

LAYTON CITY

SANITARY SEWER MANAGEMENT PLAN

May 2014



Project No. 342-13-03

Prepared by:



Bowen Collins
& Associates, Inc.
CONSULTING ENGINEERS

Prepared for:



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Prepared for:
Layton City

Prepared by:



Bowen, Collins & Associates
154 E. 14000 S.
Draper, Utah 84020

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CHAPTER 1

SANITARY SEWER MANAGEMENT PLAN

INTRODUCTION

Layton City (or City) is a public entity established in Utah under the Utah State Code. The City became an incorporated town in 1920. It provides sewage collection to residents within the City boundaries as shown in Chapter 9, Figure 9-1. The total length of the sewer collection system is 250 miles of pipe ranging between 8 to 18 inches in diameter. The collection system has one pump station with an approximate capacity of 300 gpm. North Davis Sewer District (or NDSD) located in Syracuse, Utah provides sewage treatment for Layton City. A number of NDSD sewer trunk lines collect wastewater from the City's sewer lines as well.

This Sanitary Sewer Management Plan (SSMP) manual has been established to provide a plan and schedule to properly manage, operate, and maintain all parts of the sewer collection system to reduce and prevent SSOs, as well as minimize impacts of any SSOs that occur. The management for this entity recognizes the responsibility it has to operate the sewer system in an environmentally and fiscally responsible manner. As such, this manual will cover aspects of the collection system program necessary to provide such an operation. This manual may refer to other programs or ordinances and by reference may incorporate these programs into this manual.

DEFINITIONS

The following definitions are to be used in conjunction with those found in Utah Administrative Code R317. The following terms have the meaning as set forth:

- (1) *"BMP" means "best management practice".*
- (2) *"CCTV" means "closed circuit television.*
- (3) *"CIP" means a "Capital Improvement Plan".*
- (4) *"DWQ" means "the Utah Division of Water Quality".*
- (5) *"FOG" means "fats, oils, and grease". This is also referred to as a Grease Oil and Sand Program (GOSI).*
- (6) *"I/I" means "infiltration and inflow".*
- (7) *"Permittee" means a federal or state agency, municipality, county, district, and other political subdivision of the state that owns or operates a sewer collection system or who is in direct responsible charge for operation and maintenance of the sewer collection system. When two separate federal or state agency, municipality, county, district, and other political subdivision of the state are interconnected, each shall be considered a separate Permittee.*
- (8) *"SECAP" means "System Evaluation and Capacity Assurance Plan".*
- (9) *"Sewer Collection System" means a system for the collection and conveyance of wastewaters or sewage from domestic, industrial and commercial sources. The Sewer*

Collection System does not include sewer laterals under the ownership and control of an owner of real property, private sewer systems owned and operated by an owner of real property, and systems that collect and convey stormwater exclusively.

- (10) "SORP" means "Sewer Overflow Response Plan"*
- (11) "SSMP" means "Sewer System Management Plan".*
- (12) "SSO" means "sanitary sewer overflow", the escape of wastewater or pollutants from, or beyond the intended or designed containment of a sewer collection system.*
- (13) "Class 1 SSO" (Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that:*
 - (a) affects more than five private structures;*
 - (b) affects one or more public, commercial or industrial structure(s);*
 - (c) may result in a public health risk to the general public;*
 - (d) has a spill volume that exceeds 5,000 gallons, excluding those in single private structures; or*
 - (e) discharges to Waters of the State of Utah.*
- (14) "Class 2 SSO" (Non Significant SSO) means a SSO or backup that is not caused by a private lateral obstruction or problem that does not meet the Class 1 SSO criteria.*
- (15) "USMP" means the "Utah Sewer Management Program".*

GENERAL SSO REQUIREMENTS

The following general requirements for SSO's are stipulated in R317-801 and are included here as general information.

- 1) The permittee shall take all feasible steps to eliminate SSOs to include:*
 - (a) Properly managing, operating, and maintaining all parts of the sewer collection system;*
 - (b) training system operators;*
 - (c) allocating adequate resources for the operation, maintenance, and repair of its sewer collection system, by establishing a proper rate structure, accounting mechanisms, and auditing procedures to ensure an adequate measure of revenues and expenditures in accordance with generally acceptable accounting practices; and,*
 - (d) providing adequate capacity to convey base flows and peak flows, including flows related to normal wet weather events. Capacity shall meet or exceed the design criteria of R317-3.*
- (2) SSOs shall be reported in accordance with the requirements below.*
- (3) When an SSO occurs, the permittee shall take all feasible steps to:*

- (a) *control, contain, or limit the volume of untreated or partially treated wastewater discharged;*
- (b) *terminate the discharge;*
- (c) *recover as much of the wastewater discharged as possible for proper disposal, including any wash down water; and,*
- (d) *mitigate the impacts of the SSO.*

SSO REPORTING REQUIREMENTS

R317-801 stipulates when and how SSO's are reported. Following are those reporting requirements as of April 23, 2012.

SSO REPORTING. SSOs shall be reported as follows:

- (1) *A Class 1 SSO shall be reported orally within 24 hrs and with a written report submitted to the DWQ within five calendar days. Class 1 SSO's shall be included in the annual USMP report.*
- (2) *Class 2 SSOs shall be reported on an annual basis in the USMP annual report.*

ANNUAL REPORT. A permittee shall submit to DWQ a USMP annual operating report covering information for the previous calendar year by April 15 of the following year.

SEWER USE ORDINANCE

The City has a sewer use ordinance found in the Layton City Municipal Code Title 13, Chapter 12 that has been adopted by the governing body. This code contains the following items as stipulated by Utah State Code R317-801:

- 1. Prohibition on unauthorized discharges,
- 2. Requirement that sewers be constructed and maintained in accordance with R317-3,
- 3. Ensures access or easements for maintenance, inspections and repairs,
- 4. Has the ability to limit debris which obstruct or inhibit the flow in sewers such as foreign objects or grease and oil,
- 5. Requires compliance with pretreatment program,
- 6. Allows for the inspection of industrial users, and
- 7. Provides for enforcement of ordinance or rules violations.

The following elements are included in this SSMP:

- General Information
- Operations and Maintenance Program
- Sewer Design Standards

- Sanitary Sewer Overflow Response Plan
- Grease, Oil and Sand Interceptor Management Program
- System Evaluation and Capacity Assurance Plan
- SSMP Monitoring and Measurement Plan
- Sewer System Mapping Program
- Basement Backup Program
- No Fault Sewage Backup Claims Program

This program is intended to be a guidance document and is not intended to be part of a regulatory requirement. As such, failure to strictly comply with documentation requirements is, in and of themselves, not a failure of the program's effectiveness.

Documentation failures are intended to be identified during system self-audits and will be addressed as training opportunities. Significant system failures will be followed up with corrective action plans. This corrective action process will be implemented by all individuals involved in the SSMP program. Not all City employees will necessarily be involved in the collection system operations. As such, not all employees will receive program training. Finally, although not a part of this SSMP program, the City is an active participant in the Blue Stakes of Utah Utility Notification system. This system, regulated under title 54-8A of the Utah State Code, stipulates utility notification of all underground operators when excavation takes place. The intent of this regulation is to minimize damage to underground facilities. The City has a responsibility to mark their underground sewer facilities when notified an excavation is going to take place. Participation in the Blue Stakes program further enhances the protection of the collection system and reduces SSOs.

CHAPTER 2

SSMP – GENERAL INFORMATION

This Sanitary Sewer Management Plan was adopted by the City Council on June 19, 2014.

The responsible representatives, position and phone number for Layton City with regard to this SSMP are:

<u>Wes Adams, Wastewater Supervisor</u>	<u>(801-336-3720)</u>
<u>James “Woody” Woodruff, City Engineer</u>	<u>(801-336-3703)</u>
<u>Jeffery Whinham, Wastewater Lead Worker</u>	<u>(801-336-3720)</u>
<u>Shannon Hansen, Staff Engineer</u>	<u>(801-336-3706)</u>
<u>Steve Lamb, Pretreatment Program Coordinator (NDSD)</u>	<u>(801-825-0712)</u>

DESCRIPTION OF ROLES AND RESPONSIBILITIES

The following positions have the described responsibility for implementation and management of the specific measures as described in the SSMP.

Wastewater Supervisor

This individual is responsible for overall management of the sanitary sewer collection system. Responsibilities include working with governance to assure sufficient budget is allocated to implement the SSMP, maintenance of the SSMP documentation, development of a capital improvement program and general supervision of all staff.

City Engineer

This individual is responsible for the development and maintenance of collection system design standards, maintenance of collection system mapping and maintenance of the SECAP program. Many of these day to day responsibilities are delegated to the Staff Engineer.

