

## **Sanitary Sewer Backup Prevention Procedures**

### **Contractor Responsibilities:**

1. Fill out daily sanitary sewer backup prevention forms that certify that the sewer system is watertight, free of debris and that all traffic control barricades are in place, and submit the forms to the consultant on a weekly basis. The contractor shall submit all daily forms at the end of the day on **Fridays** or the end of the working week after the project site is secured and no additional work is being performed on the site.
2. Submit a detailed Sanitary Sewer Temporary Bypass Plan at or before the preconstruction meeting for all bypass situations on the project. The plan shall be followed at all times.
3. Review and sign off on the Contractor's Review Form for Sanitary Sewer Backup Prevention at or before the preconstruction meeting.

### **Consultant Responsibilities:**

1. Include the City's standard Bypass notification note in the plans general notes section when sanitary sewer bypasses are expected to occur.
2. Collect the daily sanitary sewer backup prevention forms from the contractor on a weekly basis and submit to the City Project Manager with the Biweekly Progress Report or as requested.
3. Fill out daily sanitary sewer backup prevention forms that certify that the sewer system is watertight, free of debris, and that all traffic control barricades are in place and submit the forms to the City Project Manager with the Biweekly Progress Report or as requested.
4. Take electronic photos (with date stamp) of manholes and sewer excavations immediately prior to rain events at potentially impacted locations. These photos should be submitted electronically to the City Project Manager when requested.
5. Verify that the temporary sewer bypass plan is in place on the construction site and that it is being followed.
6. Review and sign off on the Contractor's Review Form for Sanitary Sewer Backup Prevention at or before the preconstruction meeting.

## **Sanitary Sewer Backup Prevention Procedures for City Staff**

### **City Project Manager Responsibilities:**

1. Collect on a biweekly basis the consultant's sanitary sewer backup prevention daily forms and the contractor's daily forms.
2. Throughout the project, inform the consultant of their responsibilities for filling out all checklist forms and following the sanitary sewer backup prevention plan.
3. Review and verify that the Contractor's Review Form for Sanitary Sewer Backup Prevention has been signed off on before or at the preconstruction meeting.
4. Verify the sanitary sewer bypass notification is included in the plan's general notes section when sanitary sewer bypasses are expected to occur.

### **City Project Inspector Responsibilities:**

1. Review the construction site with the consultant periodically and submit any concerns to the contractor through the consultant. Also, let the City Project Manager know of the concerns.
2. Throughout the project, inform the consultant of their responsibilities for filling out all checklist forms and following the sanitary sewer backup prevention plan.

**Forms:**

1. Daily Checklist for the Sanitary Sewer Backup Prevention Plan. This form is to be filled out separately by the contractor and consultant to verify that the sanitary sewer system is being kept watertight and free of debris, and that traffic control devices are adequately in place each day.
2. Biweekly Progress Reports. This has a new check box that indicates that the Daily Checklist for the Sanitary Sewer Backup Prevention Plan from the contractor and consultant are attached to the reports.
3. Contractor's Review Form for Sanitary Sewer Backup Prevention (to be filled out at or before the preconstruction meeting).

## Contractor's Review Form for Sanitary Sewer Backup Prevention

Date: \_\_\_\_\_

Project: \_\_\_\_\_

City of Sioux Falls CIP No.: \_\_\_\_\_

We hereby certify that we will ensure that the sanitary sewer system will be protected from potential sewer backups and that all necessary precautions will be taken. The sanitary sewer system will be maintained in a watertight condition and all bypass pumping operations will be continually manned. We will also submit our daily sanitary sewer backup prevention forms as certification that the system is being checked on a continuous basis in the project construction area (see the attached form submittal procedures).

\_\_\_\_\_  
General Contractor Signature

\_\_\_\_\_  
General Contractor (Print Company Name)

\_\_\_\_\_  
Subcontractor Signature

\_\_\_\_\_  
Subcontractor (Print Company Name)

Date and Time Received by Consultant: \_\_\_\_\_

Consultant's Initials: \_\_\_\_\_

(Use attached sheet for additional subcontractor signatures.)

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Subcontractor Signature

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Subcontractor (Print Company Name)

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Subcontractor Signature

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Subcontractor (Print Company Name)

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Subcontractor Signature

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Subcontractor (Print Company Name)

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Subcontractor Signature

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Subcontractor (Print Company Name)

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Subcontractor Signature

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Subcontractor (Print Company Name)

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Subcontractor Signature

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Subcontractor (Print Company Name)

## Daily Checklist for the Sanitary Sewer Backup Prevention Plan

The following items shall be checked throughout the day and verified before leaving the construction site each night and weekend.

