

SCOTT TOWNSHIP AUTHORITY

POLICY, PROCEDURES, AND REQUIREMENTS

1.0 INTRODUCTION

The Scott Township Authority (Authority) provides sanitary sewer collection and conveyance service to Scott Township, Columbia County, Pennsylvania. The Authority also provides sanitary sewer collection and conveyance service to two (2) industries located in the Township of South Centre, Columbia County, Pennsylvania. Wastewater treatment is provided by the Municipal Authority of the Town of Bloomsburg.

The purpose of this document is to describe the policies, procedures, requirements and specifications of the Authority to be followed throughout planning, design, construction and post-construction of a sanitary sewer extension to the Authority's system, so that the Developer can become familiar with the various requirements in order to properly design and schedule the project.

These Standards outline the Authority's requirements for planning, construction, and connection of a sanitary sewer extension to the Authority's system as well as includes the technical specifications which are the Authority's standards for all sewage facilities. All sewage facilities must be designed and constructed following the standards identified in these technical specifications adopted by the Authority.

These rules and regulations may be revised periodically as deemed necessary by the Authority. It is the sole responsibility of the Developer to establish that the most current edition of these requirements, or any part thereof, is being utilized for the design and construction of the required sewage facilities. The Authority will not be financially responsible for any rework required resulting from the use of requirements which have been superseded.

1.1 Definitions

Wherever in these Specifications the following words, terms and expressions, or pronouns in place of them are used, the intent and meaning shall be interpreted as follows:

Authority: The SCOTT TOWNSHIP AUTHORITY, acting directly or through any agent, officer or employee duly authorized to act for the said party in the execution of the work required by the Contract.

Developer: Any individual, partnership, or corporation constructing sewer facilities, whose ownership is intended to be transferred to the Authority.

Engineer: An individual or corporation registered as a Professional Engineer in the state of Pennsylvania who is in a legally binding contract with the Authority to provide professional engineering services.

Drawings: The plans and other documentation approved by the Authority and the Municipality.

Contractor: Any individual, partnership, or corporation hired by Developer to construct sewer facilities on behalf of Developer.

2.0 REGULATIONS OF THE SCOTT TOWNSHIP AUTHORITY

All sewage facilities must be designed and constructed in accordance with the standard construction specifications and details provided in this manual and Scott Township Authority Resolutions (Provided in Appendix A). All sewage facilities must be adequately sized to meet the Authority's future requirements.

Some of the requirements are also the subject of Municipal Ordinances and/or procedures (Provided in Appendix B), and therefore, anyone connecting to or extending the Authority's system should consult both the Scott Township Authority and the municipality before proceeding.

3.0 REGULATIONS OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION

All regulations and requirements of the Pennsylvania Department of Environmental Protection (DEP) pertaining to the construction of sanitary sewers are incorporated herein as if those rules and regulations were fully written in this document.

Any DEP rule, regulation and/or requirement which is more stringent than the rules and regulations contained in this document have precedence and shall supersede the regulations contained herein.

The construction of sanitary sewers shall not be permitted until the proper permit(s) has been issued by the Department of Environmental Protection, PennDOT, or other Authority's having jurisdiction, to the Authority, or until the Authority has issued authorization to the Developer authorizing the construction of sanitary sewers. (See 'General Description of Approval Process')

4.0 COST

The Developer is responsible for all costs relative to the design, review, applications, permits, rights-of-way, construction, inspection, connection, testing, and dedication of facilities to be constructed by the Developer. The applicant shall pay all review, application, inspection, and permit fees before construction approval will be granted.

The applicant shall also pay all EDU capacity fees before connection approval will be granted. The Developer will also be responsible for any specific improvements or enlargements required in the Authority's existing facilities to accommodate the water or sewer demands of the proposed service area/sewer extension.

5.0 OWNERSHIP AND EASEMENTS

- A. The Authority shall assume ownership, authorize use of, and will maintain and operate sanitary sewers which have been constructed by a Developer to serve the land improved by the Developer in question under the following terms and conditions:
1. The Developer has followed the approval process outlined in the following section and obtained all required approvals from the Authority.
 2. The Developer has provided the Authority temporary construction easements of sufficient width needed to install public sewer facilities and has provided easements as may be required to maintain public sewer facilities (minimum width of 30 feet for permanent easements, centered upon the sanitary sewer). Easements shall be recorded in the name of the Authority.
 3. The Authority will assume ownership and will maintain and operate sanitary sewers

in Township roadways to the property line; including but not limited to such items as sewer mains, low pressure sewers, laterals, cleanouts, as well as force mains in Township roadways or commonly shared between sewage pumping stations.

4. If the construction under the responsibility of the Developer requires special facilities outside of Township roadways; including, but not limited to such items as meter pits, sewage pumping stations, sewage grinder pumping units, and oil/grease interceptors, those facilities will be designed, owned and operated by the Developer/private owner. The design of such special facilities must be approved by the Authority to ensure compatibility with the Authority's system.

