Rectangular Oil/Water Separators

User’s Manual

Installation, Operation & Maintenance

Carefully read and follow the instructions in this manual.
Warning and Disclaimer
This manual is intended for use only by persons knowledgeable and experienced in aboveground oil/water separator installation, operation and maintenance. This manual provides general guidance, and conditions at your site may render inapplicable some or all of the guidance. If you are uncertain, or require clarification or further instruction, please contact Highland Tank prior to commencing any installation, operation or maintenance procedure. You are solely responsible for compliance with all federal, state and local laws, regulations and ordinances applicable to your installation and operation. Highland Tank disclaims all liability related to any misuse of the oil/water separator or failure to follow all guidance and instruction provided by Highland Tank.
Thank you for purchasing a Highland Tank Oil/Water Separator - the leading high-performance separator in the industry.

The purpose of this manual is to provide detailed information on the installation, venting, startup, operation, maintenance and trouble-shooting of Highland Tank’s Oil/Water Separator.

These instructions should be used in conjunction with any and all other applicable installation instructions, e.g.:

- Any and all applicable federal, state and local codes. Always check with Authority Having Jurisdiction.

Note: This manual is based on standard OWS configurations. Other custom configurations are available. Verify the supplied configuration prior to installation and testing.

**Abbreviations used:**

- OWS – Oil/Water Separator
- AHJ – Authority Having Jurisdiction
- PSIG – Pounds per square inch gauge
- OSHA – Occupational Safety and Health Administration
Important points to consider prior to installation, operation and maintenance of the OWS:

Carefully read and follow instructions in this manual. Local codes and ordinances may apply. Check with local AHJ prior to installation of OWS.

- Ensure adequate site space - many of our products are delivered on a 75 foot long tractor-trailer. Allow space for unloading, positioning and temporary storage if applicable.

- Ensure the crane has adequate lifting capacity and clearance - have operator check site for clearances (overhead, turning, etc.). Spreader bars may be required for larger OWSs.

- Ensure that installation staff have proper knowledge of proper procedures and inherent dangers associated with OWS installation for the storage of flammable and combustible liquids. Reliance on skilled, professional installation staff, can help avoid system failures and accidents.

- Special permits may be required for weight, size, etc. by local code or ordinance.

- Barricade the OWS installation area until job is complete.

- Confirm inlet and outlet piping elevations - check/recheck approval drawing and site plan when OWS arrives.

- If an OWS hold-down system is required, make sure predetermined system components are at the site prior to OWS installation. Check anchor bolt locations if applicable.

- The amount of debris, such as sand, gravel, dirt, leaves, wood, rags, etc., permitted to enter the OWS must be minimized for maximum effectiveness. Installation of an appropriately sized Collection Catch Basin or other similar device upstream of the OWS is recommended.

- For OWS with integral sludge hoppers, it is recommended that a shut-off valve be installed at the drain nozzle for periodic sludge removal.

- Detergents and solvents must not enter the OWS. The OWS will not remove chemical emulsions or dissolved hydrocarbons, and their presence retards the recovery of oils that would otherwise be separated.

- Never enter the OWS or any of its enclosed spaces without proper confined space entry training and approved equipment. See OSHA, Regulations for Permit-Required Confined Spaces 29 C.F.R. § 1910.146.

- The OWS must be kept from freezing at all times. If necessary, a thermostatically controlled steam or electric heating device may be installed.
Important points to consider continued:

- IMPORTANT: DO NOT modify OWS structure in any way. DO NOT weld on OWS.

- This is a stationary OWS. DO NOT use for transport of any product over roads and highways.

- Wastewater containing high concentrations of dissolved solids (such as untreated sanitary sewage) must be excluded due to its emulsifying tendency. Wastewater, which exhibits high Biological Oxygen Demand, Chemical Oxygen Demand, and Total Suspended Solids may require additional treatment beyond that of the OWS.

- The OWS will not remove chemical or physical emulsions, dissolved hydrocarbons, solvents or Volatile Organic Compounds. Installation of an appropriately sized Advanced Hydrocarbon Filtration System (brochure HT-2502) is recommended for treatment of wastewater contaminated with these pollutants.

- Waste oils, such as automobile and truck crank case oil, should not be intentionally drained into the OWS. Filling the OWS with waste oils adversely affects OWS performance. Waste oil should be dumped into a waste holding tank for proper disposal.

- The OWS needs to be maintained to remain as free of accumulated oil and sediment as possible. Suction removal of waste, as needed, is the best and recommended method of maintenance.

- The location of your OWS should be in an area with sufficient truck access for waste removal.

- An absence of gravity flow to the OWS will necessitate wastewater pumping. Pumping should be restricted to the clean water, effluent end of the OWS where possible. If pumping cannot be avoided at the influent end, it may mix the oil and water, increasing the emulsified and dissolved oil content and may cause separation failure. If a pump is installed upstream of the OWS, it must be a positive displacement pump (e.g. progressive cavity, diaphragm, sliding shoe), set at minimum flow rate/RPM and installed as far upstream as possible to minimize oil/water mixing.

- Piping should be designed to minimize turbulence and promote laminar flow.

- Complete the OWS Installation Checklist and Start-up Report (Form # HT-9060). A copy of the completed form should be retained by the OWS owner and/or installation contractor.

- OWS must be filled with clean water before introducing any wastewater. Filling should only be done after OWS has been leveled and anchored in final installation location.
Highland Tank’s OWS is a wastewater treatment tank used to intercept and collect free-oil, raw petroleum hydrocarbons, grease and oily-coated solids from a wastewater stream.

They are typically required in all facilities that conduct washing, servicing, repairing, maintenance or storage of motor vehicles, car washes, commercial vehicle garages, repair facilities, service stations and similar sites where oil or flammable liquids may be introduced into a sewer system.

Designed to accept gravity flow, the OWS volume, retention time and use of coalescing elements permit these contaminants to separate from the water due to their differences in specific gravity. The OWS contains multiple chambers where oils separate and float to the surface, while sand and grit settle to the bottom.

Free-floating oils and floatable oily-coated solids accumulate in the OWS until they are pumped out. The clearer water beneath the separated wastes flows downward and then is transferred to the clearwell chamber through the PVC riser pipes. The clearest water exits the OWS via the downcomer pipe where it is discharged from the final OWS.

OWS sizing and construction conforms to most plumbing codes and the effluent discharge meets or exceeds many municipal industrial sewer pretreatment regulations. Nonetheless, you must confirm all code and regulatory requirements with your AHJ prior to and during installation of the OWS. To view an animated simulation of the OWS operation, go to www.highlandtank.com
Model R-HTC Rectangular Aboveground Oil/Water Separator with Optional Sludge Hopper and Level Sensor

- Aboveground installation avoids costly excavation
- Electronic oil level sensor can signal remote alarm panel of high oil condition
- Removable, top panels for easy access and maintenance
- High-performance wastewater treatment at varying flow rates and conditions
- Optional Sludge Hopper with drain for sludge removal
- Coalescers are removable from the top
- Integral Effluent Clearwell to easily adapt from gravity to pumped discharge
- Rugged all-steel construction for superior structural strength

Also available with a UL-SU2215 Label
Installation

OWS Care in Handling

OWSs must not be dropped, dragged or handled with sharp objects. Lifting equipment must be of adequate size to lift and lower the OWS without dragging, dropping or damaging the OWS or its coating.

OWS Unloading

The OWS must be mechanically unloaded. Use extreme care when unloading as weight distribution of OWS may be uneven.

WARNING:

Under no circumstance should chains or slings be used around the OWS shell.

Always use four lifting lugs to lift OWS.

DO NOT MOVE OWS UNLESS EMPTY

Fig. 1
Lifting and Moving

Lifting and moving the OWS must only to be done using the lifting lugs welded to the OWS. OWS should be carefully lifted, moved and lowered using cables, chains or straps of adequate size. When lifting lugs are used, the angle between the lifting cable and vertical shall be no more than 30 degrees. See Fig.1. Use a spreader bar where necessary. Maneuver OWS with guidelines attached to each end of the OWS. If OWS must be relocated on a job site during installation, they must be lifted using provided lifting lugs.

Pre-Installation Inspection & Testing

Upon delivery, visually inspect the OWS for exterior damage that may have occurred during shipping or job site handling. Any damage that could result in leakage or corrosion must be repaired in a manner approved by Highland Tank. Please refer to coating repair instructions below. Damaged coatings must be repaired with the repair kit that was delivered with the OWS. Additional coating touch-up is available from Highland Tank.

