

CITY OF YACHATS
RESOLUTION NO. 2016-01-02

WHEREAS, slight differences between the Municipal Code and the Sanitary Sewer Maintenance Policy were noted;

NOW THEREFORE, the City of Yachats resolves to adopt the attached updated Sanitary Sewer Maintenance Policy, marked "Exhibit A" that is consistent with the Yachats Municipal Code.

This Resolution is memorializing an action taken by City Council at the January 14, 2016 meeting and was effective as of that date.

Attest:

Ronald L. Brean, Mayor

Nancy Batchelder, City Recorder

YACHATS SANITARY SEWER MAINTENANCE POLICY



1. Purpose

It is the policy of the City of Yachats to comply with all applicable Oregon Department of Environmental Quality, and Federal Environmental Protection Agency requirements.

The City 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. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has 73,238 feet of public sanitary sewer mains, 300 manholes and 5 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to reduce the likelihood of sewer backups, unregulated discharges, 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.

The City has a Wastewater Treatment System Master Plan. The Public Works & Streets Commission is responsible for monitoring and oversight of the Plan.

The City requires grease traps for all facilities such as restaurants that produce excess grease and requires all Transient Rentals to have containers for the disposal of all cooking grease. The City provides the container free of charge and has the liners available at cost. The City's Fats, Oils, and Grease (FOG) policy is contained in the Yachats Municipal Code, Section 8.08.040 – Use of the Public Sewers.

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, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Oregon Department of Environmental Quality may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

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. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility -

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, wastewater treatment plants, and other components. The property owner shall be responsible for all the maintenance and repair and the costs associated therewith of the private sewer lateral from the structure to the City sanitary main line. (Ord. 313 Amended March 2012; Ord. 278, Amended, March 2008; Ord. 188 § 7, 1996) The City assumes no responsibility to inspect laterals up to and including the connection to the public system, even if that lateral and or connection is within the public right of way.

Schedule – The City's goal is to inspect and maintain the components of its sanitary sewer system on an on-going basis, with pump station inspections three times a week.

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

Video Inspection –The City's sanitary sewer mains will be inspected by video camera on an on-going basis by City staff using City equipment.. Additionally any sewer mains located on a street where a street maintenance, paving or utility project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be video recorded as part of the construction inspection procedure (not at City cost) before said mains are turned over to the City. Video inspection may also be used to inspect the system where there are possible problems. In addition, the City 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.)

If a developer chooses to use a vendor to perform the video inspection, the vendor performing the service will submit visual recordings and a written report summarizing and interpreting the findings of the video recording to the City. Records of the inspection will be kept for a minimum of 12 years.

B. Prioritization of Inspection and Maintenance

The sanitary sewer mains and facilities identified as Category 1 will receive periodic or less than 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 or ordinary maintenance and those identified as Category 3 will receive the most frequent maintenance (highest priority). When a sewer main or facility is identified as anything other than Category 2, 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 Public Works Director will determine whether a main or facility is Category 1, receiving less than ordinary routine sewer maintenance, Category 2, receiving more frequent or ordinary maintenance or Category 3, receiving the most frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

C. Sanitary Sewer Lift Stations

The City 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 (in the event of backup power, confirm that lift station alarm systems work even when power failures occur)
- 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 is due to direct connections between the sewer and surface water sources, 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.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy. Where appropriate, smoke testing or other means may be used to determine locations in inflow.

4. Personnel Responsibilities and Requirements

A. 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.

B. 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

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procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

The emergency response plan is posted to assist all Public Works Department employees in the event of an emergency.

The responsible City employee will have a Class 1 collection systems operating license from the State of Oregon as required by the Department of Environmental Quality. The Treatment Plant Operator will have a Class 2 treatment plant operating license from the State of Oregon as required by the Department of Environmental Quality.

All Public Works Department employees are encouraged to cross-train and obtain certification in collection and treatment.

C. Work Schedule

Full-time City employees in the Public Works 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.

D. 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.

5. Documentation

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. 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 City's records retention schedule.

6. Public Education

Articles will be published periodically in the City newsletter to provide information to residents about their responsibilities related to sanitary sewer service from the City of Yachats and tips about how to help the system operate efficiently. This information is also made available on the City's website. Additionally there may be special activities that impact residents, such as smoke testing, or construction activities, where the City will take an active role in advising impacted residents of the project at hand. Notices of smoke testing will be published in the newsletter and in the Announcement Section of the website well in advance. Door hangers will be used if necessary to alert residents of the testing procedure.

7. Other Sanitary Sewer System Policies

The City's Municipal Code, including Chapter 8.08. - Sewer Service System is available at City Hall and on the City's website.

8. Resources

EPA GUIDE FOR EVALUATING CAPACITY, MANAGEMENT, OPERATION, AND MAINTENANCE (CMOM) PROGRAMS AT SANITARY SEWER COLLECTION SYSTEMS, 2005, 126 pages, http://www.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf

WASTEWATER COLLECTION SYSTEMS MANAGEMENT, WEF Manual of Practice No. 7, Sixth Edition, 2009, 242 pages

Emergency Response

(From the City of Yachats NPDES Permit)

Twenty-Four Hour Reporting

The permittee must report any noncompliance that may endanger health or the environment. Any information must be provided orally (by telephone) to DEQ or to the Oregon Emergency Response System (1-800-452-0311) as specified below within 24 hours from the time the permittee becomes aware of the circumstances.