Wastewater Lead Worker

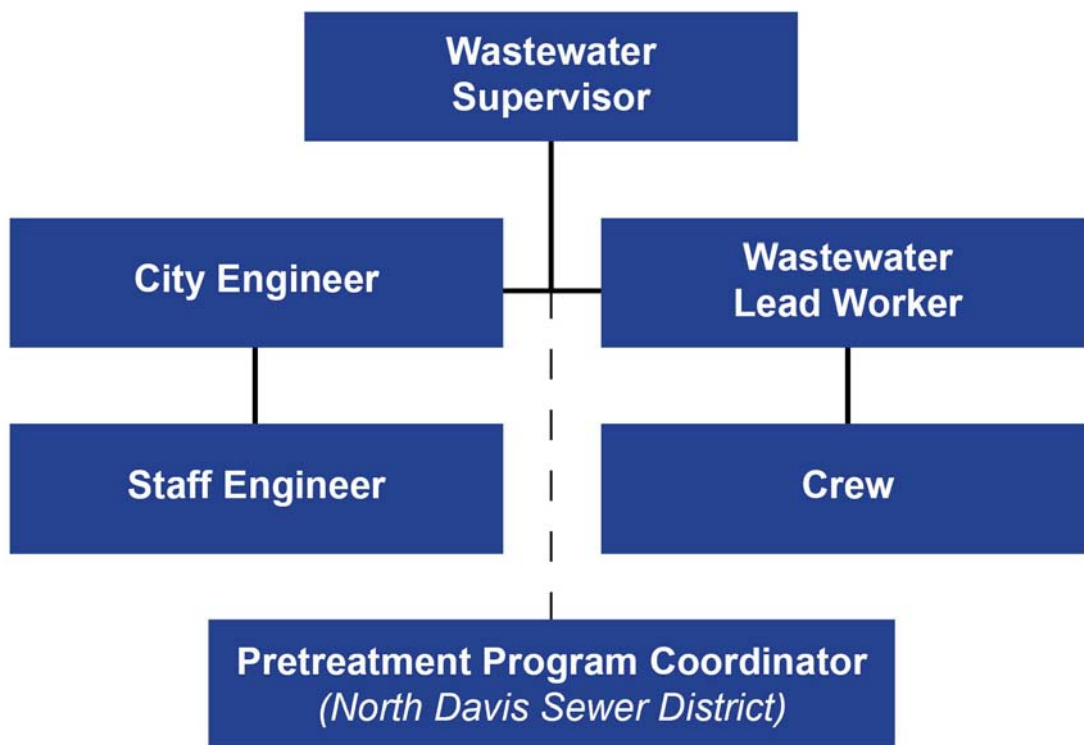
This individual is responsible for daily implementation of the SSMP. This includes maintenance activities, compliance with SORP requirements, and monitoring and measurement reporting requirements.

Pretreatment Program Coordinator

North Davis Sewer District is responsible for implementation of the pretreatment program including the fats, oil and grease program in Layton City.

ORGANIZATION CHART

Below is the organization chart associated with the SSMP.



CHAPTER 3

OPERATIONS AND MAINTENANCE PROGRAM

The City has established this sanitary sewer system operations and maintenance program to ensure proper system operations, to minimize any basement backups or SSOs, and to provide for replacement, refurbishment, or repair of damaged or deteriorated piping systems. The combined maintenance program should insure that the environment and health of the public are protected at a reasonable cost for the end users. To this end, the following areas are described and included in this maintenance program:

- Staff Training
- System Mapping
- System Cleaning
- System CCTV Inspection
- Pump Station/Pressure Lines Inspection
- Manhole Inspection
- Defect Reporting
- Damage Assessment

Note: Copies of City inspection forms, trouble sewer checklists, etc. are included in Appendix B – City Forms and Standard Operating Procedures.

STAFF TRAINING

The Wastewater Supervisor is responsible for the training of the City wastewater operation and maintenance staff. Full time employees are required to obtain a Wastewater Collections Grade IV Certificate. They are also required to receive thirty hours of Continuing Education Units (CEU) every three years to renew their certification. Training is provided to the staff on a weekly basis covering topics of safety, system cleaning, inspection, and other operation and maintenance procedures.

SYSTEM MAPPING

An up to date map is essential for effective system operations. The City Engineer has assigned the mapping responsibility to the Staff Engineer who will prepare and maintain current mapping for the entire sanitary sewer system. Mapping is maintained on AutoCAD and a graphical information system (GIS). Current mapping is available at the following locations:

share server/SharePWENG/Maps

ArcGIS Server

Should any employee identify an error in the mapping, they should document the error on a Defect Report and give it to the Staff Engineer.

SYSTEM CLEANING

Sanitary sewer system cleaning is accomplished through various means and methods. The City cleans the entire system every six years. This means approximately 42 miles of sewer pipe is cleaned every year. Based on experience over the past 10 years, this frequency significantly reduces the number of basement backups, controls grease problems and flushes any bellies in the system. In addition, the City has a listing of identified trouble spots, which are maintained at a higher frequency. The City uses a Quarterly Trouble Sewer Cleaning List (located in Appendix B) for sewer lines needing cleaning every three months. Systems, which may have roots, are mechanically cut out and areas where restaurants are close together are hydraulically flushed with a high-pressure jet truck. The following methods are employed to provide typical system cleaning:

- Layton City Hydraulic Cleaning – Clean entire system every six years
- Contractor Hydraulic Cleaning – Clean entire system every ten years
- Root Control – As needed
- Chemical FOG Control – At the pump station, clean every 6 months or as needed (checked weekly).

Cleaning records are maintained on the City database located on Layton Plus. Contractors are required to provide cleaning records associated with their work. The Vac Truck Cleaning Log is included in Appendix B. Cleaning history may also be entered into the GIS; however, this is not always necessary. Should the cleaning process identify a serious defect, the problem should be reported on a Defect Report Form. The Staff Engineer should be given the defect reports for further action. The defect report should be specific as to location and type of problem. A copy of the Defect Report Form is included in Appendix B. A summary of cleaning activities shall be prepared annually by the Wastewater Lead Worker or designee. This summary will normally be presented to the Wastewater Supervisor.

SYSTEM CCTV INSPECTION

Closed Circuit TV inspections of the sanitary sewer system are used to assess pipe condition and identify problems or possible future failures, which need current attention. The CCTV process also identifies the piping condition to allow for replacement prior to failure. The City conducts CCTV inspection with its own staff cleaning the entire collection system every six years. In addition to the cleaning by the City staff, the City hires a contractor to clean the entire collection system every ten years for redundancy. Inspections of the system will occur every 6 years with the pipe cleaning. The City staff or hired contractor documenting the condition of sewer pipe follows the Pipeline Assessment and Certification Program (PACP) standards. This provides a consistent pipe condition ranking system between inspections. An example of the PACP Sewer Report is found in Appendix B. The inspection frequency is based on the pipe aging process. As such, once the system has been inspected completely, change usually occurs gradually. CCTV will also be employed when a systems operation or capacity is questioned or when an

SSO occurs. Any defects identified during the CCTV process should be reported on a Defect Report Form and the form should be given to the Staff Engineer for possible repairs. Documentation of CCTV activities will be maintained in the City shop files. When contractors are employed to inspect the sanitary sewer system, they will be required to submit records for their work. The Wastewater Lead Worker will prepare an annual summary of CCTV completed for that calendar year.

PUMP STATION/PRESSURE LINE INSPECTION

The Wastewater Crew inspects the pump station at least weekly for correct operations. Included in this inspection is a visual observation of the pressure line alignment in order to insure there are no leaks. The Wastewater Crew inspecting the pump station will complete the Lift Station Maintenance Form included in Appendix B. Should a problem be encountered that cannot be corrected during the inspection, a Defect Report Form should be completed and the form given to the Wastewater Supervisor. If the defect has the potential to cause a sanitary sewer overflow, immediate action should be taken to insure no overflow occurs. During the inspection of the pressure sewer alignment, the Wastewater Crew should be looking for unusual puddles. If a potential leak is identified a Defect Report should be completed and given to the Wastewater Supervisor for further action. An evaluation will be made to determine if there is an actual leak and appropriate action taken.

MANHOLE INSPECTION

The City schedules inspection of the sanitary sewer manholes (M/H) once every six years. The M/H inspection involves the identification of foreign objects and surcharging that may be present. Crews inspecting the manholes will be given maps by the Wastewater Lead Worker who will monitor the progress and completeness of the inspection process. When a potential defect is identified, the manhole should be flagged. Flagged manholes should be checked by an operator within several days to determine further action. If, during the inspection process, the inspection crew believes a problem is imminent, they should immediately cease inspecting and inform the Wastewater Lead Worker of the problem. A cleaning crew should be dispatched immediately to ensure correct system operations. All inspection records should be retained for documentation of work performed. The Manhole Inspection form is found in Appendix B.

DEFECT REPORTING

Defect Reports generated through the cleaning, CCTV inspection, pump station inspection or manhole inspection programs will be prioritized for correction by the Staff Engineer. Any defects, which have the potential for catastrophic failure and thus create a sanitary sewer overflow should be evaluated immediately and discussed with the Wastewater Supervisor for repair. Repair methods may include:

- Spot Excavation Repairs
- Spot Band Repairs
- Segment Excavation Replacements

- Segment Lining
- Manhole Rehabilitation

When a defect is not flagged for immediate repair, it should be considered for placement on the “trouble sewer” list. This will allow for vigilant maintenance to ensure failure and a subsequent sanitary sewer overflow do not take place. Defect reports should be used in the Budget process to determine what financial allocation should be made in the next Budget year. The Staff Engineer should include outstanding defects in the annual report. The Sanitary System Defect Report Form and Trouble Sewer Check List are found in Appendix B.

COLLECTION SYSTEM DAMAGE

Collection damage may occur because of multiple factors, some identified because of inspection activities, and some identified because of damage by third parties such as contractors.

Damage Identification

The identification of system damage, which may result in an SSO or basement backup, is important to prevent environmental, public health, or economic harm. Identification of damage may be from either internal activities or external activities.

Internal activities, which may result in the identification of damage includes the following:

1. Collections Maintenance Activities
2. CCTV Inspection Activities
3. Manhole Inspection Activities

These three activities are discussed in this Maintenance Program and the identification of damage will result in the generation of a Defect Report. Generally, damage identification is an iterative and continuous process.

External activities, which identify damages include:

1. Contractor Notification of Damage
2. Directional Drilling Notification of Damage
3. Public Damage Complaints

All three of these notifications generally require immediate response. Staff should respond and evaluate the seriousness of the damage and the effect on the environment. Damages, which include a release to the environment, should be handled in accordance with the SORP. Damages, which cause a basement backup, should trigger the Basement Backup program. Damages which remain in the trench should be at a minimum and do not require more action than the repair of the damage.