6.0 GENERAL DESCRIPTION OF THE APPROVAL PROCESS

The following provides a general overview of the Authority Approval Process for the construction of sanitary sewer facilities whose ownership is intended to be transferred to the Authority, or who will connect to existing Authority facilities. Plans shall contain, as a minimum, the information listed on the "*Developer's Plan Submittal Checklist*", which is provided in Appendix C.

6.1 Planning Phase

- A. During the planning phase, the Developer must complete and submit an Application Mailer (Provided on DEP's website) to the Authority to evaluate available capacity. Following their evaluation, the Authority will issue a "*Capacity Availability Determination Letter*" (Provided in Appendix D) to the Developer. Capacity determination is made based on the following:
 1. Developer provided information:
 - a. Location and accurate description of planned development (number of residences, or number, type, and size of establishment(s), etc...).
 - b. Submission of a Sketch Plan, which shows the proposed layout of the public sewage facilities and connection to the Authority's system, is requested but not required.
 2. Scott Township Authority's EDU Schedule (Provided in Appendix C).
 3. An evaluation of available capacity in the existing Authority system:
 - a. Capacity must be available in collection, conveyance, and treatment facilities. Developer must coordinate with the Municipal Authority of Bloomsburg to evaluate available capacity at the wastewater treatment plant. Depending on the scope of this evaluation, a review fee may be assessed to compensate the Authority and/or the Municipal Authority of Bloomsburg for the cost of the evaluation.
 - b. The evaluation will identify the existence of any potential problems with providing the service requested. If the preliminary evaluation indicates that further study is required to determine the ability of the system to provide the service requested or that modifications are required, the Developer will be

notified that a detailed study must be completed by the Authority. The cost of that study is the responsibility of the Developer. An estimate of the cost of the study will be provided to the Developer so that an escrow can be established to reimburse the Authority for the cost of the study.

- B. The Authority's issuance of a "*Capacity Availability Determination Letter*" which acknowledges the availability of capacity in their system shall not constitute the Authority's approval to serve the proposed development/service area.
- C. The Authority's "*Capacity Availability Determination Letter*" should be used by the Developer to move forward with the required Township and DEP planning submittals (Land Development Planning and Sewage Facilities Planning Modules).

6.2 Design Phase

- A. During the design phase, the Developer must submit the following information to the Authority for their review and approval:
 - 1. Three (3) hard-copies and one (1) digital copy of the Final Plans which show all facilities and all rights-of-way and parcels for dedication. Plans for public sewage facilities shall include the detailed design of the proposed facilities including plans of the sewer mains indicating the locations of all laterals, vents and cleanouts, and detailed plans of any special facilities such as grinder pumps and pumping stations. All submitted plans must include details of special construction such as highway, stream or railroad crossings. Sheet size shall be 24" x 36". NGVD 88 datum shall be used for all elevations.
 - 2. The plans must be prepared under the supervision of or by a Professional Engineer registered in the Commonwealth of Pennsylvania whose seal, signature and registration number shall appear on each sheet of the plans. All designs must meet the current requirements of DEP, the Authority, and other Authority's having jurisdiction where deemed appropriate by the Authority.
 - 3. All designs shall conform to good engineering practice, shall meet the requirements of all Authority's having jurisdiction, and the Authority. The technical requirements shall be in accordance with the Authority's specifications and details, which are included in this document. These specifications are general in nature and the Authority reserves the right to alter the requirements to meet specific project requirements. The Developer shall check with the Authority prior to initiating design to confirm that they are utilizing the current edition of the specifications.
 - 4. The plan submission should also include information relative to rights-of-way to be granted to the Authority. That information shall include rights-of-way or property drawings and legal descriptions.
 - 5. The Developer must provide the Authority with one (1) copy of the DEP approval of the Sewage Facilities Planning Module(s) or Planning Module Exemption(s).

6. Prior to completion of the Design Phase, the Developer shall execute and return Authority's "**EDU Application Form**" to formally purchase capacity within the system (Form provided in Appendix C).
 7. The Developer must also include two (2) copies of all applications and supporting data required by the authorities having jurisdictions from which approval is required for the project. The submission should also include the application forms that the Developer requests the Authority to complete for the required approvals.
 8. It shall be the responsibility of the Developer to determine if a Water Quality Management Permit is required by DEP for the proposed plans. In the event a Water Quality Management Permit is required by DEP, the Developer shall submit three (3) completed copies of the appropriate application accompanied by the requisite fee as required by DEP. Following approval of final design, the Authority shall submit the application for the Water Quality Management Permit to DEP.
- B. The Developer shall be solely responsible for the application for all permits for any local, state, or federal approvals required for the construction of the project. This responsibility shall include preparation of all application forms, supporting data, and payment of all filing fees including PennDOT bonds and insurances. All permits and/or approvals shall be in the name of the Scott Township Authority.
- C. The Authority will review the plans relative to the proposed public sewer facilities and provide written comments. The Developer shall be required to make the revisions identified by the Authority and make a resubmission of the final plans with annotations clearly identified and dated. The Authority will review the revised final plans and, if all questions have been resolved, issue approval of the proposed public sewer extension, allowing the project to move into the Construction Phase. The Authority's issuance of approval shall not constitute final approval for construction. All required approvals must be in hand prior to commencement of construction.
- D. At the time the approval is issued, the Authority, as appropriate, will execute the application forms submitted with the final plans provided all outstanding invoices for review fees have been paid by the Developer. Again, construction cannot begin until all approvals are obtained.

