



## CONTINGENCY PLAN Municipality of Machin

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### Vermilion Bay Water Treatment & Distribution Systems

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**Problem:** SCADA Program Communication Failure

**Contact Info:** Overall Responsible Operator (ORO)  
Operator-In-Charge (OIC)

**Procedures:**

1. Shut down each application window on the desktop screen starting from right to left. If you try to shut down in the wrong sequence, the program will tell you it cannot shut down. This is because the program is still running.

Vbayrep Excel, WWIntouch, C:\USRWW..., VermilionBay Bristol OPC, Alarm Printer. NetView-C, ABTCP

2. Once all applications have been closed, restart computer from the start icon on the desktop screen.
3. There will be a pop up box requesting the user name and the password upon restart. Enter the user name and the password then press enter.
4. Once computer logs back on, give it about 10 minutes to process as there are many programs starting up in the background that cannot be seen. A few programs will start automatically.
5. Once the computer is finished, there are 3 icons at top middle of the desktop. They are labeled 'Start 1<sup>st</sup> OPC server', 'Start 2<sup>nd</sup> Intouch', 'Start 3<sup>rd</sup> Excel'. Start each program in sequence, allowing 5 minutes between each to allow the programs to fully load.
6. When you click on 'Start 3<sup>rd</sup>' (Daily Report), a dialogue box will appear asking you to update. Click 'update'.



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#### **Checks to complete if the restart is unsuccessful:**

7. Check the CP2000 Filter panel PLC and ensure it is in run mode and no faults are present to clear. Turn off the panel power and then turn it back on which will clear any faults on restart.
8. Check the ethernet connections at the CP4000 PLC panel and the ethernet switch (a green flashing light indicates communications are occurring).
9. If the system is still not operational after this procedure you must then contact a technician for further direction. For a major PLC or SCADA failure, you may be directed to contact a representative of Selog.