Coating Repair

Visually inspect the OWS for damage. Pay particular attention to areas where coating may have been gouged or abraded. Mark all areas which appear damaged for repair. Clean damaged OWS coating areas of rust, contaminants or disbonded coating prior to application of touch-up coating.

Areas of coating damage shall be roughened up with coarse grit sandpaper or grinder (see Society of Protective Coatings (SSPC) SP-2 “Hand Tool Cleaning” or SP-3 “Power Tool Cleaning” for additional guidance) to remove all glossiness from the surface surrounding the repair area approximately 6 inches around the damaged area. Re-coat the area with touch-up coating provided. See Fig. 2. Allow repaired coating areas to cure completely.

Fig. 2
### Internal Inspection

Carefully remove access covers so as not to damage the gaskets. Inspect the interior of the OWS from above (without entry) to ensure that all baffles, coalescer plates and cartridges and internal piping are secure and have not been damaged during transport. Do not allow anyone to enter the OWS unless it has been properly prepared for entry and the person entering the OWS has been properly trained for confined-space entry, if required, per OSHA, Regulations for Permit Required Confined Spaces 29 C.F.R. § 1910.146.

**WARNING:**

**DO NOT ENTER** the OWS without following proper confined space entry procedures.

### Pre-installation Tightness Testing Procedures

An appropriate air or hydrostatic test may need to be performed prior to placing OWS into service, as outlined below. Check with AHJ to determine appropriate test and approval. Take all necessary safety precautions during all testing.

**IMPORTANT:**

**DO NOT** leave OWS unattended.

**DO NOT** apply a vacuum to a single-wall OWS or to the primary tank of a double-wall OWS.

**DO NOT** connect the air pressure line from the compressor to the interstitial monitoring port of a double-wall OWS.

After air testing, release air pressure from the OWS before dismantling testing equipment. Do not relieve pressure until OWS is secured in its final resting position.
**Single-Wall OWS Air Test**

Remove factory installed temporary plugs & thread protectors. Apply compatible, non-hardening pipe sealant to threads and install/reinstall liquid-tight steel or cast-iron plugs at all unused openings taking care not to cross-thread or over-tighten plugs. All gaskets, lids and blind-flanges must be in place prior to performing air test.

Perform air test for a single-wall OWS as illustrated in Fig. 3 below. Temporarily plug, cap or seal off remaining OWS openings to hold pressure. Open valve A and pressurize the OWS to a maximum of 2.5 PSIG. Seal the OWS by closing valve A and disconnect the external air supply. Apply a soap solution to all welded seams and fittings. Inspect to assure that no leaks exist.

**Fig. 3**

![Diagram](image)

**Double-Wall OWS Air Test**

Double-wall OWSs require different air pressure testing procedures.

**DO NOT** connect a high-pressure air supply line directly to the interstitial monitoring port.

If the AHJ requires on-site testing of the OWS, proceed with the air test as follows and as illustrated in Fig. 4 below.
Pre-installation Tightness
Testing Procedures
continued

Temporarily plug, cap or seal off remaining OWS openings to hold pressure. Close valve B and pressurize the OWS inner tank to a maximum of 2.5 PSIG. Seal the inner tank by closing valve A and disconnect the external air supply. Monitor the pressure for a period of 1 hour.

While air tests are generally inconclusive without soaping and the careful inspection for bubbles, this step is recommended to detect a very large leak in the inner tank and prepare for the next step.

Pressurize the interstice with air from the inner tank by closing valve C, then opening valve B. Allow pressure to equalize.

Soap the exterior of the OWS and inspect for bubbles while continuing to monitor the gauges to detect any pressure drop. Release the pressure from the interstice first by opening valve C, then open valves A and B to release all test pressure and vent both spaces.

Refer to PEI/RP200 and labels on the OWS for testing guidelines.

Fig. 4
Optional Hydrostatic Test for OWS if Required by AHJ

An on-site hydrostatic test of the OWS may be required by the AHJ before installation to ensure no damage has occurred during shipping and handling.

After the separator has been leveled and secured to foundation, fill the OWS with clean, fresh water (See Filling the OWS on page 16.) until water is discharged from the outlet. Allow the OWS to stabilize to a no-flow, static condition. If required by AHJ, attach blind flanges or plugs to inlet/outlet, then fill OWS completely with clean fresh water.

Accurately measure and record the fluid level from the top of the OWS to the static fluid level. After one hour, verify that the fluid level has not dropped. A fluid level change would indicate that there may be a leak in the primary tank. If a leak is detected, contact Highland Tank before proceeding.
**Foundation Preparation**  
The foundation to support the OWS must be designed by a licensed professional engineer, familiar with the site conditions and regulations. The foundation must consist of a well-drained, stable, concrete, asphalt or bedding material surface, to prevent movement or uneven settling of the OWS.

All aboveground OWS are equipped with a grounding connection.

Aboveground OWS installations must be in accordance with local applicable electrical and fire code standards which may include but not be limited to: National Fire Protection Association publication NFPA 30, and any local adopted fire codes. Contact the local AHJ for details on all applicable codes and restrictions such as spacing from existing or new buildings, property lines, public ways, etc.

**Placement of the OWS**  
The OWS must be installed in a level and plumb position.

**CAUTION:**  
Check elevations at each end of the OWS with a transit and adjust as necessary to 1/2 inch in 20 feet. Check elevations across the diameter of the separator tank and adjust to 1/4 inch in 10 feet.

**Anchoring**  
High water tables or partially flooded installation sites may exert significant buoyant forces on the OWS. Buoyant forces are partially resisted by the weight of the OWS. Additional buoyant restraint, when required, is obtained by using properly designed hold-down system in conjunction with any concrete hold-down pads.

The use of steel cable and/or round bar as buoyant restraints is prohibited.

Fig. 5 illustrates an installation with the OWS fitted with support rails anchored to a hold-down pad. Anchor bolts are positioned in the concrete pad to match holes in the support flanges. The OWS is secured with washers and lock nuts. Other hold-down methods are available. Contact Highland Tank.

**Fig. 5**
**IMPORTANT:** For Series G, J, S and TF OWS, it is recommended that the hydrostatic test be performed on each separate chamber to ensure there are no leaks between chambers. Close inlet valve and seal off all transfer pipe(s) between chambers with water-tight device. Fill oil/water separation chamber with clean, fresh water and allow to stabilize. Check for leaks between chambers. Contact Highland Tank if a leak is detected.

**Ballasting**

Ballasting may be necessary for additional downward force on the OWS during the final stages of installation. Consult AHJ. If required, fill OWS with clean water. After ballasting is complete, check elevations for proper tolerances.

**Piping - Inlet, Outlet & Vent**

Inlet piping installation should be straight and true with as few turns as possible to limit turbulence. Refer to Petroleum Equipment Institute PEI/RP200 for additional information.

Attach inlet/outlet piping (contractor supplied) to inlet/outlet pipes on the OWS. Inlet and outlet inverts were established during manufacturing. Do not modify without first consulting Highland Tank.

The OWS inlet piping typically must be sloped from 1/8 inch to 1/4 inch per foot to maintain gravity flow. A greater slope, or a free fall of wastewater into the OWS will cause turbulence, which adversely affects OWS performance. Piping must also be designed to limit flow into the OWS to the flow rate specified. Use of a flow control device may be required.
**Piping continued**

OWS outlet piping must be designed to flow at a rate equal to or greater than the inlet piping to avoid any potential backup.

**IMPORTANT:**

The OWS should be fitted with properly sized inlet and outlet shut-off valves (contractor supplied) for emergency shut-down and service purposes.

Attach any other contractor supplied piping to the OWS. Take special care to prevent damage to any gaskets or pipe threads.

**OWS Venting Guidelines**

OWS is designed for operation at atmospheric pressure ONLY. OWS inlet and outlet MUST be vented to atmosphere separately from the oil/water separation chamber to assure proper operation. See Fig. 6.

Note: Inlet pipe does NOT need to be vented when influent is being pumped into the separator. Likewise if the effluent is being pumped, the outlet pipe does not need to be vented as on Series J OWS.

**Fig. 6**

The inlet and outlet vents must each have their own separate, dedicated vent line for the following reasons:

- OWS inlet is vented to prevent hazardous gases from building up in inlet pipe draining the catch basin or trench drain (which may be in a building).
- OWS outlet is vented to prevent siphoning during full flow into a flooded storm sewer or flooded pit.
- OWS primary chamber is vented to prevent hazardous gases from building up inside.

Venting the inlet, OWS and outlet independently prevents raw oil or oily wastewater from bypassing and exiting the OWS in the event of a surge or vapor condensation.
Piping continued

Vent piping requirements may vary by code. Check with AHJ. Terminate all vent piping per local code and AHJ.