Whatever the cause of collection system damage, the response should be expeditious to prevent environmental or economic harm. City staff should consider all damages an emergency until it is shown by inspection to be a lower priority.

Damage Response Actions

When damages occur in the collection system, the following actions help define the path staff should take. These action plans are not inclusive of all options available but are indicative of the types of response that may be taken.

Stable Damage. Inspection activities may show a system damage which has been there for an extended period. Such damage may not require immediate action, but may be postponed for a period. When stable damage is identified and not acted upon immediately, a defect report should be prepared. If such a defect is identified and repaired immediately, a defect report is not needed. An example of stable damage could be a major crack in a pipeline or a severely misaligned lateral connection where infiltration is occurring.

Unstable Damage. Unstable damage is damage, which has a high likelihood that failure will occur in the near future. Such damage may be a broken pipe with exposed soil or a line, which has complete crown corrosion. In these cases, action should be taken as soon as there is a time, a contractor, materials, and other necessary resources available. When such unstable damage is identified, if possible, consideration should be given to trenchless repairs, which may be able to be completed quicker than standard excavation. Immediately after identification, the City Engineer should be contacted to review and take care of budget considerations.

Immediate Damage. When a contractor or others damage a collection line such that the line is no longer capable of functioning as a sewer, this immediate damage must be handled expeditiously. Such damage allows untreated wastewater to pool in the excavation site, spill into the environment or possibly backup into a basement. Under such conditions, priority should be given to an immediate repair. Since excavation damage may be a result of contractor negligence or it could be a failure of the City to adequately protect the line by appropriately following the Damages to Underground Utilities Statute 54-8A, priority should be given to effecting a repair and not to determining the eventual responsible party.

As can be determined from the above action plans, priority should always be preventing SSO's and attendant environmental damage, to prevent basement backups and financial impacts, and to prevent public health issues.

EQUIPMENT AND REPLACEMENT PART INVENTORIES

On occasion, repairs to the sewer collection system require immediate attention. During these emergencies, the City will need to acquire materials and have access to equipment to perform repairs to the sewer system immediately. In some situations, it may be necessary to hire a contractor to perform the work. Appendix B includes a list of sewer system replacement parts and a list of vendors that the equipment and/or parts can be purchased.

CHAPTER 4

SEWER DESIGN STANDARDS

The Layton City sanitary sewer design standards are made available to ensure sewers and connections are properly designed and constructed. The standards are found online at <http://www.laytoncity.org/public/depts/pubworks/downloads.aspx#DGDS>. These standards are intended to be used in conjunction with Utah Administrative Code R317-3. Where a conflict exists between these two standards, the Administrative Code shall prevail.

CHAPTER 5

SANITARY SEWER OVERFLOW ACTION PLAN

Whenever sanitary sewage leaves the confines of the piping system, immediate action is necessary to prevent environmental, public health or financial damage from occurring. In addition, quick action is normally needed to mitigate damage which may have already occurred. For the purpose of this section, the following are part of the emergency action plan.

1. Basement backups
2. Sanitary sewer overflows
3. Sanitary sewer breaks which remain in the trench
4. Sewer lateral backups

All of the above conditions are likely to cause some damage. Each should be treated as an emergency, and corrective actions taken in accordance with the City directions. Items 1 & 2 above should be reported immediately based on whether they constitute a Class 1 or Class 2 SSO. As stated in the definition section of the SSMP Introduction, a Class 1 SSO is an overflow which affects more than five private structures; affects a public, commercial or industrial structure; results in a significant public health risk; has a spill volume more than 5,000 gallons; or has reached Waters of the State.

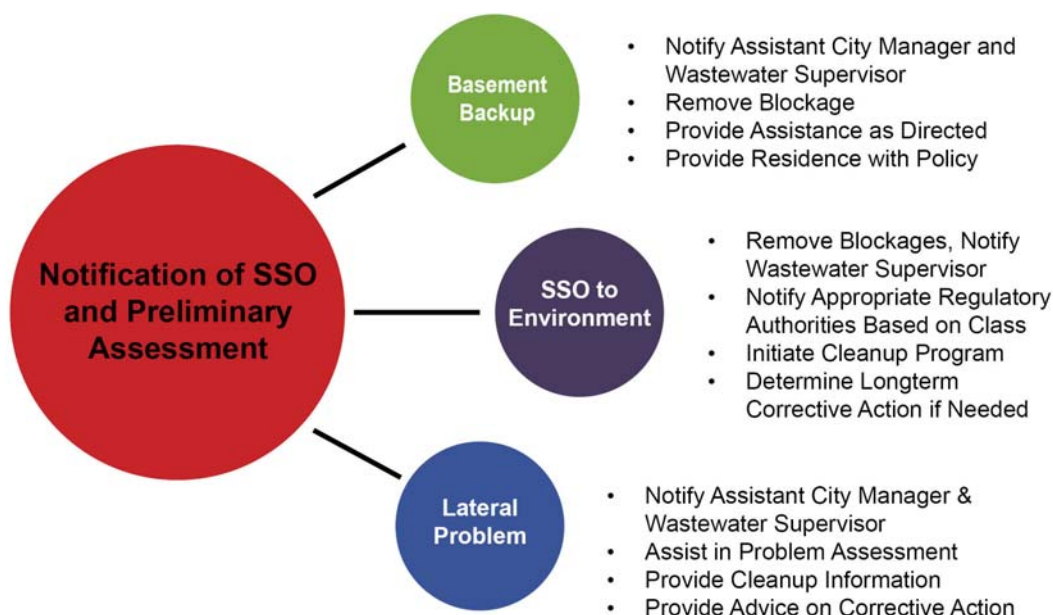
All other overflows are Class 2 SSOs. All Class 1 SSO's should be reported immediately. Class 2 SSOs should be documented and reported in the annual SSMP report and included in the Municipal Wastewater Planning Program submitted to the State. Item 3 may be reported to the local health department if, in the opinion of the responsible staff member there is potential for a public health issue.

A public health issue may be present, for example, when an excavator breaks both a sewer and a water line in the same trench. In such cases, the local health department representatives should be contacted and the situation explained. If the health representative requests further action on the part of the City, staff should try to comply. If, in the opinion of the responsible staff member, the health department request is unreasonable, the Wastewater Supervisor should be immediately notified. Care should always be taken to err on the side of protecting public health over financial considerations.

When a basement backup occurs, the staff member responding should follow the Basement Backup Program procedures. Lateral backups, while the responsibility of the property owner, should also be treated as serious problems. Care should be taken to provide advice to the property owner in such cases, but the property owner is ultimately the decision maker about what actions should be taken.

RESPONSE ACTIVITIES

There are specific steps that should be followed once a notification is received that an overflow may be occurring. The following figure outlines actions that could be taken when the City receives notice that a possible overflow has or is occurring.



General Notification Procedure

When a Class 1 SSO occurs, specific notification requirements are needed. In such cases, the following notification procedure should be followed and documented. Failure to comply with notification requirements is a violation of R317-801.

CITY NOTIFICATION

The Assistant City Manager should be notified by the Wastewater Supervisor as soon as possible following a flooding event into a private residence.

AGENCY NOTIFICATION REQUIREMENTS

Both the State of Utah Division of Water Quality and the local health department should be immediately notified when an overflow is occurring. Others that may require notification

include local water suppliers, affected property owners and notification may be required to Utah Division of Emergency Response and Remediation if hazardous materials are involved. The initial notification must be given within 24 hours. However, attempts should be made to notify them as soon as possible so they can observe the problem and the extent of the issue while the problem is happening.

A notification form (Log of Contact with other Agencies/People) is included in Appendix B to document notification activities. After an SSO has taken place and the cleanup has been done, a written report of the event should be submitted to the State DEQ within five days (unless waived). This report should be specific and should be inclusive of all work completed. If possible, the report should also include a description of follow-up actions such as modeling or problem corrections that has or will take place.

PUBLIC NOTIFICATION

When an SSO occurs and the extent of the overflow is significant and the damage cannot be contained, the public may be notified through proper communication channels. Normally the local health department will coordinate such notification. Should the City need to provide notification, it could include press releases to the local news agencies, publication in an area paper, and leaflets delivered to homeowners or citizens in the area of the SSO. Notification should be sufficient to insure that the public health is protected. When and if Federal laws are passed concerning notification requirements, these legal requirements are incorporated by reference in this document. In general, notification requirements should increase as the extent of the overflow increases.

OVERFLOW CLEANUP

When an overflow happens, care should be taken to clean up the environment to the extent feasible based on technology, good science, and financial capabilities. Cleanup could include removal of contaminated water and soil saturated with wastewater and toilet paper, disinfection of standing water with environmentally adequate chemicals or partitioning of the affected area from the public until natural soil microbes reduce the hazard. Cleanup is usually specific to the affected area and may differ from season to season. As such, this guide does not include specific details about cleanup. The responsible staff member in conjunction with the State DEQ, the local health department and the owner of real property should direct activities in such a manner that they are all satisfied with the overall outcomes. If, during the cleaning process, the responsible staff member believes the State or the County is requesting excessive actions, the Wastewater Supervisor should be contacted.

CORRECTIVE ACTION

All SSOs should be followed up with an analysis as to cause and possible corrective actions. An SSO, which is the result of grease or root plug, may be placed on the preventative maintenance list for more frequent cleaning. Serious or repetitive plugging problems may require the reconstruction of the sewer lines. An overflow that results from inadequate capacity should be followed by additional system modeling and either flow reduction or capacity increase. If a

significant or unusual weather condition caused flooding which was introduced to the sanitary sewer system incorrectly, the corrective action may include working with other agencies to try and rectify the cross connection from the storm sewer to the sanitary sewer or from home drainage systems and sump pumps. Finally, should a problem be such that it is not anticipated to reoccur, no further action may be needed.

