

**TOWN OF WHITE**

**Sanitary Sewer Maintenance Policy**

1. **Purpose**

It is the policy of the Town of White to comply with all applicable state and federal regulatory requirements. The Town of White 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 township has developed and implemented this policy that takes into consideration public safety, the Town’s budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The Town will use its employees, equipment and/or private contractors to provide this service.

While the Town 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 Town from meeting the guidelines established herein.

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

1. **Routine Maintenance and Inspection Goals**
2. Sanitary Sewer Mains

 Scope of Town’s Responsibility: The Township will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. The City of Aurora maintains the wastewater treatment plant. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

 The Town’s goal is to inspect and maintain the components of its sanitary sewer system on a regularly scheduled basis. The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

 The Town’s sanitary sewer mains will be inspected by television camera. 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 town. Television inspection may also be used to inspect the system where there are possible problems. In addition, the town may require any main near a construction site to be televised before and after the construction (near blasting, digging, other activities that might disrupt the main, etc.)

1. Sanitary Sewer Lift Stations

 The Town maintains lift stations using a 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 set 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 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
1. **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.

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

1. **Personnel Responsibilities and Requirements**
2. **Exercise of Professional Judgment**

It is expected that Town 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, Town employees will be required to exercise their discretion and with political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the Town sanitary sewer system, and environmental concerns.

1. **Training and Education**

The Town 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.

1. **Work Schedule**

 In emergencies, employees in the Public Works Department 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.

1. **Weather Conditions**

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the Town 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.

1. **Documentation**

The Town will document all of its inspections and maintenance activities and emergency responses for its sanitary sewer system. The Town 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 Town’s records retention schedule.

1. **Public Education**

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

**This document shall become effective upon date of passage by the Town Board of Supervisors.**

Approved as to form and content by the Town Board of Supervisors on this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_.

Approved: Attest:

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Edward Kippley, Chairman Jodi Knaus, Clerk