Note: OWS owners may need to provide flame arrestors where required by governing codes for safety. Check with AHJ.

OWS with Gravity Oil Skimmers and/or Monitoring Equipment

If an oil skimmer is to be installed, piping between the OWS and the waste oil tank should be sloped between 1/8 inch and 1/4 inch per foot to maintain gravity flow in most conditions.

For OWS with oil level sensors, pump-out pipes and leak detection sensors, install using compatible non-hardening sealant, taking care not to cross thread or damage the nonmetallic bushings.

For electrical wiring details, please refer to the sensor and control panel installation instructions.

Final Air Test

An additional air test may be required after OWS is secured. Air pressure for air testing after installation must not exceed 2.5 PSIG and must be measured at the top of the OWS. Refer to appropriate air test procedure on pages 9 and 10.

Sealing of Lifting Lugs and Pipe Connections

During the installation process, steel can become exposed at the lifting lug due to the handling of the OWS. These areas, along with all other exposed steel surfaces, must be covered using the coating kit supplied by the manufacturer.

Apply supplied coating touch-up to all exposed steel surfaces of the OWS and allow to cure completely.

Cure time will vary depending on temperature and conditions. Contact Highland Tank if additional touch-up coating is needed.

Optional OWS Electronics

Optional OWS electronics may have been provided for your project.

Optional OWS Electronics may include:

- Interface and/or level sensor
- Leak sensor (for interstitial monitoring of double-wall OWS)
- Control panels

Optional OWS electronics must be installed after OWS has been installed and before start-up procedures are initiated. For OWS electronics installation details, please refer to the specific device’s installation instructions.
Oil Level /Leak Alarms
(Optional)

For easy, efficient operation and maintenance, the OWS may be equipped with an Oil/Water Interface and Level Sensor and/or Leak Detection Sensor to activate warning alarms at high oil levels or in the event of a leak.

Oil accumulates in the OWS until a predetermined level is reached, at which time the oil level sensor activates an alarm signaling that the OWS is full of oil. The level sensor is a magnetic float switch type for oil/water interface detection.

The interstitial space of a double-wall OWS can be monitored for a leak of either water or hydrocarbons by liquid-only or product specific sensors.

Highland Tank offers a wide range of control panels and sensors to monitor the operation of your OWS. All panels include audible/visual signals to alert the operator of system changes and system test buttons.

Highland Tank’s typical standard panels are listed here for quick reference.

**HTAP-1**
Single-channel panel. Performs High-Oil Level sensing OR for Liquid Only Leak Detection with non-specific alarm.

**HTAP-2**
Two-channel panel. Performs High-Oil Level AND High-High-Oil Level sensing OR High-Oil Level sensing AND for Liquid Only Leak Detection with non-specific alarms.

**HT-A2**
Two-channel panel. Performs High-Oil Level AND High-High-Oil Level sensing with specific alarms.

**HT-A2-LD**
Three-channel panel. Performs High-Oil Level, High-High Oil Level sensing AND Liquid Only Leak Detection with specific alarms for oil levels only.

**HT-A2-LDFW**
Four-channel panel. Performs High-Oil Level, High-High Oil Level sensing AND Leak Detection for Fuel or Water with specific alarms for each.
If your OWS has a control panel and sensors installed, locate the diagram for your panel from the five selections and then refer to the button/light function listing for operation and required action. Please consult the job specific project information should you need detailed information regarding a specific alarm/control panel. Contact Highland Tank if you still need assistance.
Below is a listing of Highland Tank’s control panel features. Refer to the previous diagrams to help understand the function of your particular panel.

**Panel Light or Button** | **Description / Function**
--- | ---
**NORMAL LIGHT** *(White)* | Indicates that system is active in normal operating (non-alarm) mode.
**TEST** | Temporarily closes the control panel circuits to provide a system test.
**ALARM HORN** | Works in conjunction with yellow alarm lights. Emits audible (90-95 decibel) sound alerting operator that system has entered an alarm mode.
**SILENCE** | Silences the audible alarm temporarily for operator to perform service. (Does not cancel alarm mode.)
**ALARM #1** | Alerts operator of High-Oil level. Oil has reached a predetermined level and must be pumped out soon.
**RESPONSE:** Stop OWS operation. Pump out oil. Refill OWS with water to reset sensors. Resume OWS operation.
**OR**
Leak Detection – See Leak Detection System procedure.
| Oil Level Controls (Optional) continued | ALARM #2 | Alerts operator of High-High-Oil level. Oil has reached a critical predetermined level and must be pumped out immediately.  
**RESPONSE:** Stop OWS operation. Pump out oil. Refill OWS with water to reset sensors. Resume OWS operation.  
**OR**  
|---|---|---|
|  | HIGH-OIL | Alerts operator of High-Oil level. Oil has reached a predetermined level and must be pumped out as soon as possible.  
**RESPONSE:** Stop OWS operation. Pump out oil. Refill OWS with water to reset sensors. Resume OWS operation. |
|  | HIGH-HIGH-OIL | Alerts operator of High-High-Oil level. Oil has reached a critical predetermined level and must be pumped out immediately.  
**RESPONSE:** Stop OWS operation. Pump out oil. Refill OWS with water to reset sensors. Resume OWS operation. |
|  | ALARM TEST | Temporarily closes the control panel circuits to provide an audible and visual system test. |
|  | ALARM SILENCE | Silences the audible alarm temporarily for operator to perform service. (Does not cancel alarm mode.) |
|  | LEAK | Alerts operator of a leak in either primary or secondary wall of OWS. Does not discriminate if leak is fuel or water.  
**RESPONSE:** See Leak Detection System procedure page 30. |
|  | LEAK TEST | Temporarily closes the control panel’s leak detection circuit to provide a system test. |
|  | FUEL LEAK | Alerts operator of a leak from primary wall of OWS into interstice.  
**RESPONSE:** Contact Highland Tank for procedure. Fuel leak will cause only fuel leak alarm. |
|  | WATER LEAK | Alerts operator of a water leak from primary or secondary wall of OWS into interstice.  
**RESPONSE:** Contact Highland Tank for procedure. Water leak will cause both fuel and water leak alarm. |
|  | FUEL LEAK TEST | Temporarily closes the control panel’s fuel leak detection circuit to provide a system test. |
|  | WATER LEAK TEST | Temporarily closes the control panel’s water leak detection circuit to provide a system test. |
Leak Detection Procedure for fuel or water in the OWS interstice.

For easy and efficient monitoring of the interstitial space (the space between the inner and outer walls), the OWS may be equipped with a Liquid Leak Detection Sensor to activate warning alarms if the interstitial space becomes filled with hydrocarbons or water during operation.

If the audible alarm is activated during operation, it can be silenced by momentarily depressing the SILENCE push-button.

The interstitial space can be checked by:

Stopping OWS operation. After flow has stopped, remove leak detection sensor from monitoring pipe correctly to avoid damaging sensor or communication wiring. Place sensor in a dry, safe place during water removal procedure.

Use a gauge stick to inspect the monitoring pipe for the presence of oil or water.

**IMPORTANT:**

**If a suspicion of a leak exists, contact a tank testing professional to remove liquid and test tank for tightness.**

If water is found, note level. Pump-out interstice. Water in the interstice can sometimes be caused by condensation or other water infiltration.

It may be necessary to pump out several times with a waiting period between pump-outs, to remove all of the accumulated water. Starting level should lower with each pump-out.

After water has been removed from OWS interstice, reinstall sensor and wiring making sure to seal all threaded connections with approved sealant. Restart OWS operation as described earlier.
**OWS Start-Up**

The OWS must be full of water (as defined below) to operate.

**IMPORTANT:**

Separated liquid oil and vapors may be flammable and/or combustible.

**CAUTION:**

Service personnel must comply with all established OSHA regulations governing the facility and services. These include, but are not limited to, the use of approved breathing equipment, protective clothing, safety equipment and other requirements.

The final state of all wiring must comply with all applicable electrical and fire code standards.

This system must be properly vented by installer in accordance with applicable plumbing and safety codes for venting of combustible gases.

All electrical equipment, connections and wiring must be protected from submergence and infiltration of water.

Intrinsically safe sensor wiring must be kept in a separate conduit from non-intrinsically safe power wiring. Run non-intrinsically safe power wiring in conduit grounded at the panel end only and per applicable electrical code.

**Filling the OWS**

Open the OWS inlet and outlet pipe valves.

If the OWS has not yet been filled with water, as may have been required for ballasting, (see page 12) fill with clean, fresh water at this time. The OWS must be full of water (as defined below) before any wastewater can be treated. The OWS can be filled through the facility’s drain leading to the OWS inlet, by removing one of the top covers or through a fitting leading to the oil/water separation chamber on the inlet side of the OWS.

