

CITY OF ALPENA

COUNCIL POLICY STATEMENT

General Subject: Use of Public Sewer Policy No. 41
Specific Subject: Response Policy for Sewer Main Backups Date Issued: 7/11/01
Effective Date 7/02/01

Copies: City Council, City Manager, City Clerk/Treasurer/Finance Director, Department Heads, City Attorney, ETOS, File.

I. PURPOSE

To minimize the potential for sanitary sewer overflows into private property and to define specific response procedures and follow-up actions when overflows do occur.

A. Sanitary Sewer Main Preventive Maintenance: The City of Alpena Wastewater Collection System consists of approximately 75 miles of gravity sewer main. It shall be standard policy for the utility to perform the following preventive maintenance activities on the gravity sewer system:

1. Each year 15 miles of gravity sewer main will be cleaned on a rotating schedule. The cleaning will be accomplished systematically on a drainage basin basis. This plan will ensure that the entire collection system will be cleaned every 5 years.
2. An elevated maintenance list will be maintained and updated as needed. The list will include all documented sections of sewer main that required jet rodding to clear an obstruction. All sections of gravity sewer that have been identified as requiring elevated maintenance will be cleaned twice each year. The cleaning will be accomplished during the spring and the fall.

B. Response to Incidents caused by Sewer Main Obstructions without Property Damage

1. Sewer lateral drainage problems that are caused by main obstructions will be responded to in the following manner:
 - a) The entire main will be cleaned at the time the sewer call is responded to.
 - b) An internal video inspection of the main will be conducted as soon as possible.
 - c) A corrective action plan will be implemented based on the findings of the internal inspection. Corrective actions could include placing the main on the elevated maintenance list, performing a spot repair, or scheduling main replacement via the CIP program.

C. Response to Incidents caused by Sewer Main Obstructions with Property Damage

1. Sewer overflows into private property that are caused by main obstructions will be responded to in the following manner:
 - a) The entire main will be cleaned at the time the sewer call is responded to.
 - b) If property damage occurred as a result of the sewer main obstruction, the service technician will immediately notify the Utility Manager.
 - c) The Utility Manager will visit the property to investigate and document the property damage. An incident report form will be completed and photographs of the damage will be taken.
 - d) A contractor will be retained for remediation of flood damages associated with sewer main backup incidents. They will be on-call 24 hours per day, 7 days per week and will be dispatched immediately after the wastewater recedes from the property. The contractor will follow written Industry Standards for cleaning and sanitizing any property damaged by the sewage, and they are also responsible for removing and disposing of property that is damaged beyond repair or restoration. A complete inventory will be kept of anything that must be discarded.
 - e) The City Engineer and City Manager will be informed of the backup on the first workday following the incident.
 - f) The required Sanitary Sewer Overflow (SSO) report will be completed and sent to the MDEQ within 48 hours.
 - g) The Utility Manager will assess damages to carpet, drywall, paneling, molding, tile, or any other interior components after cleaning and sanitizing are completed. Bids for replacement or repair of these items will be solicited and awarded. The utility will endeavor to accomplish required restitution in as timely a manner as possible.
 - h) A video inspection of the main will be conducted as soon as possible. Any evidence that could reveal the possible cause of the main obstruction will be documented.
 - i) After review of the videotaped main inspection, a corrective action plan will be developed and forwarded to the City Engineer. Corrective actions could include placing the main on the elevated maintenance list, scheduling a spot repair, or designating the main for replacement in the CIP process.
 - j) Based on a review of the circumstances surrounding the backup incident, a preliminary determination of fault will be made.

Council Policy Statement No. 41

- i. If the overflow was caused by the negligent acts of Earth Tech employees or agents, Earth Tech will assume responsibility for the associated damages. The City Engineer will be informed of this determination.
 - ii. If the overflow was not caused by the negligent acts of Earth Tech employees or agents, the Utility Manager will complete an insurance claim form. The completed form and any backup documentation will be forwarded to the City Clerk/Treasurer for submittal to the City insurance carrier.
- j) Once the property owner damage claims are resolved, a signed release from further damage claims against the City or Earth Tech will be obtained from the customer.