

MODEL SANITARY SEWER MAINTENANCE POLICY

This is a sample policy for guideline purposes only. Please consult your Utility attorney when developing your own policy.

This model policy is intended to be used with the memos **Considerations for Sanitary Sewer Maintenance Policies** and **Overview of Sanitary Sewer Maintenance Policies**.

1. Purpose

It is the policy of the _____ Utility to comply with all applicable state and federal regulatory requirements.

The Utility intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The Utility has _____ feet of public sanitary sewer mains, _____ manholes and _____ lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the Utility's sanitary sewer system to prevent sewer backups and to extend the life of the system. The Utility has developed and implemented this policy that takes into consideration public safety, the Utility's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The Utility will use its employees, equipment and/or private contractors to provide this service.

While the Utility fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the Utility from meeting the guidelines established herein. The _____ (*designate the appropriate authority*) may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The Utility will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the Utility.

2. Routine Maintenance and Inspection Goals

Sanitary Sewer Mains

Scope of Utility's Responsibility - The Utility will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property _____ (*examples: up to and including the connection to the public system; up to but excluding the connection to the public system, etc.*)

Schedule – The Utility's goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The Utility's sanitary sewer mains will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the Utility. Television inspection may also be used to inspect the system where there are possible problems. In addition, the Utility may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the Utility. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the Utility for a minimum of 12 years.

Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule.

The _____ (*insert employee title: public works director, utility superintendent, team lead, etc.*) will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

Sanitary Sewer Lift Stations

The Utility maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Components of SOP and SMP include:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Clean force mains
- Identify problem areas/components

3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

Utility employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the Utility's Sanitary Sewer Maintenance Policy.

4. Personnel Responsibilities and Requirements

Exercise of Professional Judgment

It is expected that Utility employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) Utility employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the Utility sanitary sewer system, and environmental concerns.

Training and Education

The Utility will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

Work Schedule

Full-time Utility employees in the _____ (*insert name of department*) department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the Utility employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The Utility will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The Utility will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the Utility's records retention schedule.

6. Public Education

Periodically, the Utility will inform residents of their responsibilities related to sanitary sewer service from the Utility of _____.

7. Other Sanitary Sewer System Policies

The Utility has a number of other policies and/or ordinances that are important to the ongoing operation of the Utility's sanitary sewer system. The following documents are available on the Utility's web site and in the public works department.

- Emergency Response Policy
- Public Sanitary Sewer Use Ordinance
- System Rehabilitation Policy