If filling through top cover or a fitting, place the hose so that the hose outlet rests inside the OWS.

The OWS is full when water drains out of the Outlet. Check the water level using a gauge stick. The level on the gauge stick must equal the invert of the Outlet Pipe as measured from the OWS bottom.

To ensure that no blockage exists, allow water to flow through the facility drain which leads to the OWS Inlet. Check the Outlet Pipe to make sure that water is flowing through the OWS. Check the Inlet Pipe and facility’s drain for water backup.
**OWS Start-Up continued**

**Prior to Oil Level Sensor Installation**

Check sensor with a continuity meter. Both switches are normally closed in a low position (dry condition).

And/Or

Connect the sensor to panel using proper wiring. Refer to specific panel wiring diagram supplied.

Apply power to the panel and turn on if applicable.

Move the bottom float up and down on the probe stem. As the bottom float approaches the lower grip ring, the High-High Oil Level Warning Alarm (light and audible alarm) should activate.

Move the top float up and down on the probe stem. As the top float approaches the lower grip ring, the High Oil Level warning alarm (light and audible alarm) should activate.

Note: If one or both alarms do not activate properly, check the panel and sensor wiring for proper connections and continuity.

**After Oil Level Sensor Installation**

As installed OWS fills with water, both floats will be in low position (dry condition) and both alarms will be activated.

Note: If alarms are not activated, check the wiring connections.

While the OWS is filling with water, the High-High Oil Level Warning Alarm should deactivate, and soon thereafter the High Oil Level Warning Alarm should deactivate.

Note: If the alarms do not deactivate upon filling, remove the sensor and check for float binding or poor electrical connections.

Contact Highland Tank @ 814-893-5701 should you need additional assistance.
Operation

The OWS is a stationary, wastewater treatment tank filled with water. Internal baffles and coalescers enhance the oil/water separation process. Waste accumulates within the OWS while effluent is discharged by gravity.

Highland Tank OWSs will not remove oils with a specific gravity greater than designed for, chemical or physical emulsions, dissolved hydrocarbons, solvents, or volatile organic compounds (VOC). Highland Tank has specialty systems that have been designed for treatment of wastewater contaminated with these pollutants.

During operation, the wastewater flows into the OWS through the inlet pipe and is directed over the Velocity Head Diffusion Baffle, a reinforced steel plate inclined at a 45 degree angle.

The Velocity Head Diffusion Baffle
- dissipates the velocity and turbulence of the incoming water,
- redirects the flow downward and toward the OWS head to start serpentine flow process,
- reduces and distributes the flow evenly over the OWS’s cross-sectional area,
- isolates the inlet turbulence from the rest of the OWS.

In the sediment chamber, heavy solids settle out and are collected at the Sludge Baffle. Concentrated oil slugs rise immediately to the surface.

The oily water then passes through the Corella® coalescer - an arrangement of parallel corrugated/flats plates. Oil rises and coalesces into sheets on the undersides of the plates. The oil migrates up the plate surface, breaking free at the top to form large globules of oil that rise quickly to the surface. At the same time, floating solids are stopped on the flat top surface of the angled plates and slide back off into the sludge collection area.

During periods of operation and wastewater flow, oils and solids continue to accumulate in the OWS. As this separation process continues, the clearer, heavier water migrates toward the bottom of the OWS.

When wastewater enters the OWS, the cleanest water from the bottom of the OWS is transferred to the clear well, then discharged via gravity flow or by pumping. Treated water is only discharged from the bottom of the OWS chamber into the clearwell. It is then discharged from the OWS through the outlet downcomer pipe during periods when wastewater flows into the OWS.
**Operation continued**

Wastewater flows from the OWS to a sanitary or storm sewer or is pumped to be recycled for reuse.

Free-floating oil and greasy solids accumulate in the OWS until they are pumped out by the operators. Any and all oil recovered and removed from the OWS must be recycled or disposed of in accordance with federal, state and local regulations.

**Petro-Screen Coalescer**

The Petro-Screen coalescer intercepts oil droplets too minute to be removed by the Corella Coalescer. This bundle of oil-attracting polypropylene fibers traps oil particles down to 20 microns in size. These small particles coalesce into larger globules that eventually break free and rise to the surface.
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<th>CAUTION: Maintenance</th>
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<td>Separated liquid oil and vapors may be flammable and/or combustible.</td>
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<td>Never enter an OWS or enclosed space, under any condition, without proper training and OSHA approved equipment. See OSHA, Regulations for Permit-Required Confined Spaces 29 C.F.R. § 1910.146.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANT:</th>
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</thead>
<tbody>
<tr>
<td>All enclosed spaces must be properly vented prior to entry to avoid ignition of flammable materials or vapors. Atmosphere must be properly tested for combustible vapors and oxygen prior to entry. Entering the OWS without using an approved breathing apparatus may result in inhalation of hazardous fumes, causing headache, dizziness, nausea, loss of consciousness and death. Required entry equipment includes, but is not limited to: lifelines, safety harnesses (safety belts are unacceptable), self-contained breathing apparatus, respirators (canister type), rescue harness and ropes, horns, whistles, radios, etc. (for communication purposes) and explosion-proof lighting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IMPORTANT:</th>
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<tbody>
<tr>
<td>Be sure to inspect and replace gaskets as necessary when the OWS is shut down for maintenance.</td>
</tr>
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<thead>
<tr>
<th>IMPORTANT:</th>
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</thead>
<tbody>
<tr>
<td>The coalescer plates and packs can be mechanically removed through the access covers for cleaning or can be cleaned from above using a high-pressure, hot-water system (within the temperature limits of the interior coating).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAUTION:</th>
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<tbody>
<tr>
<td>Inlet and effluent pipe valves should be closed and locked for safety prior to OWS entry.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CAUTION:</th>
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</thead>
<tbody>
<tr>
<td>All liquid must be removed from the OWS prior to entry. Any and all oil recovered and removed from the OWS should be recycled or disposed of in accordance with federal, state and local codes and regulations.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAUTION:</th>
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<tbody>
<tr>
<td>Interior surfaces of the OWS will be slippery.</td>
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</table>

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<thead>
<tr>
<th>CAUTION:</th>
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<tbody>
<tr>
<td>OWS are designed for long-term, trouble-free operation. The following maintenance should be performed as needed or in accordance with a facility maintenance schedule. Periodic inspection of:</td>
</tr>
<tr>
<td>• Upstream trench drains, influent pump sumps, sand interceptors and traps</td>
</tr>
<tr>
<td>• Inside of the OWS for sand, trash, sludge and oil build-up</td>
</tr>
<tr>
<td>• Effluent for oils and other contaminants in accordance with local codes and permits</td>
</tr>
<tr>
<td>• Oil level in accordance with local codes and permits</td>
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</tbody>
</table>
OWS with oil level sensors require oil removal when the alarm is activated. Stop OWS operation, remove the oil and then refill OWS with clean fresh water (see Start-Up Instructions, page 23).

OWS without oil level sensors require level checking by use of a sampling device or a gauge stick with water finding paste. The OWS must be checked at regular intervals to monitor oil levels.

When the oil/water interface level surpasses the high-oil level or 20% of the OWS's working volume, oil should be removed and the OWS refilled with clean fresh water. At the 40% or high-high-oil level OWS performance will decline. Oil must be removed and the OWS refilled with clean water.

Use a gauge stick and water finding paste to check the oil/water interface level.

**Step 1** - Measure and record the distance from the fluid surface to the bottom of the OWS.

**Step 2** - Measure and record the thicknesses of the oil (top) and solids (bottom) layers.

**Step 3** - Add thickness measurements of the oil and solids layers then divide this number by the distance from fluid surface to bottom of OWS, from Step 1, to obtain the accumulated wastes volume percentage.

If the combined oil and solids layers or either individual layers are equal to or greater than 20%, the separator is considered full. Stop OWS operation, remove accumulated oils and solids. Refill the OWS with clean fresh water and resume operation (see Start-Up Instructions, page 20).

If this calculation is less than 20%, reduce pump-out frequency. If greater than 20%, increase pump-out frequency.

**WARNING:**

*If the oil is not pumped out, the oil concentration in effluent may exceed the desired levels.*

If contaminants are found, close the valve on the inlet line, determine what the requirements are for restoring working order and take appropriate action.

For optimum performance, maintenance is required once per year or when:

- the OWS is in alarm condition,
- the oil layer and/or the solids layer in the main oil/water separation chamber are 20% or greater than the operating depth of the OWS,
- the effluent exhibits an oil sheen or contains high contaminant levels.
Maintenance continued

Inspect OWS after a heavy rainfall to check for signs of malfunction due to an excessive flow rate.