Note: The City Plug Sewer Procedure Check List is included in Appendix B - City Forms and Standard Operating Procedures

CHAPTER 6

GREASE, OIL AND SAND MANAGEMENT PROGRAM

PURPOSE

The purpose of this program is to provide for the control and management of grease, oil, and sand discharges to the Layton City and North Davis Sewer District (NDSD) collection systems. This program will provide a means to reduce interference with the collection system operation and pass through at the treatment plant.

REGULATORY AUTHORITY

Regulatory authority to implement this program is found in the Code of Federal Regulations in 40 CFR 403, General Pretreatment Regulations. State authority for the program is given in the Utah Administrative Code R317-8-8, Pretreatment. Local Authority is found in the NDSD Title 3 Wastewater Control Rules and Regulations, and Layton City Municipal Code 13.12 Sanitary Sewer System.

PROGRAM IMPLEMENTATION

The NDSD has jurisdiction over the Grease, Oil, and Sand Management Program and issues the Industrial Discharge Permit. The City assists the NDSD inspect a portion of the grease traps in the city for permit compliance. If a grease trap inspected by the City is noncompliant, it is turned over to the NDSD for enforcement. For a full description of the program implementation, see the NDSD Sanitary Sewer Management Plan.

Note: The Oil and Grease Trap Inspection Form, list of grease traps inspected by NDSD, and Grease Trap Check List used by the City to assist the NDSD with inspections are included in Appendix B - City Forms and Standard Operating Procedures.

CHAPTER 7

LAYTON CITY SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN

Layton City believes that one of the keys to preventing sanitary sewer overflows is to evaluate system capacity and to monitor flows throughout the system in order to ensure that capacities are not exceeded. The City System Evaluation and Capacity Assurance Plan (SECAP) is attached in Appendix A.

CHAPTER 8

SSMP MONITORING AND MEASUREMENT PLAN

PURPOSE

The purpose of this plan is to provide appropriate monitoring and measurement of the effectiveness of the SSMP in its entirety.

RECORDS MAINTENANCE

The City intends to maintain appropriate records on operations and maintenance of the sanitary sewer system to validate compliance with this SSMP. However, failure to meet standards set by State DWQ or other regulatory agency during an inspection does not constitute a violation of the SSMP. Rather, deficiencies identified during inspections should be viewed as an opportunity for improvement.

OPERATIONS RECORDS

Operations records that should be maintained include the following:

- Daily cleaning records
- CCTV inspections records
- Manhole inspection records
- Hot spot maintenance list
- Spot repairs
- Major repairs
- System capacity information
- SSO or basement backup records including notification documents to appropriate agencies (call logs, etc.)
- Capital Improvement Plan

Records will be maintained by the Wastewater Supervisor in a central location. Records may be maintained either on an electronic record or as a paper record. The extent of the record should be sufficient to demonstrate the activity recorded was completed appropriately.

PERFORMANCE MEASUREMENT (INTERNAL AUDIT)

Periodically, the City should assess and audit the effectiveness of the elements of this SSMP. All elements should be reviewed for effectiveness as well as all records should be reviewed for completeness. An internal audit report should be prepared preferably annually but not less than once every five years which comments on the following:

- Success of the operations and maintenance program
- Success of other SSMP elements
- Adequacy of the SECAP evaluations
- Discussion of SSOs and the effectiveness of the response to the event including corrective action
- Review of Defect reports and adequacy of response to eliminate such defects
- Opportunities for improvement in the SSMP or in SSO response and remediation

The annual audit report need not be extensive or long. It should, however be sufficient to document compliance with the standards set in the SSMP. The audit reports should be maintained in accordance with the City's records retention schedule.

SSMP UPDATES

When a plan deficiency is identified through an audit, inspection, or plan review, and the deficiency requires an SSMP update, the plan may be updated at the discretion of the Wastewater Supervisor. SSMP updates should be recorded in a revision index maintained by the Staff Engineer.

SSO EVALUATION AND ANALYSIS

At least annually in the internal audit and more frequently as needed, the City will evaluate SSO trends based on frequency, location, and volume. Trend evaluation will be empirical unless a large number occur sufficient to make a statistical analysis viable. If a trend is identified, a corrective action may be appropriate.

PUBLIC COMMUNICATION AND OUTREACH

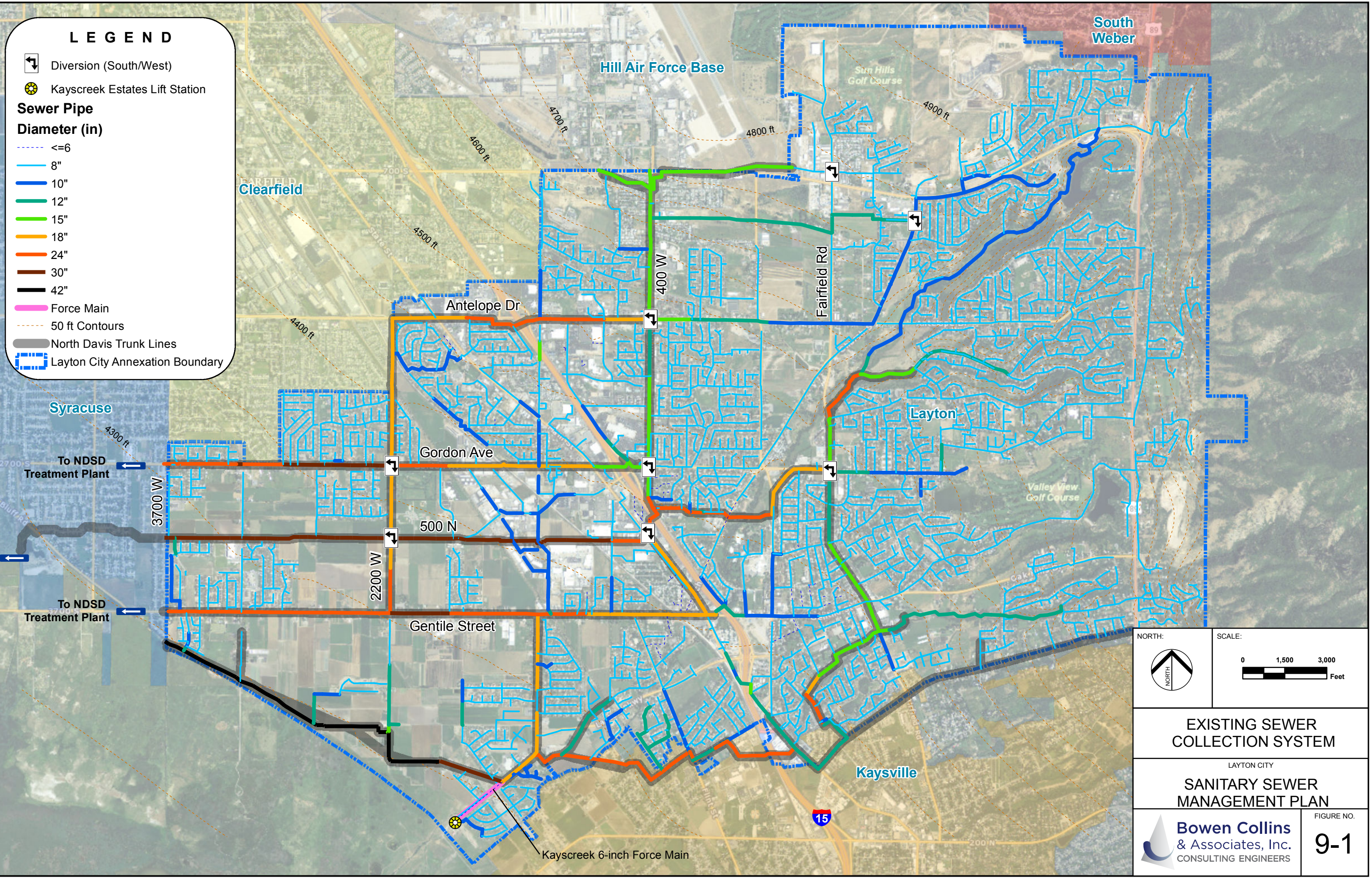
The City will reach out to the public about the development, implementation, and performance of the SSMP. This communication will be accomplished by posting information on the City's website.

The City will accept comments, either written or verbal and will review such comments for applicability.

CHAPTER 9

SANITARY SEWER SYSTEM MAPPING

The City maintains records on the location of sewer lines with a Geographic Information System (GIS) and AutoCAD. Figure 9-1 is a current map the City sewer collection system as of February 2014. The Staff Engineer updates information in GIS and AutoCAD as records are provided from inspection, cleaning, and new construction.



CHAPTER 10

BASEMENT BACKUP PROGRAM

Basement backups are a serious impact on a home or business owner. As such, all reasonable efforts should be taken to prevent such backups from occurring. Sewer system backups are the result of several system problems. Such problems include any one or a combination of the following:

1. Laterals serving real properties are owned by the property owner and lateral maintenance is their responsibility. Roots, low points, structural failure, and grease are primary problems lateral owners face.
2. Backups caused by main line plugs are usually caused by roots, grease, low points, foreign objects, and contractor negligence.
3. Piping system structural damage may cause basement backups. Such structural problems include age or deterioration damage, installation damage, excavation damage and trenchless technology damage.
4. Excess flow problems may surcharge a piping system and cause backups into homes. Excess flows usually occur when major storm waters inflow into sanitary sewers. Sanitary sewers are not designed for such flow. In addition, some homeowners may illegally connect foundation drains and sump pumps to the sanitary sewer system.

