG respond to location of alarm and verify there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be pumped to a sanitary drain.
- 9) Locate switch on wall of elevator shaft used to energize elevator sump pump. After switch is unlocked, energize sump pump to pump water to a sanitary drain.
- 10) If EHS confirms liquid in pit needs to be transported off site for proper disposal, an alternate means of collection will need to be performed.
- 11) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.

Appendix C: NFN Elevator Sump Alarm Procedure

NFN Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system.
Alarm Reads: *NFN FL1 FRIEGHT ELEV PIT LIQUID LEAK ALARM*
OR *NFN FL1 PASS ELEV PIT LIQUID LEAK ALARM*
- 2) Alarm page goes out to ERT and FOG.
- 3) ERT, Security and FOG respond to location of alarm and verify there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be pumped to a sanitary drain.
- 9) Locate switch on wall of elevator shaft used to energize elevator sump pump. After switch is unlocked, energize sump pump to pump water to a sanitary drain
- 10) If EHS confirms liquid in pit needs to be transported off site for proper disposal, an alternate means of collection will need to be performed.
- 11) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.

Appendix D: NFS Elevator Sump Alarm Procedure

NFS Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system.
Alarm Reads: *NFS FL1 ELEV PIT LIQUID LEAK ALARM*
- 2) Alarm page goes out to ERT and FOG.
- 3) ERT, Security and FOG respond to location of alarm and verify there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be pumped to a sanitary drain.
- 9) Locate switch on wall of elevator shaft used to energize elevator sump pump. After switch is unlocked, energize sump pump to pump water to a sanitary drain
- 10) If EHS confirms liquid in pit needs to be transported off site for proper disposal, an alternate means of collection will need to be performed.
- 11) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.

Appendix E: NFX Elevator Sump Alarm Procedure

NFX Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system. Alarm reads one of the following:
 - *NFX CHEMICAL ELEVATOR PIT LIQUID ALARM*
 - *NFX TOOL ELEVATOR PIT LIQUID LEVEL ALARM*
 - *NFX PASSENGER ELEV. PIT LIQUID ALARM*
- 2) Alarm page goes out to Security, ERT and FOG.
- 3) ERT, Security and FOG respond to location of alarm and verify there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be pumped to sanitary drain.
- 9) Locate switch on wall of elevator shaft used to energize elevator sump pump. After switch is unlocked, energize sump pump to pump water to a slop sink in Janitors Closet Rm. 125.
- 10) Throttle valve open on 'elevator sump discharge line' in Janitors Closet Rm. 125 to direct water to slop sink.

CAUTION: if the valve is left wide open the water will overflow sink.
- 11) If EHS confirms liquid in pit needs to be transported off site for proper disposal, the alternate outlet on the 'elevator sump discharge line' in Janitors Closet Rm. 125 shall be used to fill drums. After switch is unlocked, energize sump pump to pump water to drums.
- 12) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.

Appendix F: NFC Elevator Sump Alarm Procedure

NFC Elevator Pit Leak Detection Alarm Procedure

- 1) Leak detection alarm is received via the fire alarm system.
Alarm reads: *NFC FL1 FRIEGHT ELEV PIT LIQUID LEAK ALARM*
- 2) Alarm page goes out to ERT and FOG.
- 3) ERT, Security and FOG responds to location of alarm and verifies there are no visible flooding conditions to cause the alarm (i.e. water flowing into elevator pit).
- 4) Security confirms there are no fire sprinkler water flow alarms (a possible source of water in elevator pit).
- 5) If flooding condition is found, ERT shall take action to control flooding.
- 6) Whether flooding is found or not, Security contacts elevator service contractor and requests service.
- 7) Once on site, the elevator mechanic raises elevator to visually inspect pit for signs of liquid.
- 8) EHS shall confirm liquid in pit is water (no oil sheen) and can be pumped to sanitary drain.
- 9) Locate switch on wall of elevator shaft used to energize elevator sump pump. After switch is unlocked, energize sump pump to pump water to sanitary drain.
- 10) If EHS confirms liquid in pit needs to be transported off site for proper disposal, an alternate means of collection will need to be performed.
- 11) The alarm condition shall be cleared and the fire alarm system returned to normal state. Return all controls (i.e. switch locks) to normal condition.