If the OWS has been cleaned within the year and only bottom sludge has built up while the effluent water is contaminant free, it may be sufficient to vacuum the sludge from the sediment chamber and refill OWS with clean water. (See Start-Up Instructions, page 23.)

Oil Removal Procedures

IMPORTANT:

Oil should only be removed during non-flow conditions.

Note: The procedures outlined here are guidelines. Pure oil, water or sludge draw-off will depend on conditions and operator control.

Oil Removal Procedures (with optional oil level controls)

Confirm that the High-Oil Level Warning Alarm is due to an actual high-oil level in the OWS, otherwise a mixture of oil and water will be removed. Oil levels can be verified using a sampling device or a gauge stick with water-finding paste.

To minimize water contamination of the oil, connect the oil suction hose to the designated Oil Pump-out Pipe fitting/coupling or open and use one of the OWS access covers to skim oil.

Using suction, remove the oil. Refill OWS with clean water to deactivate the High Oil Level Alarm (see Start-Up Instructions, page 21).

Oil Removal Procedures (without optional oil level controls)

Determine where the oil/water interface by using a sampling device or a gauge stick with water-finding paste.

If oil/water interface level is beyond the maximum allowable level, oil needs to be removed and the OWS refilled with clean water.

To minimize water contamination of the oil, use the designated Oil Pump-out Pipe fitting (if present) or open and use one of the OWS access covers to skim oil. Using suction, remove the oil. Refill with clean water (see Start-Up Instructions, page 20).

Mixed Oil and Water Removal Procedures

Place a 2 inch or smaller suction hose inside the OWS through either the 3 inch diameter Clean Out opening in the Sediment Chamber Cover or remove the Chamber Cover for access.

The suction hose nozzle should be 12 inches or higher above the OWS bottom. If nozzle extends closer to the bottom, sludge may be inadvertently removed.
Using suction, remove oil and water, then lower suction hose to remove all remaining contents from the OWS. Refill with clean water (see Start-up Instructions, page 20).

A major oil spill is a spill that exceeds the normal oil storage capacity of the OWS. In the event of a major spill, notify proper authorities as required by federal, state and local laws.

After a major oil spill, the OWS should always be emptied, cleaned and refilled with clean water.

If OWS has optional oil level controls, confirm that the High and High-High Oil Level Alarms are activated due to an actual High-High oil condition.

Determine exactly where the oil/water interface is located using a sampling device or a gauge stick with water finding paste.

Open the 3 inch diameter Clean Out opening or Sediment Chamber Access Cover.

Place sampling device or gauge stick into the OWS through either opening to determine the oil/water interface location.

Place a 2 inch diameter or smaller suction hose inside the OWS through either the 3 inch diameter Clean Out opening or directly into the Sediment Chamber.

Lower hose to exact oil/water interface location. If the suction hose nozzle extends lower than the oil/water interface, water may be inadvertently removed with the oil.

Using suction, remove the oil.

Refill with clean water (see Start-Up instructions, page 23).

If oil is still visible on the surface of the OWS or the alarms remain on, suction out the oil and refill with clean water.

Continue this sequence until only a sheen of oil is visible on the surface of the OWS or the alarms deactivate.
**Sludge Removal Procedures**

Determine exactly where the sludge/water interface is located using a sampling device or a gauge stick.

Open the 3 inch diameter Clean Out opening or remove the Sediment Chamber Access Cover.

If used, insert gauge stick into the OWS through the 3 inch diameter Clean Out opening or directly into chamber. Alternately, a sampling device enables taking accurate readings on settled solids to any depth in the OWS.

Slowly lower the gauge stick until it comes into contact with the sludge blanket. Mark the stick.

Push the stick downward until it comes into contact with the OWS bottom. Mark the stick at this level.

The sludge depth is the difference between the two measurements.

**Sludge Removal Procedures (for full OWS)**

Place a 2 inch diameter or smaller suction hose inside the OWS through either the 3 inch diameter Clean Out opening or remove the Sediment Chamber Access Cover.

Lower hose to exact sludge/water interface location.

Using suction, remove the sludge while slowly lowering the suction hose nozzle until it comes into contact with the OWS bottom.

Refill with clean water (see Start-Up Instructions, page 23).

**Sludge Removal Procedures (for completely empty OWS)**

**WARNING:**

Never enter an OWS or enclosed space, under any condition without proper training and OSHA approved equipment. Consult AHJ for requirements. Consult OSHA, Regulations for Permit-Required Confined Spaces 29 C.F.R. § 1910.146.

Using suction, remove the sludge and debris. Use caution to avoid internal coating damage.

Using a standard garden hose at normal pressure (40-70 PSIG), with or without a spray nozzle, loosen any caked oily solids. Use of hot water (within internal coating temperature limits) can be helpful. Direct the water stream to the OWS sides and bottom.
Some OWS units are equipped with an integral Sludge Hopper located directly below the OWS inlet and in front of the plate coalescer. The sludge hopper allows for collection and removal of heavy solids that may enter the OWS during normal flow conditions.

For OWS with integral sludge hoppers, it is recommended that a shut-off valve be installed at the drain nozzle for periodic sludge removal.

The accumulated sludge must be captured and disposed of in accordance with local AHJ.

The sludge hopper can be periodically cleared of solids by shutting off flow to the OWS, then opening the valve at the bottom.

The sludge hopper should be emptied and cleaned during a maintenance cycle when all liquids are removed from the OWS by processes described earlier in this manual on page 29.

Once all liquids have been removed, heavy solids can be removed by opening the drain nozzle located at the bottom of the sludge hopper as illustrated below. See Fig. 7.

It may be necessary to use a scraping device and high-pressure hot water to loosen solids enough to allow them to drain.

**IMPORTANT:** *DO NOT use any device that may scratch or damage any internal coating.*

**Fig. 7**

- Sludge Hopper
- Rectangular OWS
- Drain Nozzle - shipped with threaded plug from factory
- Contractor installed shut-off valve for sludge hopper maintenance
General OWS Cleaning Procedures

Using suction, remove the resultant slurry.

If not properly maintained, the OWS may malfunction.

NOTE: Over a period of time, sediment, oil and grease will build up on the sides and bottom of the OWS. Dirt and heavy oil may also build up on the Corella® coalescer, reducing the unit’s efficiency. In addition, the Petro-Screen removes some settleable solids along with the small oil droplets in the wastewater. Periodic cleaning of the Petro-Screen is also required.

IMPORTANT:

It is recommended that the OWS be cleaned as needed or at least once a year. Keep inspection and maintenance logs and have them available for ready reference.

Sediment Chamber

Remove top covers to expose the sediment chamber, being careful not to damage the gaskets.

Pump-out liquid contents of OWS (see Mixed Oil and Water Removal Procedures, page 29).

Gauge the level of sand, dirt or debris with a sampling device or gauge stick.

IMPORTANT:

The level of sand, dirt or debris should not be allowed to accumulate higher than 12” from the bottom of the OWS.

Remove the accumulated waste with a suction hose (see Sludge Removal procedures, page 31).

Direct a high-pressure hose downward to loosen any caked oily solids on OWS sides and bottom.

NOTE: Use of high-temperature (within internal coating temperature limits), high-pressure washing equipment along with Highland Cleaner Plus can be helpful in OWS cleaning. Highland Cleaner Plus is a very effective degreaser. This easy-to-use cleaner is 100% biodegradable, non-emulsifying, and has low toxicity. It offers the user effective, non-hazardous cleaning power for use in the most sensitive environmental situations.

Attach spray nozzle wand extension to the high-pressure hose.

Direct spray downward and toward the velocity head diffusion baffle to loosen any caked oily solids that may have accumulated on inlet head.

Direct the spray to the OWS sides and bottom.
Cleaning OWS Sensors

Using suction, remove the resultant slurry. Disconnect all Oil Level Sensor wiring. Carefully remove the Oil Level Sensor.

Carefully check the Oil Level Sensor floats. If the floats do not slide easily on the stem or have sludge on them, clean the Oil Level Sensor. Use a parts washer and mineral spirits to remove accumulated oil, grease or sludge.

Check the Oil Level Sensor with a continuity meter to assure proper operation.

Place the Oil Level Sensor in a safe area to prevent damage.

Remove top covers to expose the OWS chambers. Be careful not to damage the gasket.

Gauge the level of sand, dirt or debris with a sampling device or gauge stick.

Never enter an OWS or enclosed space, under any condition without proper training and OSHA approved equipment. Consult AHJ for requirements. Consult OSHA, Regulations for Permit-Required Confined Spaces 29 C.F.R. § 1910.146.