BASEMENT BACKUP RESPONSE

The Assistant City Manager should be contacted as soon as possible if a SSO occurs in a private residence. When the City is notified about a basement backup, staff will log the complaint in a complaint log. The person receiving the call may log the backup complaint or may ask administrative staff to document the complaint.

All backup complaints shall be investigated by staff. If the investigation determines that the case of the backup is only in the lateral, staff may offer technical information but should not take responsibility for cleanup or subsequent restoration.

When it is determined that the basement backup is the result of a mainline problem, the City will follow the policy approved by its governing authority. A copy of this policy should be given to the homeowner (found in Appendix B). It should be noted that all action the City takes are on a no-fault basis. The City does not accept liability nor does it waive its governmental immunity.

BACKUP PREVENTION DESIGN STANDARD

The City promotes system designs, which minimize backups and insure proper operations. To this end, City has a design standard for all system construction. In addition, the City complies with state design standards contained in R317-3.

Note: The City Plug Sewer Procedure Check List, Humanitarian Assistance Policy, Claim Form, etc. are included in Appendix B - City Forms and Standard Operating Procedures

CHAPTER 11

NO-FAULT SEWAGE BACKUP CLAIMS PROGRAM

PURPOSE

The purpose of this program is to assist in the cleanup of real and personal property, and/or compensate persons for the loss of real or personal property, destroyed or damaged as the result of a backup of Layton City's (City) facilities, regardless of fault, within the restrictions, limitations and other provisions of this policy.

CLEANUP OF REAL AND PERSONAL PROPERTY

- (A) The Wastewater Lead Worker may, in accordance with the City's standard procurement procedures, engage the services of one or more cleanup contractors to perform cleanup services at the direction of the Wastewater Supervisor on an as-needed basis.
- (B) Upon discovering backup described in this Policy, a property owner should immediately notify the Wastewater Supervisor of such event.
- (C) Upon notification of the occurrence of the event, the Wastewater Lead Worker may contact a cleanup contractor under contract with the City pursuant to subsection (A) above, and direct the cleanup contractor to perform all cleanup work at the premises, in accordance with established cleanup criteria.
- (D) In the event the property owner engages the services of a cleanup contractor prior to notifying the Wastewater Supervisor of the event, the City may reimburse the property owner for actual expenses incurred by the property owner, but only up to the amount the City would have paid its own cleanup contractor under subsection (C) above.
- (E) In the event any real or personal property cannot, in the reasonable judgment of the Claims Committee, be restored to its pre-event condition, in accordance with the cleanup criteria, the City may pay to the property owner the estimated fair market value (not the replacement value) at the time of the event, of such real or personal property, with the exception that carpet and major appliances will be replaced with new like-kind items.
- (F) In no event will the City pay, or reimburse the property owner for the payment of special or consequential damages.

ESTABLISHMENT OF CLEANUP CRITERIA

The Wastewater Lead Worker may, from time to time, establish cleanup criteria, which will govern the City's cleanup and payment responsibilities under this Policy. In establishing such cleanup criteria, the Wastewater Lead Worker may give due consideration to generally available health guidelines, recommendations from governmental and academic experts, and other sources of guidance reasonably deemed by the Wastewater Supervisor to be balanced, unbiased, and protective of health and safety.

APPLICATION - TIME LIMITATIONS

Any request for reimbursement of cleanup expenses under this policy, or payment of fair market value, may be made by filing a written application in such form as prescribed by the Wastewater Supervisor. Such application must be submitted to the Assistant City Manager within one year after the occurrence of the event.

QUALIFICATION FOR ASSISTANCE

An application or request for humanitarian assistance or payment under this Policy may qualify only if the Assistant City Manager, after due inquiry or investigation, makes an affirmative determination that the event was the result of a backup of City facilities, and that none of the following circumstances apply:

- (A) The loss was the result of a force majeure including but not limited to acts of God, acts of public enemies, insurrections, riots, war, landslides, lightning, earthquakes, fires, storms, floods, washouts, droughts, civil disturbances, explosions, acts of terrorism, sabotage, or any other similar cause or event not reasonably within the City's control;
- (B) The loss was caused by either an act or omission of the property owner, the property owner's agent, or a member of the property owner's family or business;
- (C) The property owner failed to file a claim hereunder in a timely manner, or failed to comply with any other procedural requirements of this Policy;
- (D) The loss is the result of intentional or negligent acts of third parties; or
- (E) The loss is wholly covered by private insurance.

REDUCTION IN ASSISTANCE

The City may limit any assistance, or reduce any payment, under this Policy based upon any of the following:

- (A) The property owner did not act responsibly to prevent, avoid, or minimize the loss;
- (B) The property owner is unable to fully substantiate or document the extent of the loss;
- (C) The loss is partially covered by private insurance.

PAYMENTS

Humanitarian assistance costs shall be approved by the Assistant City Manager or City Manager.

PAYMENT DOES NOT IMPLY LIABILITY

Any assistance or payment made under this Policy shall not be construed as, and does not imply, an admission of negligence or responsibility on the part of the City for any damage or loss. Any assistance or payment made under this Policy is strictly voluntary on the part of the City. This

Policy shall not in any way supersede, change or abrogate the state government immunity act, Utah Code Annotated, section 63-30-1 et seq., as amended, or its successor, and its application to the City, or establish in any person a right to sue the City under this Policy. Any assistance or payment made under this Policy and accepted shall constitute a full and complete release of any, and all claims against the City, its officers, employees and agents arising from the incident.

BUDGET EXPENDITURES

The City authorizes a fund from which amounts may be drawn to make the foregoing assistance or payments. Such fund may be established from the ordinary rate structure of the City.

CLAIMS FROM OTHER GOVERNMENTAL AGENCIES

Notwithstanding any other provisions of this Policy, no application shall be accepted from the United States or any of its agencies, the State of Utah or any political subdivision.

Note: The City Humanitarian Assistance Policy, Claim Form, etc. are included in Appendix B - City Forms and Standard Operating Procedures

APPENDIX A

SYSTEM EVALUATION AND CAPACITY ASSURANCE PLAN (SECAP)

(The SECAP is in the process of being completed and will be inserted into the SSMP after it is adopted by Layton City).

APPENDIX B

CITY FORMS AND STANDARD OPERATING PROCEDURES

Oil & Grease Trap Inspection Form

List of NDSO Grease Traps

Grease Trap Check List (performed by Layton City)

Lift Station Maintenance

Sanitary Sewer Manhole Inspection Form

Example PACP Pipe Inspection Report

Sanitary Sewer System Defect Report

Pipe Cleaning Log

Sewer Maintenance Log

Parts Inventory & Vendors

Trouble Sewer Checklist

Plug Sewer Procedure Checklist

Log of Contact with other Agencies/People

Resident Clean-up Information

Humanitarian Assistance Policy

Claim Form

Oil and Grease Trap Inspection Form

(Revised September – 2006)

Date _____ / _____ / _____

Name of employee completing form _____

Name of Business _____

Address of Business _____

City _____ State _____ Zip code _____

Reason for inspection: New Business _____ Routine _____ follow-up _____

Is a follow up inspection required _____ Yes _____ No

Reason for a follow up inspection _____

Inspection Information

Is the Business equipped with a Grease Trap _____ Yes _____ No

Is the Grease Trap required to be cleaned at this time _____ Yes _____ No

Has contact been made with the Business _____ Yes _____ No

Type of Grease Trap at this location

Underground _____ Under sink _____ other _____

Size of Grease trap (in gallons) _____

Depth of Grease trap (in inches) _____

Thickness of Grease layer in the Grease trap (in inches) _____

Pumping Company

Name of the pumping company hired by the Business _____

Date the Grease trap was cleaned _____ / _____ / _____

Comments _____

NDSD Grease Traps

NDSD inspected

Sizzler
1171 N Hill Field Road

Olive Garden
675 S Ring Road

Maddox Famous Chicken
698 N Main Street

Papa John's Pizza
1986 N Hill Field Road

Domino's Pizza
1596 N Hill Field Road

Burger King
2025 N Main Street

Taco Time
392 N Main Street

Imperial Dragon
2146 N Main Street

Sonic Drive-In
706 W Antelope Drive

Subway
1540 N Hill Field Road

Crown Burger
1986 N Main Street

Training Table Restaurant
955 N 400 W

McDonald's
1155 N Hill Field Road

Papa Murphy's
78 S Fairfield

Denny's
991 N 400 W

The Pizza Place
1078 E Gentile

Arby's
987 N Fairfield Road

Dairy Queen
816 S Main Street

Einstein Brother's Bagels
897 N Main Street

Little Orient Restaurant
734 S Main Street

Arby's
2030 N Main Street

Red Lobster
979 N 400 W

Carl's Jr
925 W Antelope Drive

Cutler's
1830 N Hill Field Road (moved to Hwy 193)

I Hop
920 N Main Street

Ligori's Pizza and Pasta
2798 N Hill Field Road

McGrath's Fish House
908 N Main Street

Paces
344 N Main Street

Wendy's
1105 N Hill Field Road

Little Caesars Pizza
192 N Fairfield Road

Garcia's
1075 N Hill Field Road

Quizno's Subs
936 N Main Street

A&W
1724 W Antelope Drive

Mara's Mexican Café
22 N Main Street

Best Teriyaki
2625 N Hill Field Road

Mimi's Café
874 West Antelope Drive

Espresso X-press
1985 W Antelope Drive

Pizza Hut
2996 N Hill Field Road

Café Rio
2065 N Harris Blvd.

