

SANITARY SEWER POLICY CITY OF SHAKOPEE

I. Purpose

The purpose of this policy is to provide the City of Shakopee's procedures for maintaining its sanitary sewer system. These procedures are necessary to prevent sewer backups into homes and businesses and the natural environment. Maintenance also protects and extends the life of the City's sanitary sewer system. The City will provide such maintenance in a safe and cost effective manner, keeping in mind safety, budget, personnel and environmental concerns. The City will use city employees, equipment and/or private contractors to conduct this maintenance.

II. Routine Maintenance and Inspection

1. Sanitary Sewer Lines –

- a. Scope of City's Responsibility – The City will maintain the city's sanitary sewer lines. Private property owners are responsible for the maintenance of the private lines from the city's main line to any buildings.
- b. Schedule – The City will clean every sanitary sewer line every three years.
- c. Problem Area – This is defined as an area that has had a sewer backup, blockage or a known problem such as grease accumulation or shallow slope. This area will be cleaned twice a year for the first year. If there are no further problems, it will be cleaned once the second year and then to a regular schedule the third year.
- d. Equipment – Lines will be cleaned with a jetter.
- e. Televising Inspection – The lines will be inspected by television camera every 10 years. Any lines that are located on a street where a street maintenance project is planned will be inspected prior to those projects. Camera inspection will also be available to inspect lines where there are possible problems.

2. Sanitary Sewer Lift Stations

- a. Schedule – The City will maintain the lift stations that the City is responsible for annually using specific maintenance that is reasonable and recommended. The maintenance is reflected in the checklists developed for each lift station.

- b. Electrical Components – An electrician will be hired annually to inspect and maintain the electrical components of the lift stations.
- c. Flow Meters – The flow meters at the lift stations will be checked on a weekly basis to ensure that the lift stations are working properly and to detect any problems in the system.

III. Emergency Response

- 1. Definition – An emergency response occurs in response to a call from citizens, fellow employees, or an alarm that indicates that there is a possible problem in the sanitary sewer system.
- 2. Response – After receiving notice of a possible problem, an employee will respond and determine if there is a problem in the city’s system. If there is, he or she will remedy it based on accepted procedures. If necessary, the city employee will obtain assistance from other city employees or outside contractors such as electricians or engineers.

IV. Inflow/Infiltration

- 1. Definitions – Inflow is where storm water is misdirected into sanitary sewer system through intentional connections such as sump pumps and roof leaders. Infiltration is where storm and ground water get into the sanitary sewer system through cracks or leaks in the sewer pipes or manholes. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of storm water.
- 2. Inflow – To reduce inflow, the City has developed a program to eliminate illegal connections to the sanitary sewer system. This includes enforcement of the ordinance banning such connections and public education to encourage voluntary compliance.
- 3. Infiltration – To reduce infiltration, the City employees will annually inspect manholes and repair any that contribute to this problem. The sewer lines are maintained and inspected pursuant to Section II of this policy.

V. Training

The City will provide training on a regular basis to employees that will be involved in the routine maintenance and the emergency response on the procedures to follow and the on how to use the proper equipment.

VI. Work Schedule for City Employees

City employees will be expected to work eight-hour shifts. In emergencies, employees sometimes have to work in excess of eight-hour shifts. However, because of budget and safety concerns employees may be limited in how long they work.

VII. Weather Conditions

Sewer maintenance operations will be conducted only when weather conditions do not endanger the safety of city employees and equipment. Factors that may delay sewer maintenance operations include; severe cold, flooding, rain, snow and wind.

VIII. Documentation

The City will document all of its inspection, maintenance and emergency responses for its sanitary sewer system. The City will also document any circumstances where something has occurred that limits its ability to comply with this policy. These records will be kept in accordance with the City's record retention schedule.