Remove the accumulated waste with a suction hose (see Sludge Removal Procedures, page 31). Direct a high-pressure hose downward and around to loosen caked oily solids on OWS sides and bottom.

Corella® Coalescer

Attach spray nozzle wand extension to the high-pressure hose. Direct spray downward and toward the Corella® coalescer to loosen caked oily solids that may have accumulated on the plates. Flush the Corella® coalescer from the outlet side to direct debris into sediment chamber. The coalescer packs must be cleared of all sludge to operate properly.

Direct the spray to the OWS sides and bottom. Rotate the nozzle sufficiently and often so that all areas are reached with the spray.

Using suction, remove the slurry from all chambers.

Visually inspect the OWS interior and components for any damage.

NOTE: If any visual damage exists, contact Highland Tank for further instructions.
Coalescer packs should be removed for cleaning. Mechanical lifting equipment may be required to remove packs with accumulated oil and solids and coalescer packs in larger units.

Note: The coalescer packs should be placed in a convenient location upstream of the OWS. Place coalescer packs on oil-absorbent blanket or sheet plastic for cleaning.

Hook a lifting rod or other device to the lifting lug on the coalescer pack and lift straight up to remove it from the OWS. Continue process until all packs have been removed.

Using a standard garden hose at normal pressure (40–70 PSIG) with or without a spray nozzle to loosen any caked solids. Flush the coalescer packs from both sides. Let coalescer packs stand to allow water to drain out as needed.

Visually inspect the OWS interior and components for any damage.

NOTE: If any visual damage exists, contact Highland Tank for further instructions.

Reinstall the coalescer packs, restoring them to their original locations. Coalescer packs must be installed to rest on top of the bottom steel channel supports.

NOTE: Improper installation may result in separator malfunction.

Reattach the top covers. Ensure the gasket is damage free.

Reinstall the Oil Level Sensor in the 2” diameter Interface and Level Sensor Fitting. Reconnect all non-voltage carrying sensor lines to the Oil Level Sensor.

Refer to OWS Start-Up Instructions on page 23 for proper refilling and restarting procedures.
<table>
<thead>
<tr>
<th><strong>Special Model Maintenance</strong></th>
<th>Depending on your specific model R-OWS, your OWS may have one or more extra chambers for:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Series G, J, S &amp; TF</strong></td>
<td>Series G - Sand and grit collection on inlet end of OWS</td>
</tr>
<tr>
<td></td>
<td>Series J - Effluent Pump-out on outlet end of OWS</td>
</tr>
<tr>
<td></td>
<td>Series S - Side Oil Compartment on one side of OWS</td>
</tr>
<tr>
<td></td>
<td>Series TF - Trickle Filtration on outlet end of OWS</td>
</tr>
</tbody>
</table>

Please see special instructions below for regular maintenance of OWS units with any of these extra chambers.

**Series G**
Series G OWSs incorporate an integral sand/grit chamber ahead of the main OWS chamber to capture and retain heavier solids, preventing them from entering the OWS. Some oils will separate from the influent and accumulate at the top of this chamber. Individual site conditions vary. It is important to monitor the levels in this chamber to prevent deterioration in OWS performance. If depth of solids reaches 12 inches of the operating depth of the OWS, follow procedures for oil and sludge removal discussed earlier in this manual.

**Series J**
Series J OWSs have a separate effluent pump-out chamber with level controls. The pumped effluent can be routed through a Highland Advanced Hydrocarbon Filtration System to further reduce the oil content. Effluent can also be pumped to a holding tank for additional processing at a later time and/or remote location. It is important to monitor the electrical and mechanical components for signs of wear or malfunction. Faulty equipment may cause OWS performance to deteriorate. Replace components as needed for optimal performance. Perform cleaning/maintenance as discussed earlier in this manual.

**Series S**
Series S OWSs include an integral side oil compartment for storage of accumulated oils. This model includes an oil skimming device that automatically removes oils from the surface of the effluent and transfers them to the side compartment. Oil levels can be monitored manually or by an electronic level sensor. When oil level reaches predetermined pump-out level, remove oil using methods discussed earlier in the manual.
Special Model
Maintenance continued
Series TF

Media Replacement Cycle - The Trickle Filter media does require monitoring to determine the need for media bag change-out. Media replacement should be carried out as needed, but at a maximum recommended period of every 18 months.

Monitoring

Possible scenarios that will require attention to the media.

Oil Breakthrough – The primary purpose of the media is for removal of oils that are able to make it past the primary coalescers of the R-HTC oil water separator (such as mechanically emulsified oils). Once the media reaches its capacity for oil removal, performance of the OWS will begin to decrease. Sampling of the effluent to monitor discharge levels can indicate when the media has reached its usable capacity and should be changed.

General guideline for determining media bag condition.
A dry media bag weighs approximately 3 lbs.
A water-soaked media bag weighs approximately 9 lbs.
An oil-saturated media bag will weigh between 15-20 lbs.

Solids Buildup – Solids buildup on the media bags will decrease performance of the OWS. Bags plugged with solids will cause an increase in water level during operation, which will be indicated by a high water level alarm, if equipped. The oil capacity of the media will typically be reached before solids buildup becomes a factor. The type and volume of solids can vary widely from one application to the next, so the solids must be monitored to limit performance deterioration.

If solids discharge level is a concern, we recommend replacing or attempting to wash off and contain solids from the top layer of the media bags.

Bag Replacement

The Trickle Filter media is typically installed at the factory. To install new media, a portion of the top grating must be removed as needed by unbolting it. After flow to the OWS has been suspended, remove top grating. Remove and properly dispose of the used media bags. Continue with the removal of any residual oils or water that may have drained from the media. Place new media bags on top of the lower grate. Arrange the bags evenly to reduce the possibility of bypass. After all new media bags are in place, position and bolt the top grate back into its original position to prevent possible media flotation.

IMPORTANT
Bag Disposal Note

Media bag disposal is based on the contaminants that have been removed and should be in accordance with site-specific hazardous waste requirements and all applicable local, state and federal guidelines. This determination will need to be made by the appropriate site environmental personnel and carried out by operations personnel properly to avoid the possibility of environmental contamination and/or fines.
Problems which occur during OWS operation can be the result of many factors. The following list identifies the most common problems, their possible causes, and suggested remedies.

<table>
<thead>
<tr>
<th>Problem</th>
<th>Possible Cause</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excessive oil concentration in OWS effluent water</td>
<td>Wastewater pumped into the OWS causing emulsification of oil droplets in the effluent water.</td>
<td>Adjust pump, change to different pump, change to gravity flow or add additional treatment such as Highland Trickle Filter or AHFS system.</td>
</tr>
<tr>
<td>Flow rates exceeding OWS rated capacity, causing oil droplets in the effluent water.</td>
<td>Decrease flow rate.</td>
<td></td>
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<tr>
<td>Presence of detergents or surfactants causing emulsification of oil droplets in the effluent water.</td>
<td>Detect and remove source of harmful detergents. Replace with Highland Cleaner Plus.</td>
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</tr>
<tr>
<td>Oil levels higher than rated storage capacity, causing separated oil to carry over into effluent.</td>
<td>Remove oil.</td>
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<tr>
<td>Excessive flow turbulence into OWS causing mechanical emulsions.</td>
<td>Check inlet piping and valving design. Check for debris in inlet piping. Decrease flow.</td>
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<tr>
<td>Presence of dissolved hydrocarbons</td>
<td>Remove source of hydrocarbon.</td>
<td></td>
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<tr>
<td>Presence of excessive dissolved or suspended solids leading to OWS, inside OWS or in effluent (Solids or clay may be coated with oil).</td>
<td>Install Highland Oil/Sand Interceptor in front of OWS and clean OWS. Consider additional treatment such as Highland Trickle Filter or AHFS system.</td>
<td></td>
</tr>
<tr>
<td>Oil is of a higher specific gravity than was specified for OWS.</td>
<td>Remove source of high specific gravity oil, decrease flow rate or add additional treatment such as Highland Trickle Filter or AHFS system.</td>
<td></td>
</tr>
<tr>
<td>Problem</td>
<td>Possible Cause</td>
<td>Remedy</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Excessive oil concentration in OWS effluent water continued</td>
<td>Wastewater pH is high, causing chemical emulsification</td>
<td>High pH is usually caused by high alkaline cleaner. Change to Highland Cleaner Plus or eliminate other source of high pH.</td>
</tr>
<tr>
<td>Storm water back-up in drainage area</td>
<td>Excessive sludge or debris build-up</td>
<td>Clean out OWS.</td>
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<td></td>
<td>Closed inlet or effluent piping valves</td>
<td>Open piping valves completely.</td>
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<td></td>
<td>Inlet piping vapor lock</td>
<td>Check to ensure inlet vent is operating properly.</td>
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<tr>
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<td>Debris</td>
<td>Clean catch basin, trench drains, influent pump sump and/or OWS.</td>
</tr>
<tr>
<td>High suspended solids content in clean water effluent</td>
<td>Excessive sludge or debris build-up</td>
<td>Clean out OWS.</td>
</tr>
<tr>
<td></td>
<td>Excessive solids in storm water drainage area</td>
<td>Install Highland Collection Catch Basin in front of OWS and clean OWS.</td>
</tr>
</tbody>
</table>

