

POLICY 5.08
SANITARY SEWER MAINTENANCE

1.00 Purpose

- 1.01 It is the policy of the City of Lakeville to comply with all applicable state and federal regulatory requirements.
- 1.02 The City intends to provide effective and efficient maintenance to its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.
- 1.03 While the City 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, weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Director may override provisions established within this policy when necessary. Deviations from the goals established in this policy will be documented.
- 1.04 The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2.00 Routine Maintenance and Inspection

2.01 Sanitary Sewer Lines

- a. Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Applicants, owners, occupants and users shall be liable for all repairs required to any sanitary sewer line from the building to the property line. Furthermore, it shall be the responsibility of the applicant, owner, occupant or user to clean and maintain the sanitary sewer service line (i.e. keep free from blockages and roots, etc.) from the building to the sewer main.
- b. Schedule – The City will inspect and maintain each sanitary sewer mainline every four years.
- c. Problem Area – This is an area of the system that is known to have problems such as grease accumulation, shallow slope, blockage or backups. Problem areas will be cleaned once per year, unless more frequent cleaning is necessary. A chemical or proofer may be used in sanitary sewer mainlines to help eliminate grease build up.
- d. Equipment – A jetter or a rodding machine will be used to clean the sewer mainlines. Depending on location, type of pipe and if a known problem exists the Utility Division will determine what type of cleaning method will be used.

- e. Television Inspection – The City will use a television camera to inspect the sanitary sewer system mainlines every ten years. All sanitary sewer mainlines that are on a street maintenance project will be televised, recorded and inspected before and after the project. The City and/or a contractor will televise, record and inspect all sanitary sewer lines in new developments before the City will accept them as City lines. A camera may also be used to inspect sanitary sewer lines for possible problem areas.

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

- f. Visual Inspection – City Utility Division staff will perform a visual inspection of the sanitary sewer mainlines every four years by looking down the manholes to determine if there are any problems.

3.00 Sanitary Sewer Lift Stations

- 3.01 Schedule – City Utility Division staff will complete a weekly maintenance check of each lift station. Weekly checks include all alarms, alarm lights, floats, control systems, motors, piping, sump pump operation, blower/air exchange system, transducer, bubbler, air compressor and greasing. Annually, City Utility Division staff and/or a contractor will perform a documented, comprehensive inspection/service of all lift stations. This will include all electrical components, controls, pumps, piping and related infrastructure.

- 3.02 Operations – The hour meters at each lift station will be checked each normal workday (Monday through Friday, excluding City observed holidays) to ensure the lift stations are working properly and to detect any problems in the system. The City also uses a SCADA (Supervisory Control And Data Acquisition) system to monitor lift stations.

4.00 Emergency Response

- 4.01 Notification – City Utility Division staff may be notified of an emergency or a problem within the sanitary sewer system by a system alarm, another employee or a resident.

- 4.02 Response – After being notified, a City Utility Division employee will go to the location of the problem to determine if the problem is with the City’s sanitary sewer system. A City employee will check the City’s sanitary sewer main at the point of the problem. Corrective action will be taken if the City’s sanitary sewer main is found to be blocked or obstructed. The time necessary to remedy a problem will vary depending on the number of calls, the nature and seriousness of the problem, weather, and other factors that may impact the department’s ability to respond, find and correct a reported problem.

When a blockage found in a sanitary sewer main is causing a backup into a private portion of the system, the first priority will be to address the problem in the City’s sanitary sewer main.

After a sanitary sewer backup is remedied, efforts to determine the cause of the blockage or backup will be undertaken by those responding to the emergency. Written records of emergency response will include information and documentation concerning the cause(s) or possible cause(s) of the blockage or backup.

When investigation of a backup determines that the problem is within the private portion of the sanitary sewer system, the sewer customer will be informed of possible corrective action they may have to perform on their portion of the system.

5.00 Inflow / Infiltration

- 5.01 Definition - Inflow and infiltration occurs 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.
- 5.02 Inflow – Reducing inflow will be done by public education to encourage voluntary compliance.
- 5.03 Infiltration – Reducing infiltration will be done by routine maintenance and inspection found in section II of this policy. Manholes will be inspected every four years by City employees and those that contribute to the problem will be repaired.

6.00 Personnel Responsibilities and Requirements

- 6.01 Exercise of Professional Judgment - It is expected that City 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 City 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 City sanitary sewer system, and environmental concerns.
- 6.02 Training and Education - The City 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.
- 6.03 Weather Conditions - Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City 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.

7.00 Documentation

- 7.01 The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. These records will be kept in accordance with the City's records retention schedule.