



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Street/Sewer Construction and Maintenance

SUBJECT: Sewer Lateral Repair/Replacement/Abandonment

POLICY NUMBER: 5.350

SUPERSEDES POLICY DATED: December 7, 1982, October 13, 1992, June 21, 1994, December 6, 1994, January 7, 1997 & April 15, 1997

PAGES: 3

EFFECTIVE DATE: September 28, 1999

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

1. Detecting Problems

All Wastewater Treatment personnel and Public Works personnel shall notify their supervisors whenever any possible broken sewer lateral or broken sewer main is detected. This shall include, but not be limited to, any unusual depressions in front yards, ditches or roadways, and to City crews operating the sewer television equipment and sewer cleaning equipment. The supervisors shall inform the Director of Public Works who shall notify the City Plumbing Inspector of the possible problem. Said notification shall also occur any time combined laterals are identified. Combined laterals are defined as two or more laterals that are interconnected before their connection to the main or riser.

2. Inspection of Possible Problems and Testing

The Plumbing Inspector shall inspect the site and shall conduct any necessary tests to verify clearwater infiltration into the City sewer main. The Plumbing Inspector shall enlist the aid of Wastewater Treatment personnel to conduct any tests he deems necessary to verify clearwater infiltration. Testing methods may be dye testing, smoke testing or visual inspections as

deemed necessary. Clearwater infiltration shall be verified by an inspection team of City employees, consisting of the Plumbing Inspector, Wastewater Treatment personnel and also the property owner.

3. Orders to the Property Owner

Upon verification of clearwater infiltration into the sewer main, the Plumbing Inspector shall issue an order to the property owner to replace the lateral from the location of the break to the public sanitary sewer located in the street right-of-way within a reasonable period of time. It shall be the responsibility of the property owner to replace the lateral from the location of the break to the public sanitary sewer located in the street right-of-way. The owner or contractor shall obtain a plumbing permit and notify the Plumbing Inspector when the excavation will commence. The Plumbing Inspector shall be at the jobsite at the time the replacement is being made. The lateral shall be replaced for the entire length from the location of the break to the public sanitary sewer located in the street right-of-way unless it is constructed of PVC/ABS plastic or cast iron (with rubber gaskets) which is otherwise in good condition. With PVC/ABS plastic or cast iron (with rubber gaskets) in good condition, a spot repair is allowed.

Prior to or at the time of replacement of a lateral, the Plumbing Inspector and Wastewater Treatment Plant personnel shall inspect the remainder of the lateral from the break to the building being served. If the inspection determines it to be necessary, orders shall be issued to the property owner to replace the remainder of the lateral from the break to the building being served.

Upon discovery of combined laterals, the Plumbing Inspector shall issue an order to the involved property owners to eliminate the lateral interconnection. Each lateral shall be connected directly to the main or riser.

4. Determination of Responsibility and Payment of Repairs

If the inspection team has determined that the City main and/or riser are sound and that the sewer lateral must be replaced, he shall so notify the owner and advise him/her that all expenses regarding such replacement are his/hers before the actual replacement is made.

If in the opinion of the inspection team, the sewer main or riser is broken or faulty outside of one foot (1') from the lateral tap (see drawing) along with a faulty or broken lateral, he shall notify the owner that he/she may submit a claim to the City for partial payment of the bill.

If the inspection team determines that all clearwater infiltration is totally due to a faulty sewer main or riser, he shall so notify the owner of the property and shall notify the owner that the expenses shall be paid for by the City.

Determination of fault and partial fault shall be made jointly with the Plumbing Inspector, Director of Public Works and Wastewater Treatment Superintendent. Such determinations shall be in writing, with copies to the property owner and the proper City committees, and the Board of Public Works.

The Wastewater Utility shall be responsible for all street and sidewalk repair and restoration costs within the street right-of-way associated with a replacement of a sanitary sewer lateral. Restoration outside the street right-of-way shall be the responsibility of the property owner. * This responsibility for street and/or sidewalk repair costs shall be retroactive to 10/13/92.

5. Sewer Lateral Abandonment

Any sanitary sewer lateral shall be considered abandoned if a building which it serves is being moved or razed. Prior to any building being moved or razed, any floor drain or cleanout in the building leading to the sanitary sewer shall have a temporary plug or cap installed in it. All abandoned sanitary sewer laterals must be properly capped within 30 days at the sanitary sewer main by the property owner. Only PVC/ABS plastic or cast iron (with rubber gaskets) sanitary sewer laterals in good condition can be used for new development on a property where a building has been moved or razed.

An exception to the 30-day completion requirement shall be made for the time period of December 1 to April 15 of the following year and/or for the time period when a roadway is posted for "Weight Limits". The 30-day completion requirement shall be enforced after expiration of either of these limitations. During these exception time periods, the lateral for the razed building must be temporarily capped as approved by the Plumbing Inspector.

6. The Plumbing Inspector shall report all clearwater infiltration problems and corrective actions in writing monthly to the Building Inspector and Wastewater Treatment Superintendent and quarterly to the Director of Public Works. An annual report shall also be submitted to the Director of Public Works, Building Inspector, and Wastewater Superintendent.