



## City of Cloquet Minnesota

### Sewer Maintenance Policy

#### Purpose

The City of Cloquet currently has about 51 miles of public sanitary sewer mains, 1100 manholes and 10 lift stations within its collection system. The City recognizes that it is in its best interest to establish a policy for effective and efficient maintenance of its sanitary sewer system and appropriate emergency response to system failures. Procedures identified in this policy are intended to prevent, sewer backups, flooding, damage to private property, or to the City's sanitary sewer system along with extending the service life of all components of the sanitary 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 benefit achieved. The City will use its employees and equipment and/or private contractors to provide this service.

#### Deviations

While the City intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited, budget constraints, critical equipment failure or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Director or his/her designee may override provisions established within this policy. Deviations from these goals 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.

#### Routine Maintenance and Repair

Responsibility: The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance and repair of sanitary sewer components from their property up to and including the connection to the public system (City Code Section 11.4.06 Sub. 2 & 3).

#### Sewer Main Cleaning Schedule

Sewer Main cleaning will be assigned a cleaning cycle based on material type. Table 1.1 breaks down material type and cleaning cycle.

Table 1.1

Material Type	Cleaning Cycle (in Years)
PVC, C900, CIPP, HDPE	7
VCP, RCP, Truss	3

### Problem Areas

Sanitary sewer mains and facilities that require more frequent maintenance due to age, condition, flow rates, types of waste (i.e. grease, industrial discharges, etc.) will be documented on the system map. Frequency of inspection and/or cleaning will be determined by qualified staff. If repair or improvements have been made on a problem area, staff will reassess if said main or facility may be removed from problem list and will be documented as such.

### Equipment

The equipment used to perform maintenance will depend upon availability and effectiveness as determined by qualified staff. Equipment includes: Jet/Vac Truck (with various saw and nozzle attachments) containing a 1,500-gallon water tank for high pressure cleaning, a CCTV pipeline inspection camera, and various hand tools as needed.

### Television Inspection

It is the City's goal to inspect all feasible city sanitary sewer mains every 15 years. Staff or Contractors performing the inspections will use discretion to determine if poor condition or small diameter sewers are able to be televised without significant risk. Any sewer mains located within a street maintenance project area will be inspected before and after such a project. Sanitary mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are potential 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, pile driving, etc.).

Visual recordings of sewer main televising will be required of any vendor 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 or until such inspection is no longer applicable due to reconstruction or maintenance activities.

### 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 the following list of activities:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well annually
- Conduct draw down tests
- Regular rotation of lead, lag, and backup pumps (automated with the use of alternators)
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Identify problem areas/components
- Replace pump impeller, motor as needed
- Maintain generator according to manufacturer's recommendation (if applicable)

## **Emergency Response**

It is the City of Cloquet's policy to respond to sewer backups, lift station problems or failures, or other real or potential system problems or failures 24 hours a day, 365 days a year. During normal business hours, all calls and reported problems will be routed to the City Utility Department. Normal business hours are as posted at City Hall, excluding holidays. At all times other than normal business hours, emergency calls will be routed to the afterhours emergency dispatcher at 218.624.0391. The Utilities Supervisor shall develop an on-call response procedure. It is the goal of the department to provide an initial response as soon as possible under the circumstances, of receiving a problem or emergency call.

City employees will exercise their discretion and take appropriate steps to minimize damage to both the City sanitary sewer system and to private property. City employees' response to emergency sewer backup or other conditions, problems, or system failures will be documented on an "**Emergency Response Report Form**". Emergency Response Report Forms will be completed by one of the responding employees within 24 hours of completing their response to the call.

Anytime a backup is reported, city staff will check the upstream and downstream manholes for any sign of a sewer main blockage. If allowed access, they will also check the affected property to help determine the problem. Regardless of the findings, city employees will clean the sewer main. However, if the outside temperature is below 20 degrees Fahrenheit, staff will use their discretion whether to clean the sewer main.

### Overflow/Release Conditions

In the event of a release of wastewater to the environment from any part of the municipally owned sewer system the responding staff must call the Minnesota Duty Officer (1.800.422.0798) as required by Minnesota Statute Section 115.061 as soon as possible. If possible, a sample of the effluent should be collected for testing and an Incident Report should be completed as described below:

The incident report must be submitted to WLSSD by the 10th calendar day of the month immediately subsequent to the month that the release occurred. The report must include:

1. The Duty Officer report number;
2. If the Municipal Customer has been notified by the MPCA that a release sampling report must be filed along with the Duty Officer report, then a copy of the release sampling report must be included with the Incident Report;
3. The date and time the release began and ended;
4. The location of the release; and
5. The estimated volume of the release.

## **Personnel Responsibilities and Requirements**

### 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 (see Emergency Response Policy) 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, City equipment and the City sanitary sewer system, and environmental concerns.

### 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 (all utilities employees are required to have a Class S-C Wastewater Certification from the MPCA). Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies

### 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.

### **Documentation**

The City will document all 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.

### **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.

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.

Adopted by the City Council of the City of Cloquet on this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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Roger Maki, Mayor

ATTEST:

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Tim Peterson, City Administrator