University Broiler & Grill
2056 N Hill Field Road

Hogi Yogi Teriyaki Stix
2112 N Hill Field Road

Javier's
448 W Antelope Drive

Werven Works DBA Wood's Hotdogs
1055 W Antelope Drive

Arctic Circle
1075 N Fairfield Road

One Man Band
198 N Fairfield Road

Chuck E Cheese
450 N Main Street

Starbuck's Coffee
2011 N Hill Field Road

The Daily Rise Espresso
1985 W 2000 N

Fiesta Guadalajara
296 N Main Street
(Building does not have a grease trap)

Panaderia Bakery
350 N Main Street

Nielsen's Frozen Custard
378 N Main Street

Utah Chip
851 N McCormick
(Layton City sewer main/Grease trap maintained by NDSD)

Smith's Warehouse
500 N Sugar Street
(Layton City sewer main/Grease trap maintained by NDSD)

Krispy Kreme Doughnuts
968 N Main Street

Davis Hospital
1580 W Antelope Drive

K-Mart
2010 N Main Street

Albertson's
2076 N Main Street

Taco Maker
2029 N Main Street

Comfort Inn
877 N 400 W

Shell (gas station)
1971 N Hill Field Road

Yuns Korean Eatery
1868 N Hillfield Road

Tasty's
2056 N Hill Field Road

Do Drop Inn
2971 N Hill Field Road

Meat N Potatoes
2971 N Hill Field Road

Linda Lau's
2981 N 350 W

Reams
1040 N Main Street

7-Eleven
1998 N Main Street

Jarocho's LLC
1095 N Main Street

Little Taste of Britain
1095 N Main Street

Smith's
1170 E Gentile

Dick's Food
88 S Fairfield

Albertson's (Fresh Market)
910 N Fairfield

Maverick (under the counter)
849 E Gordon Avenue

Grease trap check list

Layton City inspected

Business	Date_____	(Condition of grease trap)	
		Good_____	Notified the owner to clean the grease trap _____
Charley's Stakery Of Layton 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Sbarro Italian Eatery 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Cookie Dude Mrs. Fields/ Pretzelmaker 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Chinese Gourmet express (Sansei) 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Chick-Fil-A 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
McDonalds 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Hot Dog on a Stick 1201 N Hill Field Road	_____	_____	(Mall Trap) _____
Lone Star Steakhouse 820 N Main Street	_____	_____	_____
Chili's Southwest Grill 1970 N 1000 West	_____	_____	_____
Red Robin 1562 N Woodland Park	_____	_____	_____
Applebees 1622 N 100 W	_____	_____	_____
Golden Corral 1624 N Heritage Park	_____	_____	_____
KFC 747 N Main Street	_____	_____	_____
Marie Callender's 1600 N 1000 W	_____	_____	_____
Burger Stop 323 E Gentile	_____	_____	_____
Burger King 803 N Main Street	_____	_____	_____

Business	Date_____	(Condition of grease trap)	
		Good_____	Notified the owner to clean the grease trap _____
Iggy's of Layton 802 W 1425 N	_____	_____	_____
Hometown Buffet Bldg 1120 N Main Street	_____	_____	_____
McDonalds (Walmart) 745 W Hillfield Road	_____	_____	_____
Cracker Barrel old Country Store 1792 N Heritage Blvd	_____	_____	_____
La Choi's Noodle Parlor 1480 N Main Street	_____	_____	_____
Outback Steakhouse 1664 N 1200 W	_____	_____	_____
Taco Bell 885 N Main Street	_____	_____	_____
Guadalajara's (Mexican Grill) 855 Heritage Park #1	_____	_____	_____
Famous Daves 1977 N Angel Street	_____	_____	_____
McDonalds 1075 E Gentile	_____	_____	_____
Chick-Fil-A 651 W Antelope Drive	_____	_____	_____
Mandarin Palace 505 N Main Street	_____	_____	_____
Kim Long Restaurant 1664 N 1000 W	_____	_____	_____
Panda Express 1950 N 1000 W	_____	_____	_____
Noodle's & Company 748 W Antelope Drive	_____	_____	_____
Wendy's 1344 E Hwy 193	_____	_____	_____
Rumbi Island Grill 748 W Antelope Drive	_____	_____	_____
Osaka Sushi 918 W Heritage Park	_____	_____	_____

Business	Date_____	(Condition of grease trap)	
		Good_____	Notified the owner to clean the grease trap _____
Roosters of Layton 748 W Heritage Park	_____	_____	_____
Corbin's Grill 748 W Heritage Park	_____	_____	_____
Bajio 743 N King Street	_____	_____	(Shared Trap #1) _____
McCools 855 W Heritage Park	_____	_____	(Shared Trap #3) _____
Taste of India 1664 N 1000 W	_____	_____	(out of Business) _____
Costa Vida 768 W 1425 N	_____	_____	(Shared Trap #2) _____
Starbucks Coffee 729 N King Street	_____	_____	(Shared Trap #1) _____
Holy Smokes BBQ & Grill 855 W Heritage Park	_____	_____	(Shared Trap #3) _____
Dell Taco 737 N Main Street	_____	_____	_____
Sills Café 335 E Gentile	_____	_____	_____
Asian Buffet 877 W Hillfield Road	_____	_____	_____
Sam's Club 1055 W Hillfield Road Trap #1 (front bldg)	_____	_____	_____
Trap #2 (back bldg)	_____	_____	_____
Doug & Emmy's 200 S Main Street	_____	_____	_____
Rancherito Mexican 1058 N Main Street	_____	_____	_____
China Hill 2704 N Hill Field Road	_____	_____	_____
Davis Convention Center 762 W Heritage Park	_____	_____	_____
Kasbah Grill Inc. 2672 N Hill Field Road	_____	_____	_____

Business	Date_____	(Condition of grease trap)	
		Good_____	Notified the owner to clean the grease trap _____
Fongs Garden 1310 E 3000 N	_____	_____	(Shared Trap #4) _____
Courtyard Marriot 1803 N University Park	_____	_____	_____
Target 815 W Antelope Drive	_____	_____	_____
Boston Pizza 694 W Antelope Drive	_____	_____	_____
Dairy Queen 1142 E Hwy 193	_____	_____	_____
Ready Pizza 1330 E Hwy 193 #A-10	_____	_____	(Shared Trap #4) _____
Wendys 1334 E Hwy 193	_____	_____	_____
Walmart Neighborhood Market 1356 E Hwy 193	_____	_____	_____
Maverick 1445 E Hwy 193	_____	_____	_____
Apple Village 2600 E Hwy 193	_____	_____	_____
Star Buck's 1782 N University Park	_____	_____	_____
Royal Jade 70 S Fairfield	_____	_____	_____
New York Pizza 768 W 1425 N Suite B	_____	_____	(Shared Trap #2) _____
Mongolian Barbeque 763 W Antelope Drive	_____	_____	_____
Chevron 1034 W Gentile	_____	_____	_____

Lift Station Maintenance

Date _____

Work Performed

Materials

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

Equipment

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Employees

- | | | |
|----------|----------|----------|
| 1) _____ | 2) _____ | 3) _____ |
| 4) _____ | 5) _____ | 6) _____ |

Sanitary Sewer Manhole Inspection Form

Work order # _____

Date _____ / _____ / _____ Address _____

Employees Name _____

Manhole # _____

Depth _____

Location of Manhole

1. Roadway _____
2. Gutter _____
3. Easement _____
4. Cul-de-sac _____
5. Intersection _____
6. Other / explain _____ / _____

Condition of Manhole

1. Good _____
2. Damaged _____
3. Needs replaced _____
4. Needs raised _____
5. Needs lowered _____
6. Displaced / explain _____ / _____

Condition of Collar

1. Good _____
2. Loose _____
3. Broken _____
4. Needs replaced _____
5. Needs raising _____
6. Needs lowered _____

Material of collar _____

Material of Manhole

1. Brick _____
2. Concrete _____

Manhole cover size

1. 24 " _____
2. 30 " _____
3. Other / Explain _____ / _____

Manhole size

1. 4' _____
2. 5' _____

Comments _____

3038 North 750 East
Layton, Utah 84041
(801) 771-3038



PACP Sewer Report

Surveyor's name: Nate Denny	Surveyor's certificate No: U-111-12002	System owner:	Survey Customer	Drainage area:	Sheet number: 1				
Work order:	Pipeline segment ref: 03. 20-1-51_20-1-50	Start date/time: 2011/08/29 09:42	Location (street name and number): Church Street	Locality: LAYTON					
Further location details:			Upstream manhole No: 20-1.51	Rim to invert: 12.0	Grade to invert:	Rim to grade:			
Downstream manhole No: 20-1.50		Rim to invert: 9.0	Grade to invert:	Rim to grade:	Use of sewer:	Direction: D	Flow control:	Height: 8	
Width:	Shape: C	Material: CP	Ln. method:	Pipe joint length:	Total length: 217.3	Length surveyed: 217.3	Year laid:	Year rehabilitated:	Media label: SS-11-1
Purpose:	Sewer category:	Pre-cleaning J	Date cleaned:	Weather: 1	Location code: B	Additional info: LAYTON CITY PROJECT 11-42			

Structural			O&M					Overall Pipe				
Grade	Amount of Structural Defects	Structural Segment Grade	Structural Pipe Rating	Structural Quick Rating	Structural Pipe Rating Index	Amount of O&M Defects	O&M Segment Grade	O&M Pipe Rating	O&M Quick Rating	O&M Pipe Rating Index	Overall Pipe Rating	Overall Pipe Rating Index
1	2	2	2	1200	1	2	2	11	3123	1.833333	29	1.8125
2	0	0				3	6					
3	0	0				1	3					
4	0	0				0	0					
5	0	0				0	0					