### General Items:

- All manholes checked to ensure they are watertight.
- All open sewers sealed and covered at the end of each day and before any potential rain events.
- All manhole construction plate markers in-place and watertight.
- No open sewer trenches left overnight or on weekends.
- All temporary pipe connections checked for soundness and watertightness.
- Verify that no dirt, gravel debris, etc., exists in the pipes or manholes.
- Barricades and warning signs in place.
- See that backup plans, facilities, and equipment are provided whenever possible and/or appropriate.
- Discuss all checklist concerns immediately between the contractor and consultant when they exist and inform the City Project Manager.

### Rain Events:

- Check for rain in forecast.  
Rain is forecast for when: \_\_\_\_\_
- Verify that an adequate path is provided for storm water to flow from existing upstream storm sewer to new downstream storm sewer through the construction site at all times.
- All open trenches protected from potential runoff and verify that interference with existing storm water runoff patterns is kept to a minimum.

### Temporary Sewer Bypass [ ] Check here if not applicable:

- All temporary bypass pumping operations shall be manned continuously during operation.
- All temporary bypass pumping operations discharge manholes checked to verify that no backups are occurring.
- All temporary bypasses of flow secured and watertight. Proper use of bends and other fittings.
- Verify temporary bypass pumping piping is sealed, secured, protected, and of sufficient size to accommodate peak flows with no irregular fittings, joint alignment, couplings, 90-degree bends, or any obstruction to impede or restrict flow.
- Verify the bypassing pumping plan is posted on the construction site and that it is being followed.
- In the case of an uncompleted manhole, confirm that earthen berm is constructed surrounding the manhole and/or an open trench to prevent storm water from flowing into the manhole. The manhole shall be watertight at all times with exception to when they are being worked on.

- Verify that bypass pumps, piping, structures, excavations, etc., are adequately protected and/or marked to prevent damage from vehicle traffic and to pedestrians and vehicles.

**Specific Manhole Checklist Times:**

All manholes in the construction area shall be specifically inspected and a manhole report submitted to the City Project Inspector at the following times during the construction project.

- At the time the manhole construction plate marker is installed.
- Immediately after paving.
- Final walk through of the project.
- Immediately after any manhole work is performed and anytime the cover is removed or disturbed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Company Representing—Print)





**Contacts**

**Contractor:** \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Subcontractor:** \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Consultant:** \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**City of Sioux Falls—Water Reclamation Department**

Contact: Paul Faris, Collections Supervisor  
Phone: 605-367-7088  
Cell Phone: 605-941-1163  
Fax: 605-367-7038

\_\_\_\_\_  
Contractor (Print)

\_\_\_\_\_  
Contractor's signature

\_\_\_\_\_  
Date

**OFFICE OF CITY ENGINEER  
CITY OF SIOUX FALLS**  
BIWEEKLY PROGRESS REPORT NO. \_\_\_\_\_

Contract No. \_\_\_\_\_

PROJECT \_\_\_\_\_ PERIOD ENDING \_\_\_\_\_  
CONTRACT TIME \_\_\_\_\_  
(working days or calendar days)

TYPE OF WORK \_\_\_\_\_ WORKING DAYS THIS PERIOD \_\_\_\_\_  
PRIME CONTRACTORS \_\_\_\_\_ WORKING DAYS TO DATE \_\_\_\_\_  
PERCENT COMPLETE \_\_\_\_\_

WORK IN PROGRESS THIS PERIOD

GENERAL COMMENTS:

CONTRACTORS WORKING: (Indicate after each: 1-1st Week; 2-2nd Week; 3-Both Weeks)

\_\_\_\_\_ WORK STARTED \_\_\_\_\_  
\_\_\_\_\_ WORK SUSPENDED \_\_\_\_\_  
\_\_\_\_\_ WORK RESUMED \_\_\_\_\_  
\_\_\_\_\_ FIELD WORK COMPLETED \_\_\_\_\_

DAY	DATE	WORKING DAY NO.	WEATHER AND COMMENTS
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Daily Sanitary Sewer Checklists Attached: \_\_\_\_\_ (Check space if applicable on project.)

PREPARED BY: \_\_\_\_\_ SUBMITTED BY: \_\_\_\_\_  
PROJECT ENGINEER

(Copy to Contractor)



## **General Conditions Modification for the Sanitary Sewer Backup Prevention Program**

Insert into Section 5.14

Between second and third paragraph

The Contractor shall follow the Sanitary Sewer Backup Prevention Program established by the City at all times. The Contractor shall complete all daily checklists, the Contractor's Review Form for Sanitary Sewer Backup Prevention, and the Sanitary Sewer Temporary Bypass Plan. A comprehensive Sanitary Sewer Bypass Plan and the Contractor's Review Form for Sanitary Sewer Backup Prevention shall be submitted before or at the preconstruction meeting. The Contractor shall submit the Daily Checklist for the Sanitary Sewer Backup Prevention Plan to the Engineer at the end of the day on every Friday or the end of the working week after the project site is secured and no additional work is being performed on the site. Forms for the Sanitary Sewer Backup Prevention Program are available at the Office of the City Engineer.