If you have any additional questions regarding OWS problems, contact Highland Tank.
Highland Tank - Oil/Water Separator Inspection and Maintenance Log - Serial # ________________

Use a separate log sheet for each unit

Facility Name: __________________________________________________________________________
Address: _____________________________ City: _____________________________ State: _______ ZIP: __________
Contact Name: (Please print) ________________________________________________________________ Phone: (    ) _______ - _______

OWS Unit Details
Model No.: OWS - _________ Flow rate: _________ (GPM) Recommended pump-out: ____________ (GAL)
Location of oil/water separator: __________________________________________________________________________
(e.g.: Building 1 basement, 1st St. parking garage, etc.)

Service/Maintenance Provider
Company Name: __________________________________________________________________________ License No.: ________________
Address: _____________________________ City: _____________________________ State: _______ ZIP: __________
Contact Name: (Please print) ________________________________________________________________ Phone: (    ) _______ - _______

The Highland Tank OWS should be inspected on a regular schedule as determined by facility needs.

Appendix - A - Sample Inspection and Maintenance Log
<table>
<thead>
<tr>
<th>Date</th>
<th>/</th>
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<th>Work performed by:</th>
<th>Action taken:</th>
</tr>
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<tbody>
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<td>Observations/comments:</td>
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<tr>
<td>Date</td>
<td>/</td>
<td>/</td>
<td>Work performed by:</td>
<td>Action taken:</td>
</tr>
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</tr>
<tr>
<td>Observations/comments:</td>
<td></td>
<td></td>
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</tbody>
</table>
## Rectangular Separator Sizing Guide

<table>
<thead>
<tr>
<th>Model</th>
<th>Flow Rate Gal/Min</th>
<th>Total Volume Gallons</th>
<th>Recommended Oil Pump-out Gallons</th>
<th>Tank Dimensions L x W x H</th>
<th>Inlet &amp; Outlet Diameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>5</td>
<td>100</td>
<td>20</td>
<td>5'-0&quot; x 1'-6&quot; x 3'-0&quot;</td>
<td>1&quot;</td>
</tr>
<tr>
<td>200</td>
<td>10</td>
<td>200</td>
<td>40</td>
<td>5'-0&quot; x 2'-0&quot; x 3'-0&quot;</td>
<td>2&quot;</td>
</tr>
<tr>
<td>300</td>
<td>25</td>
<td>300</td>
<td>60</td>
<td>7'-0&quot; x 2'-0&quot; x 3'-0&quot;</td>
<td>3&quot;</td>
</tr>
<tr>
<td>600</td>
<td>50</td>
<td>600</td>
<td>120</td>
<td>9'-0&quot; x 3'-0&quot; x 3'-0&quot;</td>
<td>4&quot;</td>
</tr>
<tr>
<td>900</td>
<td>75</td>
<td>900</td>
<td>180</td>
<td>10'-0&quot; x 3'-0&quot; x 4'-0&quot;</td>
<td>6&quot;</td>
</tr>
<tr>
<td>1,000</td>
<td>100</td>
<td>1,000</td>
<td>200</td>
<td>11'-0&quot; x 4'-0&quot; x 4'-0&quot;</td>
<td>6&quot;</td>
</tr>
<tr>
<td>2,000</td>
<td>200</td>
<td>2,000</td>
<td>400</td>
<td>12'-0&quot; x 5'-0&quot; x 5'-0&quot;</td>
<td>8&quot;</td>
</tr>
<tr>
<td>3,000</td>
<td>300</td>
<td>3,000</td>
<td>600</td>
<td>18'-0&quot; x 5'-0&quot; x 5'-0&quot;</td>
<td>10&quot;</td>
</tr>
<tr>
<td>4,000</td>
<td>400</td>
<td>4,000</td>
<td>800</td>
<td>18'-0&quot; x 6'-0&quot; x 5'-0&quot;</td>
<td>10&quot;</td>
</tr>
<tr>
<td>5,000</td>
<td>500</td>
<td>5,000</td>
<td>1,000</td>
<td>20'-0&quot; x 6'-0&quot; x 6'-0&quot;</td>
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<tr>
<td>6,000</td>
<td>600</td>
<td>6,000</td>
<td>1,200</td>
<td>19'-2&quot; x 7'-0&quot; x 6'-0&quot;</td>
<td>10&quot;</td>
</tr>
<tr>
<td>7,000</td>
<td>700</td>
<td>7,000</td>
<td>1,400</td>
<td>19'-2&quot; x 7'-0&quot; x 7'-0&quot;</td>
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<tr>
<td>8,000</td>
<td>800</td>
<td>8,000</td>
<td>1,600</td>
<td>19'-2&quot; x 8'-0&quot; x 7'-0&quot;</td>
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<td>900</td>
<td>9,000</td>
<td>1,800</td>
<td>18'-10&quot; x 8'-0&quot; x 8'-0&quot;</td>
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</tr>
<tr>
<td>10,000</td>
<td>1,000</td>
<td>10,000</td>
<td>2,000</td>
<td>20'-11&quot; x 8'-0&quot; x 8'-0&quot;</td>
<td>12&quot;</td>
</tr>
<tr>
<td>12,000</td>
<td>1,200</td>
<td>12,000</td>
<td>2,400</td>
<td>19'-10&quot; x 9'-0&quot; x 9'-0&quot;</td>
<td>12&quot;</td>
</tr>
<tr>
<td>15,000</td>
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<td>15,000</td>
<td>3,000</td>
<td>24'-9&quot; x 9'-0&quot; x 9'-0&quot;</td>
<td>14&quot;</td>
</tr>
<tr>
<td>20,000</td>
<td>2,000</td>
<td>20,000</td>
<td>4,000</td>
<td>29'-9&quot; x 10'-0&quot; x 9'-0&quot;</td>
<td>16&quot;</td>
</tr>
<tr>
<td>25,000</td>
<td>2,500</td>
<td>25,000</td>
<td>5,000</td>
<td>33'-6&quot; x 10'-0&quot; x 10'-0&quot;</td>
<td>18&quot;</td>
</tr>
<tr>
<td>30,000</td>
<td>3,000</td>
<td>30,000</td>
<td>6,000</td>
<td>40'-10&quot; x 10'-0&quot; x 10'-0&quot;</td>
<td>20&quot;</td>
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</table>

Plate spacing and orientation may vary depending on site conditions. Custom sizing is available. Consult Highland Tank for Series G, J, S & TF sizing information.
### Highland Tank Locations

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stoystown, PA</td>
<td>One Highland Road</td>
<td>814-893-5701</td>
</tr>
<tr>
<td></td>
<td>Stoystown, PA 15563-0338</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 814-893-5701</td>
<td></td>
</tr>
<tr>
<td>Manheim, PA</td>
<td>4535 Elizabethtown Road</td>
<td>717-664-0600</td>
</tr>
<tr>
<td></td>
<td>Manheim, PA 17545-9410</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 717-664-0600</td>
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</tr>
<tr>
<td>Watervliet, NY</td>
<td>958 19th Street</td>
<td>518-273-0801</td>
</tr>
<tr>
<td></td>
<td>Watervliet, NY 12189-1752</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 518-273-0801</td>
<td></td>
</tr>
<tr>
<td>Greensboro, NC</td>
<td>2700 Patterson Street</td>
<td>336-218-0801</td>
</tr>
<tr>
<td></td>
<td>Greensboro, NC 27407-2317</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 336-218-0801</td>
<td></td>
</tr>
<tr>
<td>Lebanon, PA</td>
<td>2225 Chestnut Street</td>
<td>717-664-0602</td>
</tr>
<tr>
<td></td>
<td>Lebanon, PA 17042-2504</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 717-664-0602</td>
<td></td>
</tr>
<tr>
<td>Friedens, PA</td>
<td>1510 Stoystown Road</td>
<td>814-443-6800</td>
</tr>
<tr>
<td></td>
<td>Friedens, PA 15541-7402</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 814-443-6800</td>
<td></td>
</tr>
<tr>
<td>Clarkston, MI</td>
<td>4701 White Lake Road</td>
<td>248-625-8700</td>
</tr>
<tr>
<td></td>
<td>Clarkston, MI 48346-2554</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 248-625-8700</td>
<td></td>
</tr>
<tr>
<td>Mancelona, MI</td>
<td>9517 Lake Street</td>
<td>251-587-8412</td>
</tr>
<tr>
<td></td>
<td>Mancelona, MI 49659-7968</td>
<td></td>
</tr>
<tr>
<td></td>
<td>T: 251-587-8412</td>
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</tr>
</tbody>
</table>

[www.highlandtank.com](http://www.highlandtank.com)  
[wastewater@highlandtank.com](mailto:wastewater@highlandtank.com)
Aboveground Rectangular Oil/Water Separator
Installation Start-up Checklist

This form is intended to document all of the important information regarding the installation and start-up of your Highland Tank Oil/Water Separator (OWS).