Surveyor's name: Nate Denny	System owner:	Start date/time: 2011/08/29	Upstream manhole No: 20-1.51	Pipeline segment ref: 03. 20-1-51_20-1-50	Sheet number: 2
---------------------------------------	---------------	---------------------------------------	--	---	---------------------------

Distance (Feet) (Meters)	Video Ref.	Group/ Descriptor	Modifier/ Severity	Continuous Defect	S/M/L	Value Inches (mm)		%	Joint	Circumferential Location		Image Ref.	Family	Rating	Remarks
						1st	2nd			At/From	to				
0.0	38	AMH											CF		20-1.51
0.0	47	MWL						0							
76.1	288	RMJ						10	J	8		Layton SS-11-1-20-1.5 1-20-1.50 RMJ at 76.1 ft (D).jpg	O&M	3	
81.7	392	MWLS		S1				10						2	
84.7	419	RFJ							J	8			O&M	1	
90.6	459	DAE		S2				10		6			O&M	2	
104.7	392	MWLS		F1				10						2	
104.7	459	DAE		F2				10		6			O&M	2	
106.4	556	TFA				4				10			CF		
106.4	558	CC								6	6		S	1	
107.3	590	CC								3	9		S	1	
148.1	680	MWLS		S3				10						2	
154.4	707	RFJ							J	2			O&M	1	
161.6	680	MWLS		F3				10						2	
217.3	849	AMH											CF		20-1.50

LAYTON CITY
SANITARY SEWER SYSTEM DEFECT REPORT

Date: _____

Time: _____

Location of Defect: _____

Identified by: _____

Description of Defect: _____

Urgency of Needed Corrective Action:

Immediate Action Required: ☐

Repair or Correct Soon: ☐

Problem Stable: ☐

No Immediate Action Needed: ☐

Recommended Remedial Action: _____

Vac Truck # _____

[illegible]

Layton City Sewer/Strom Drain Daily Log		Date
Employees		
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Layton City Sewer/Strom Drain Daily Log		Date
Employees		
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference
Address		
Description of Work Performed		
Hrs:	Footage:	Archive Reference

Parts in inventory

Flygt Submergible Pumps (2)

Parts vendors

Mountain States Supply (801) 544-3027

1435 W Hillfield Rd. Layton Utah 84081

After Hours / Steve (801) 580-6953

Ferguson Waterworks (801) 544-0403

730 N Marshall Way. Layton Utah 84041

After Hours / Danny (801) 663-8456

HD Supply Water Works (801) 392-1577

2457 S. 1620 W. Ogden Utah

After hours / Trent (801) 663-8456

Earl (801) 544-0403

Trouble Sewer Check-list

Name of employee completing form _____

Date ____ / ____ / ____

Manhole Address	Time Checked	Condition of Sewer main.
2151 N 700 W	_____	_____
1977 N 1200 W	_____	_____
1965 N 1200 W	_____	_____
Afton Cir / Gregory Dr.	_____	_____
2027 W Afton Cir.	_____	_____
1286 N 1725 W (Notify before cleaning)	_____	_____
743 N Cowley	_____	_____
262 W Gordon Ave.	_____	_____
262 W Glen Ave. (Notify before cleaning)	_____	_____
Francis / Diamond	_____	_____
640 N Church St.	_____	_____
Green / Willow (backyard)	_____	_____
635 N 1200 W	_____	_____
611 W 425 So. (Dirt road)	_____	_____
352 W Weavers Ln.	_____	_____
84 N Colonial Ave	_____	_____
132 N Colonial Ave.	_____	_____
Lindsay / Colonial (west)	_____	_____
Lindsay / Colonial (east)	_____	_____
Gentile St. / View Dr.	_____	_____

Manhole Address	Time checked	Condition of Sewer Main.
533 N View Dr. (Notify 503 N View Dr. before digging)	<hr/>	<hr/>
View Dr./Ridge Rd.	<hr/>	<hr/>
2029 E Gentile St.	<hr/>	<hr/>
2077 E Gentile St.	<hr/>	<hr/>
1757 N Kayscreek Cir. (backyard) (1476 Kayscreek Dr) (Notify before cleaning)	<hr/>	<hr/>
1742 N Hayes Dr.	<hr/>	<hr/>
2327 N 1450 E (Backyard) (Notify before cleaning)	<hr/>	<hr/>
2030 N Fairfield	<hr/>	<hr/>
2985 N 935 E (Trailer #9)	<hr/>	<hr/>

Quarterly Trouble Sewer Cleaning List

Address	Date	Condition
1) 2151 N. 700 W.	_____	_____
2) 1977 N. 1200 W.	_____	_____
3) 1965 N. 1200 W.	_____	_____
4) Afton Cir / Gregory Dr.	_____	_____
5) 2027 W. Afton Cir.	_____	_____
6) 1286 N. 1725 W.	_____	_____
7) 743 N Cowley.	_____	_____
8) 262 W Gordon Ave.	_____	_____
9) 262 W Glen Ave.	_____	_____
10) Francis / Diamond	_____	_____
11) 640 N Church St.	_____	_____
12) Green / Willow (Back Yard)	_____	_____
13) 635 N. 1200 W.	_____	_____
14) 611 w. 425 S. (Dirt Road)	_____	_____
15) 352 W. Weavers Ln.	_____	_____
16) 84 N. Colonial Ave.	_____	_____
17) 132 N. Colonial Ave.	_____	_____
18) Lindsay / Colonial (West)	_____	_____
19) Lindsay / Colonial (East)	_____	_____
20) Gentile St. / View Dr.	_____	_____
21) 533 N. View Dr.	_____	_____
22) View Dr. / Ridge Rd.	_____	_____
23) 2029 E. Gentile St.	_____	_____
24) 2077 E. Gentile St.	_____	_____
25) 1757 N. Kayscreek Cir.	_____	_____
26) 1742 N. Hayes Dr.	_____	_____
27) 2327 N. 1450 E. (Backyard)	_____	_____
28) 2030 N. Fairfield Rd.	_____	_____
29) 2985 N. 935 E. (Trailer #9)	_____	_____

Plug Sewer Procedure Check List

1. Immediate action.
 - A. Assess the occurrence
 - B. Remove the blockage
 - C. Contact the waste water lead worker (unless the Lead Worker has already been notified)
 - D. Repeatedly clean the sewer main until it is thoroughly cleaned.
2. Contact the Resident / Business to explain the humanitarian aid policy.
 - A First and foremost ask the homeowner / Business owner if they have insurance that Will cover this type of damage. If they are unsure or do not know then start the Humanitarian Aid process.
 - B Assess the damage.
 - C Take notes that may pertain to the occurrence.
3. Exchange information with the Resident / Business (collect the following Information)
 - A. Exact address of the occurrence
 - B. Name of the Resident / Business
 - C. Contact numbers of the Resident / Business
 - D. Time the occurrence was first detected
 - E. Actions the homeowners took prior to contacting the Public Works Dept.
 - F. Any and all additional information that may be important to this occurrence.
 - G. Provide the Resident / Business the proper paperwork.
4. Humanitarian Aid
 - A. Utah Disaster cleanup 621-3571
5. Complete all paper work (paper work must be in duplicate)
 - A. Fill out sewer back up report
 - B. Immediately provide the paper work to the wastewater lead worker.
 - C. If the wastewater lead worker is not available the paper work must be given to the water supervisor.
 - D. In the case both party's are not available, 1 copy must be placed on the desk of the waste water lead worker and the other copy must be hand delivered to the assistant city manager within the first 48 hours of the occurrence.
 - E. If the occurrence occurs on the weekend and the wastewater lead worker and the water Supervisor are not available, you must contact the assistant city manager immediately.
Jim Mason work # 336-3830
 Home # 544-0916
 Cell # 721-2627

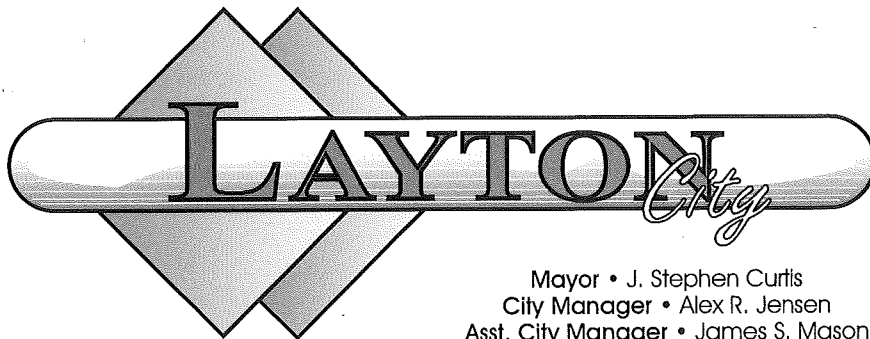
LAYTON CITY
LOG OF CONTACT WITH OTHER AGENCIES/PEOPLE

Location of SSO: _____ **Date of SSO:** _____

Agency	Phone Number	Contact Made Yes/No	Time	Remarks
Assistant City Manager	801-336-3830			
Utah DWQ	801-536-4300 or 801-231-1769			
Local Health Department	801-525-5100			
Utah DERR	801-536-4123			
Local Police Department	By radio			
Local Fire Agency	By radio			
Applicable Water Agency	801-336-3720			
US EPA Region VIII	Consult with DWQ			

Other Contacts:

[illegible]



Mayor • J. Stephen Curtis
City Manager • Alex R. Jensen
Asst. City Manager • James S. Mason

• **Public Works Department** •
Terry R. Coburn • Director
Paul T. Applonie • Asst. Director
Telephone: (801) 336-3720
FAX: (801) 775-9908

Layton City Information Exchange

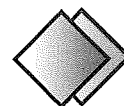
Risk Management –

Assistant City Manager – Jim Mason - (336-3830)

Waste Water Lead Worker – Michael J Naranjo - (336-3728)

Water / Waste Water Supervisor – Greg Harrah - (336-3720)

Attached is the Layton City Policy for assistance and guidelines.