- a. Overflows.
 - (1) Oral Reporting within 24 hours.
 - i. For overflows other than basement backups, the following information must be reported to the Oregon Emergency Response System (OERS) at 1-800-452-0311. For basement backups, this information should be reported directly to DEQ.
 - a) The location of the overflow;
 - b) The receiving water (if there is one);
 - c) An estimate of the volume of the overflow;
 - d) A description of the sewer system component from which the release occurred (e.g., manhole, constructed overflow pipe, crack in pipe); and
 - e) The estimated date and time when the overflow began and stopped or will be stopped.
 - ii. The following information must be reported to the Department's Regional office within 24 hours, or during normal business hours, whichever is first:
 - a) The OERS incident number (if applicable) along with a brief description of the event.
 - (2) Written reporting within 5 days.
 - i. The following information must be provided in writing to the Department's Regional office within 5 days of the time the permittee becomes aware of the overflow:
 - a) The OERS incident number (if applicable);
 - b) The cause or suspected cause of the overflow;
 - c) Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps;
 - d) Steps taken or planned to mitigate the impact(s) of the overflow and a schedule of major milestones for those steps; and
 - e) (for storm-related overflows) The rainfall intensity (inches/hour) and duration of the storm associated with the overflow.

The DEQ may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

b. Other instances of noncompliance.

- (1) The following instances of noncompliance must be reported:
 - i. Any unanticipated bypass that exceeds any effluent limitation in this permit;
 - ii. Any upset that exceeds any effluent limitation in this permit;
 - iii. Violation of maximum daily discharge limitation for any of the pollutants listed by the Department in this permit; and
 - iv. Any noncompliance that may endanger human health or the environment.
- (2) During normal business hours, the Department's Regional office must be called. Outside of normal business hours, the Department must be contacted at 1-800-452-0311 (Oregon Emergency Response System).
- (3) A written submission must be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission must contain:
 - i. A description of the noncompliance and its cause;
 - ii. The period of noncompliance, including exact dates and times;
 - iii. The estimated time noncompliance is expected to continue if it has not been corrected;
 - iv. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance; and
 - v. Public notification steps taken, pursuant to General Condition B.7
- (4) The Department may waive the written report on a case-by-case basis if the oral report has been received within 24 hours.

6. Other Noncompliance

The permittee must report all instances of noncompliance not reported under General Condition D.4 or D.5, at the time monitoring reports are submitted. The reports must contain:

- a. A description of the noncompliance and its cause;
- b. The period of noncompliance, including exact dates and times;
- c. The estimated time noncompliance is expected to continue if it has not been corrected; and
- d. Steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance.

7. Duty to Provide Information

The permittee must furnish to the Department within a reasonable time any information that the Department may request to determine compliance with the permit or to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit. The permittee must also furnish to the Department, upon request, copies of records required to be kept by this permit.

Other Information: When the permittee becomes aware that it has failed to submit any relevant facts or has submitted incorrect information in a permit application or any report to the Department, it must promptly submit such facts or information.

8. Signatory Requirements

All applications, reports or information submitted to the Department must be signed and certified in accordance with 40 CFR Section 122.22.

9. Falsification of Information

Under ORS 468.953, any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, is subject to a Class C felony punishable by a fine not to exceed \$100,000 per violation and up to 5 years in prison. Additionally, according to 40 CFR 122.41 (k)(2), any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a federal civil penalty not to exceed \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.

Checklist for Responding to Sewer Overflows

- 1 Immediately respond to location to assess damages
 - Always be calm and professional.
 - *Never admit or deny fault or liability.*

- 2 Determine the cause of the backup
 - Take photos and detailed notes

- A. If it is in the LATERAL LINES:** (on private property)
 - Advise the occupants that they need to arrange for cleanup.
 - Provide a list of cleanup services, plumbers, etc. or refer them to the yellow pages.
 - Clearly explain that the fault is not with the city and explain what they need to do. *Always* be courteous.
 - **DO NOT** discuss fault or liability.
 - If there is a question of fault, the city may elect to assist the homeowner with mitigation cost (not to exceed \$2,500) once the homeowner has signed the appropriate waiver. CIS may agree to reimburse city for those costs **ONLY** if a waiver has been signed by the homeowner.

- B. If it is in the MAIN LINES:**
 - Report the incident immediately --
During normal business hours: 1-800-922-2684

After hours: (Oregon/Washington Claim Service)

1-800-824-1609
 - Quickly arrange for initial clean-up by calling a cleaning contractor. If the home is un-inhabitable, tell the homeowner that the City will reimburse them for a night's stay at a local hotel.
 - Explain to homeowner that a contractor has been called and will clean up the mess.
 - Do not discuss fault or liability.
 - Direct the occupant to city hall to file a report/claim.

Remember: You are the good guys. Be nice.

3. Guidelines to protect people and property:

- Treat the overflow as if it were TOXIC.
- Move uncontaminated property away from the overflow area.
- Keep pets, children, and others out of the overflow.
- Do not allow contact with the bare skin. Wash with clean water immediately.

One last thing: Review your procedures to ensure all lines are maintained and cleaned per written schedule and that all activities are documented. This is necessary to provide a successful defense of the city if we are sued!

Important Phone Numbers

List below: plumbers, cleaning companies, motels, Dept of Environmental Quality, city hall, etc.