For accuracy, to ensure proper installation, and keep any warranty in force, this important document should be completed at the time of start-up. A copy of this document should be maintained at the OWS installation site, maintenance office and owner’s office.

Person Conducting Start-up:

Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

Installation Acceptance (see last page for any installation comments)

Customer

Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

Installer

Print name: ___________________________ Title: ___________________________
Signature: ___________________________ Date: ___________________________

Highland Tank
One Highland Road
Stoystown, PA 15563
www.highlandtank.com
wastewater@highlandtank.com
Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

General Operating Notes

Periodic maintenance is required to remove sand, trash, sludge and oil from the coalescers and the unit as a whole. For units processing any rainwater, an inspection after a heavy rainfall event is recommended.

It is recommended that the OWS be cleaned at least once a year. Annual cleaning consists of removing the oil buildup on the surfaces of the OWS walls and coalescer plates with steam or high-pressure water. Prior to performing any maintenance, stop all flow to the OWS. Then, using suction, remove all fluid and solids from the OWS and dispose of properly.

Perform maintenance according to Highland Tank Aboveground Rectangular User’s Manual available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf. Since OWS designs will vary with sites, it is essential to adhere strictly to the manufacturer’s instructions for cleaning and maintenance.

If contaminants are present, or if detergents are used in the cleaning process, always be sure to pump out before reactivating the system and reopening the valve on the influent line.

Factors that adversely affect OWS performance

• Excessive turbulence
• Excessive influent flow rate
• Excessive oil storage
• Pumping into the OWS
• Detergents or surfactants
• Excessive sludge build-up
Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

PLEASE PRINT

Owner of OWS: ________________________________ Installation Date: ____________

Location of OWS: ______________________________________________________________________

Model / Size: ___________________________ Start-up Date: ____________

Sold to

Customer: ________________________________  Start-up Attendees (Please print)

Address: ________________________________

City: _______________ State: ___ Zip: ______

Phone: (____) ____________________________

Contact: __________________________________

Installation Site

Customer: ________________________________

Address: ________________________________

City: _______________ State: ___ Zip: ______

Phone: (____) ____________________________

Contact: __________________________________

Installing Company

Company Name: ________________________________

Installer Contact: ________________________________

Phone: (____) ____________________________

Highland Representative

Name: ________________________________

Phone: (____) ____________________________

Email: ________________________________
Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

OWS Specifications:

Model: ______________________________  Highland Work Order #: __________________
Set up for ______ GPM flow rate
Construction: SW or DW (circle one)
Inlet size: ______ Outlet size: ______
Exterior Coating: ______________________________  Interior Lining: ____ None
____ Urethane  ____ Polyurethane
____ Insulated (pour Foam)  ____ Epoxy
____ Other ______________________________  ____ Other ______________________________

Installation Questionnaire

Have the OWS and all accessories been checked to verify that all items and correct items were received?  Yes  No
Has the OWS been installed in accordance with the installation instructions in the Highland Tank Aboveground Rectangular Oil/Water Separator User’s Manual?  Yes  No
Available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf.
Has the OWS been installed level in accordance with installation instruction specifications?  Yes  No
Has the OWS been installed with a separate atmospheric vent from the inlet pipe in accordance with applicable code requirements? (Not applicable on systems with Pumped influent)  Yes  No  N/A
Has the OWS been installed with a separate atmospheric vent from the outlet pipe in accordance with applicable code requirements? (Not applicable on systems with Pumped effluent)  Yes  No  N/A
Has the OWS been installed with separate atmospheric vents from the OWS body in accordance with applicable code requirements?  Yes  No
Have all accessories received, been installed correctly by the installer?  Yes  No
Has the OWS been filled with clean fresh water prior to being put into service?  Yes  No
Has the operation of the OWS detailed in the Highland Tank Aboveground Rectangular Oil/Water Separator User’s Manual been explained to appropriate personnel?  Yes  No
Available at www.highlandtank.com/AdminHighlandData/FileDataAdditional/resource_105.pdf.
Have the need for periodic maintenance and the recommended procedure for this maintenance been explained to the appropriate personnel?  Yes  No

IMPORTANT: Separator is to be filled with clean/fresh water prior to being put into service.

Stoystown, PA  /  Manheim, PA  /  Watervliet, NY  /  Lebanon, PA  /  Greensboro, NC  /  Friedens, PA  /  Clarkston, MI  /  Manchaca, MI

HT-9060 – 5/2019
# Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

**Hold Down Method (if required):**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</table>

**Oil Skimmer**

Is the OWS equipped with an oil-skimming device?

<table>
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<tr>
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<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Skimmer Type: ______________ Model #: ______________

Has skimmer been installed in accordance with manufacturer’s instructions? Has it been tested and is it working properly?

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

If "No", have you explained to the operator how to adjust the skimmer?

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
</table>

**Sensor(s) and Alarm/Control Panel**

Is OWS equipped with an Alarm/Control Panel and Sensor(s)?

<table>
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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Alarm/Control Panel Model: ______________

Incoming Voltage: ____ VAC, _____ Phase

Has the Alarm/Control Panel been installed in accordance with manufacturer’s instructions? Has it been tested and is it working properly?

<table>
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<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
</table>

Has the Oil Interface Level Sensor been installed in accordance with manufacturer’s instructions? Has it been tested and is it working properly?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Has the High Fluid Level Sensor been installed in accordance with manufacturer’s instructions? Has it been tested and is it working properly?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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</thead>
</table>

**Pumps**

Is OWS equipped with an influent pump system?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Pump: Make - Model – Type: ______________

Is pump mounting and piping configuration correct based on the manufacturer’s specifications?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Is OWS equipped with an effluent pump system?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
</table>

Pump: Make - Model – Type: ______________

Has the operation of the Alarm Panel, sensor(s) and pump system been fully explained to the appropriate personnel?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>
IMPORTANT: Separator is to be filled with clean/fresh water prior to being put into service.

Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

OWS Application
How is this OWS going to be used? ____________________________________________________________

________________________________________________________

What type of Hydrocarbon is to be separated? __________________________________________________

________________________________________________________

Specific Gravity(s): __________________________________________________

Are there any detergents or solvents being used that will flow into the OWS? Yes No N/A
If yes, what are they? ______________________________________________

Where will this unit be discharging? __________________________________________________________

Is there a flow-thru process test required, at time of installation in the specifications for this OWS? Yes No N/A
If "Yes", is there a specific procedure required? Yes No N/A
Will Highland Tank personnel be required to perform the test? Yes No N/A
Testing date requested: ______________________________

Maintenance
Does the customer have a copy of Highland Tank Aboveground Rectangular Oil/Water Separator User’s Manual? Yes No N/A

Have the installation, operation and maintenance instructions been discussed with the customer? Yes No N/A

Installation Acceptance (see last page for any installation comments)
Customer Contact: ______________________________________________________________
Installer Contact: ________________________________________________________________
IMPORTANT: Separator is to be filled with clean/fresh water prior to being put into service.

Aboveground Rectangular Oil/Water Separator Installation Start-up Checklist

Differences noted (Missing or incorrect items):

________________________________________________________

________________________________________________________

________________________________________________________

Follow-up required:

________________________________________________________

________________________________________________________

________________________________________________________

Corrective action:

________________________________________________________

________________________________________________________

________________________________________________________

Start-up date: ___ / ___ / ______ By: ________________________

Notes:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Stoystown, PA / Manheim, PA / Watervliet, NY / Lebanon, PA / Greensboro, NC / Friedens, PA / Clarkston, MI / Mancelona, MI
Local Highland Representative: ___________________________ Phone: (   ) - __________
Email: ____________________________________________

IMPORTANT: Separator is to be filled with clean/fresh water prior to being put into service.