Layton City would like to help you minimize the problems created by this sewer backup. We are providing the following information to assist you during this situation.

1. **Keep Cleanliness in Mind.** Avoid tracking sewer water into unaffected areas of your home. Keep children and pets out of the affected area. Avoid unnecessary contact with sewer water. First, clean the surface. Then disinfect the surface using a solution of 1 part chlorine bleach to 10 parts water. Contact the Davis County Health Department at 451-3296 for further advice.
2. **Contact your Homeowner's Insurance.** Contact your homeowner's insurance to determine whether your policy covers sewer backups. File a claim immediately with your insurance company.
3. **Humanitarian Assistance.** If you don't have homeowner's insurance coverage for this kind of event, immediately notify the utility service worker who responds to your home. The City will provide limited humanitarian assistance in the form of basic cleanup services provided through a cleaning and restoration company. If carpet was damaged, the City may pay to replace the pad and either clean or replace the carpet with similar grade carpet. Any replacement of carpet would be on a depreciated basis depending on the age and condition of the damaged carpet. The City will pay for these basic cleanup services regardless of the outcome of our investigation. It is not necessary to file a damage claim in order to receive humanitarian assistance. Humanitarian assistance does not reimburse for other damages, such as sheetrock, baseboard or contents. The amount of the assistance and damage covered, shall be determined at the sole discretion of the City.
4. **Responsibility for Damages.** By rendering humanitarian assistance the City makes no admission of liability and assumes no legal responsibility relating to the sewer backup, but will begin an internal investigation to determine, to the extent possible, the cause of the backup.
5. **Filing a Claim Against the City.** To file a claim for any additional damages, you will need to complete and notarize the attached claim form and submit it, along with a full description of the damaged items. Please follow the instructions in the attached inventory forms to describe damaged property. These forms should be returned to Jim Mason at the Layton City Center. For your convenience, there is usually a notary public at the Layton City Center who can notarize your claim form.

If the City determines that there is no legal liability on the City's part, then the City's responsibility will be limited to the humanitarian assistance mentioned above. If the City determines it has legal liability relative to the event, then the City will contact you to settle the claim.

6. **City Contacts.** Your contacts at Layton City will be
Jim Mason, Assistant City Manager (336-3830). We will be glad to assist you with any question you may have.



Layton City Policy And Procedures

1110 – Humanitarian Assistance Policy

Purpose:

The purpose of this policy is to establish procedures under which the city may provide basic humanitarian assistance to persons whose homes are flooded as a result of a backup in a city owned and maintained sanitary or storm sewer line, or a water main regardless of fault. These provisions are not intended to and do not imply fault. Neither do the provisions of this policy create any contractual obligation between the parties. Assistance provided by the city shall not be construed as an admission of liability nor does it imply a duty nor any negligence or responsibility on the part of the city for such damage. Any payment or assistance provided herein is strictly voluntary on the part of the city.

This policy shall not, in any way supercede, change or abrogate the state governmental immunity act, Utah code annotated, section 63-30-1, et seq., as amended, and it's application to the city, or establish in any person a right to sue the city under this policy, nor does it create a cause of action against the city.

Guidelines for Granting Assistance:

Assistance is intended for extreme situations that pose an undue hardship on citizens. Circumstances that qualify for humanitarian assistances are as follows.

1. Sanitary sewer backup into a private resident.
2. Water damage to a private residence from a backed up storm sewer or broken water main in cases where it has occurred multiple times or other abnormal or unusual circumstances are present as determined by the city.
3. Other circumstances as determined by the city manager.

Criteria for Assistance:

The determination as to whether the city provides humanitarian assistance shall be based on whether the occupants and / or homeowner suffered an otherwise uninsured property loss, caused by a break or backup of a city maintained sanitary sewer line, under circumstances where the occupants and / or homeowner acted responsibly to avoid the loss.

Humanitarian assistance shall not be provided where the loss is fully covered by private insurance or when the loss is caused by an intentional or negligent act of the homeowner or occupant, their agents, or a member of their family or household.

Humanitarian assistance may be reduced if the loss is partially covered by private insurance or in an instance where the occupant's and / or homeowner did not cause the problem, but failed to act responsibly to minimize the loss.

Assistance is at the sole discretion of the city in both the determination of eligibility and amount and shall be considered on a case-by-case basis.

Extent of assistance provided

The city may arrange to provide a basic level of assistance to help restore the damaged living area to a sanitary and livable condition . Assistance shall be limited to the city arranging to extract the sewerage or water , flush and disinfect the affected floor under the carpet and pad , clean , dry and deodorize the affected carpets , replace affected pad , and relay the carpet . Assistance may include the moving of contents when occupants are unable to do it themselves . Payment would normally be made from the city directly to the contractor for services specific herein . In the event the carpet cannot be cleaned , the city may offer the homeowner an amount equivalent to what it would have cost the city to have the affected carpet cleaned and reinstalled including the cost of affected pad .

The intent of this policy is to help the occupants get their home back to a livable condition as soon as possible . Claims for damages beyond the scope of this policy shall be handled through the city claims handling process .

Other types of humanitarian assistance may be authorized by the city manager as determined on a case by case basis .

Procedure

1 . The Assistant city manager should be notified by the public works department as soon as possible following a flooding event into a private residence .

2 . The Assistant city Manager will confirm with public works that the flooding originated from a city owned and maintained sewer main or water line and determine if the event qualifies for humanitarian assistance under this policy .

3 . If the event qualifies for assistance , the Assistant city Manager will talk to the occupants or homeowner to determine if the flooding is covered by homeowner's insurance . If so , the homeowner or occupant will be directed to handle the problem through their insurance company .

If the occurrence does not appear to be covered by private insurer , the Assistant City Manager will arrange with a local cleaning service to provide the services as described in the policy above as soon as possible .

When the Assistant City Manager is unavailable , the public works director or water / supervisor may complete steps 1 through 3 and expedite the process . Any questions regarding available insurance coverage shall be followed up by the Assistant City Manager .

Periodically , the Assistant City Manager will ask local cleaning services to submit a listing of their services , prices and qualifications . From the responses , a listing of eligible service providers shall be maintained . This list may be modified from time to time based on the quality and timeless services received .

In the event the occupants and / or homeowner initiate a call to a cleaning service themselves . The city may still provide assistance in accordance with this policy , but the city shall not pay for cleaning cost above those charged by the list of eligible providers . Humanitarian assistance costs as outlined herein shall be approved by the Assistant City Manager or City Manager .

Layton City Corporation Claim Against City

This form is to be used to file a claim for damages allegedly caused by Layton City. Each blank must be filled out completely; if the information sought is not applicable, mark N/A in the blank. If additional space is needed for your response, attach additional sheets of paper. Incomplete information may result in denial of this claim. PLEASE TYPE OR PRINT IN BLACK INK.

Claimant Name:

Address:

Phone:

Date/Time/Location of Occurrence:

Amount of Claim:

Description of Incident:

(Please describe the incident in as much detail as possible. Include names of all persons involved. If the incident involved an automobile accident, show the direction, speed and point of impact.)

Were the police called? If not, who was the incident reported to? (Please give names, addresses and phone numbers of those notified along with the dates and times of notification.)

Please list the name of any city employees that may have been involved in or have any information about the occurrence.

Please list the names, addresses and phone numbers of any other witnesses.

Personal Injury

Did any individual involved in the incident incur a personal injury? Yes ____ No ____

If yes, type of injury:

Did you/they visit a doctor? Yes ____ No ____ If yes, list the doctor and/or hospital including City, State and Zip Code:

Please attach bills and/or receipts for all medical attention received which was a result of the occurrence. Additional information may be provided by attaching sheets to this claim form.

Property Damage

Describe the property and the damage incurred as a result of the occurrence. **Attach at least two estimates for repair of the damaged property.**

Other Insurance Coverage

List all insurance coverage for which you or your property is presently insured:

Have you filed, or will a claim be filed for any portion of these damages with any other person or company?

Yes ____ No ____ If yes, with whom and for how much?

NOTICE: ALL PARTICULARS ABOVE MUST BE SPECIFIC ENOUGH TO ENABLE OFFICERS OF LAYTON CITY OR THEIR AGENTS TO FIND THE PLACE AND CAUSE OF INJURY. ALL CLAIMS MUST BE FILED WITHIN ONE YEAR (UCA 10-7-77 AND 63-30-13). ALL CLAIMS NOT APPROVED WITHIN 90 DAYS AFTER FILING ARE DEEMED DENIED.

I certify under penalty of perjury, that the foregoing statements are true to the best of my knowledge and belief. I understand that my filing of a materially false claim may constitute fraud and subject me to criminal prosecution.

Signed _____ Date _____

Subscribed and sworn before me this _____ day of _____, 20__

Notary Public

Salt Lake Area Office:

154 East 14000 South
Draper, Utah 84020
Phone: (801) 495-2224
Fax: (801) 495-2225

Boise Area Office:

776 East Riverside Drive
Suite 250
Eagle, Idaho 83616
Phone: (208) 939-9561
Fax: (208) 939-9571

Southern Utah Area Office:

20 North Main
Suite 107
St. George, Utah 84770
Phone: (435) 656-3299
Fax: (435) 656-2190



Bowen Collins
& Associates, Inc.
CONSULTING ENGINEERS