



ELECTRIC WATER SEWER STORMWATER

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POLICY:	<u>Sewer Collection System Maintenance</u>	DEPARTMENT:	<u>Water, Sewer</u>
APPROVED:	_____	REVIEWED / REVISED:	<u>01/04/12</u>

Description:

This program is used to identify sewer lines with repetitive problems and periodic general maintenance of sewer lines to ensure effective wastewater collection and delivery to the Wastewater Treatment Plant (WWTP).

Purpose:

The Sewer Dept. Supervisor shall be responsible for the identification of sewer lines with repetitive problems by reviewing the daily log sheet prepared by the Supervisory Control and Data Acquisition (SCADA) personnel, for customer complaints; and by verbal or written input received from the general public and or Sewer Department personnel via work orders of field notes. A maintenance schedule will be kept to ensure all sewer lines are maintained on a routine basis, with special emphasis on lines identified with repetitive problems.

The Sewer Dept. Supervisor shall be responsible for ensuring the schedule is followed, and shall also be responsible for maintaining documentation on sewer lines / manholes that are televised, cleaned, root cut, and excavated.

The Sewer Department Employees are responsible for performing the maintenance on the sewer lines / manholes as directed as instructed and according to appropriate safe work practices, and for identifying / communicating problem areas, to the Water & Sewer Supervisor.

Scope:

Throughout the year, the Sewer Department shall incorporate into the regular course of work, documented routine inspections of the sewer collection system lines and manholes. These inspections may be accomplished with the use of a televised sewer camera system as well as during the regular cleaning of sewer lines and manholes.

Guidelines:

Documentation of inspected collection lines shall be performed using the HBPW work order and mapping systems, and it shall be the responsibility of the Sewer Department personnel to ensure the documentation is properly and accurately filled out each day and delivered to the Water & Sewer Supervisor. The Water & Sewer Supervisor shall review the work orders and other documentation for accuracy before signing them. Then the SCADA department personnel shall update the mapping system to reflect the completed tasks from the work orders.

Documentation of Manhole Inspection shall be performed using a Manhole Inspection Report form (copy attached) with the following minimum items inspected:

1. Cover
2. Corbel
3. Frame
4. Walls
5. Apron
6. Through

In addition the report will contain comments on any part in need of relining or replacing.

Reviewed / Revised History

- Originated – 01/25/00
- Revision 1 – 12/29/04
- Revision 2 – 10/29/09
- Revision 3 _ 01/04/12

MANHOLE INSPECTION REPORT

Date: _____

Technician: _____

Flow: _____ gpd

Infiltr: _____ gpd

Project: _____

Location: _____

Mini-System: _____ MH No: _____

COVER:

Diameter: _____ in.
 Holes: _____
 Fit: _____
 Surface: _____
 DA _____ ft. x _____ ft.
 Submergence: _____ in.

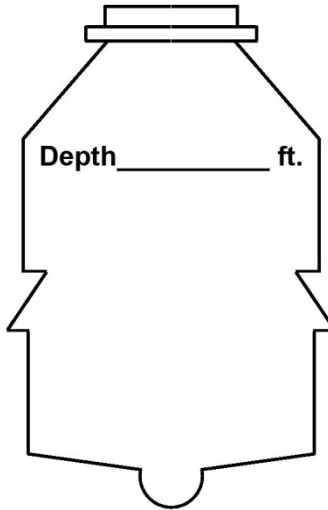
CORBEL:

Condition: _____
 Construction: _____
 Leaks: _____

TROUGH:

Condition: _____
 Debris: _____ in.
 Leaks: _____

COMMENTS: _____



FRAME:

Condition: _____
 Offset: _____
 Sealed: _____

WALLS:

Condition: _____
 Construction: _____
 Leaks: _____

Surcharge: _____
 Steps: _____ ft.

APRON:

Condition: _____
 Debris: _____ in.
 Leaks: _____

LINE LAMPING INFORMATION

ITEM DESCRIPTION	From _____	From _____	From _____	From _____	From _____
	Dist. ft.	Dist. ft.	Dist. ft.	Dist. ft.	Dist. ft.
Pipe Type					
Pipe Dia. (IN.)					
Debris (IN.)					
Structural Condition					
Condition of Grade					
Visible Infiltration					
Depth (Top of Invert)	FT. IN.	FT. IN.	FT. IN.	FT. IN.	FT. IN.
Other Comments					