



GRAND RAPIDS
PUBLIC UTILITIES

Service is Our Nature

COMMISSION POLICY

Sanitary Sewer Maintenance

500 SE Fourth Street • Grand Rapids, Minnesota 55744

Section: Wastewater	Subcategory: Collection	Policy Number: TBD
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Section I - Introduction

This policy was developed to be used as a guide by Grand Rapids Public Utilities (GRPU) personnel and to provide GRPU customers the greatest practicable latitude in the use of utilities services consistent with reliable, economical and safe service to all customers. The result of using this policy should be consistent, logical and fair treatment of GRPU customers in regard to water and wastewater discussions.

Legal ramifications of these policies are addressed in various parts of the Municipal Code.

1. Purpose

It is the policy of the GRPUC to comply with all applicable state and federal regulatory requirements.

GRPUC 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.

GRPUC has 361,000 feet (68.4 miles) of public sanitary sewer mains, 1550 manholes and 14 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain GRPUC's sanitary sewer system to prevent sewer backups and to extend the life of the system. GRPUC has developed and implemented this policy that takes into consideration public safety, GRPUC's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. GRPUC will use its employees, equipment and/or contractors to provide this service.

While GRPUC 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 GRPUC from meeting the guidelines established herein. The commission may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

GRPUC will use this policy to guide any sanitary sewer maintenance activities to be provided by GRPUC or a contractor.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

GRPUC will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. 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.

Schedule – GRPUC’s goal is to inspect and maintain the components of its sanitary sewer system according to the schedule of the League of Minnesota Cities for maintaining no-fault sewer insurance.

Equipment –The equipment used to perform maintenance will be the GRPUC jetter vector truck and all associated equipment.

Television Inspection – GRPUC’s sanitary sewer mains will be inspected by the television camera system. 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 GRPUC. Television inspection may also be used to inspect the system where there are possible problems. In addition, GRPUC may require any main near a construction site to be televised before and after the construction.

These records will be kept by GRPUC per the legal retention time required.

B. Category 1 Areas

The sanitary sewer mains and facilities identified as a category 1 area will receive more frequent maintenance as noted on jetting procedure, sewer maps and operational logs. Category 1 areas are identified as sections of the sewer systems that have had prior back-ups or after televising it is revealed that there are roots present.

C. Sanitary Sewer Lift Stations

GRPUC 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 Maintenance Procedures (SMP).

Components of SMP include:

- Manufacturers’ recommended maintenance schedules for all lift station equipment
- Operating procedures for adjusting 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
- Maintenance of operation logs and records for all lift station activities and inspections
- Clean force mains
- Repair pump wear rings and seal kits
- Identify problem areas/components

3. Inflow and Infiltration

Inflow and infiltration (I&I) 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.

GRPUC addresses I&I in S.002 Sanitary Sewer Operating Rules Policy under section 7.0 PROHIBITED WASTES under Section 7.1

The city of Grand Rapids has adopted and enforces the Minnesota Plumbing Code by ordinance. Under Chapter 11 Storm Drainage section 1101.2 Storm Water Drainage to Sanitary Sewer Prohibited. See section 1101.5.1. located here <http://epubs.iapmo.org/2015/Minnesota/index.html#p=106>

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

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that GRPUC 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 S.003 Emergency Response Policy) GRPUC 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 GRPUC sanitary sewer system, and environmental concerns.

B. Training and Education

GRPUC 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, safety, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time GRPUC employees in the Water/Wastewater 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 GRPUC 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

GRPUC will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. GRPUC 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 GRPUC's records retention schedule.

6. Public Education

Periodically, GRPUC will inform residents of their responsibilities related to sanitary sewer service from GRPUC. Topics may include jurisdictional boundaries, flushable wipes, insurance, back-water valves, clean water discharges etc.

7. Other Sanitary Sewer System Policies

GRPUC has other policies and/or ordinances that are important to the ongoing operation of GRPUC's sanitary sewer system.

POLICY HISTORY:

Adopted:

Revised:

Proposed: August 17, 2022