6.3 Construction Phase

- A. The Construction Phase can be split into four (4) distinct time periods:
1. Submission of Required Documentation:
 - a. Following plan approval and issuance of all required permits by the authorities have jurisdiction, but prior to the issuance of construction approval by the Authority, the Developer shall submit two (2) copies of all agreements, permits, rights-of-way, insurances and bonds required for the construction of the project. It shall also be required that all outstanding invoices for final plan review be paid. Changes to any plans or documents modified as required by any reviewing agency shall be included in this submission.

- b. In addition to the documentation itemized above, the Developer shall also establish an escrow account posted with a Federal or Commonwealth chartered lending institution chosen by the Authority to pay for inspection during construction, and testing and inspection as construction is completed. The Authority will establish the escrow amount for inspection and testing. Any unexpended balance following completion of construction will be returned to the Developer.

2. Preconstruction:

- a. Prior to construction, the Developer must complete the following:
 - 1) Schedule a preconstruction meeting with the Authority to review all aspects of the proposed project including the construction schedule.
 - 2) Submit shop drawings to Authority's Engineer in accordance with the submittal procedures.
 - 3) Provide a list of contractors, subcontractors, and material suppliers to the Authority.
 - 4) Submit material samples and material compliance certifications as requested by the Authority.
 - 5) Provide documentation satisfactory to the Authority, indemnifying and holding harmless the Authority, their consultants and employees, for any and all claims for injury, death or damages, arising or alleged to arise from the construction of the project.
 - 6) Ensure that all costs of review have been paid in full and that the required escrow account for inspection and testing fees has been established.
- b. Construction shall not begin until the Developer has received a letter from the Authority indicating that all preconstruction requirements have been satisfactorily completed. At that time a Building Permit will be issued provided all costs of review have been paid by the Developer.

3. Construction:

- a. All construction must be completed in accordance with the specifications of the Authority relative to public sewer facilities construction and the approved plans. The type of inspection, either full-time or periodic, shall be at the discretion of the Authority. The inspector shall have the authority to halt construction if, in his/her opinion, construction is not being completed according to the approved plans and specifications. The cost for the Authority inspection will be paid from the escrow established. The Developer shall be responsible for the inspection costs of permitting agencies such as PennDOT, Townships, etc.

- b. The Contractor for the Developer shall maintain detailed field notes regarding any agreed-upon changes to the design plans. Copies of these notes will be turned over to the Authority at the completion of installation for comparison of the record drawings with the design drawings.
 - c. Following installation, all facilities will be inspected and tested in accordance with the Authority's specifications. All inspection and testing and subsequent re-inspection and retesting shall be at the cost of the Developer.
4. Post Construction:
- a. Following completion of the installation and satisfactory passage of the inspections and tests required by the Authority, the Developer may request that the Authority accept dedication of the completed facilities. That request shall be made in writing and include the following:
 - 1) Two (2) copies of the Contractor's field notes regarding agreed-upon changes to the design plans made during the installation of the facilities.
 - 2) Two (2) "hard-copy" and one (1) electronic copy of plans showing the public sewer facilities installed ("record drawings"). The plans shall incorporate all changes to the design plans made during construction and shall constitute record plans of the facilities. In addition, the record plans shall include the location, length and depth of all public sewer services.
 - 3) Provide update to the Authority's geographic information system (GIS) mapping of their collection and conveyance system with all sewage facilities constructed (North PAMAP; Datum: NAD83).
 - 4) Two (2) sets of right-of-way drawings, descriptions, and agreements revised to include any changes in location made during construction. If no changes were made from the documents previously submitted, no new submission is required. In that instance, the Developer shall indicate in writing to the Authority that no changes have been made from the location shown and described on the previously submitted right-of-way documents.
 - 5) Provide two (2) digital video discs (DVD) and typed video logs of all televised pipe sections.
 - 6) Financial security in the amount of 20% of the actual installation cost of the facilities to secure integrity of the facilities for a period of two (2) years from the date of acceptance by the Authority.

- B. Upon receipt and satisfactory review of the above-referenced documentation, the Authority will issue an acceptance letter. This letter signifies the Authority's acceptance of facilities and establishes the beginning of the two (2) year warranty period.
- C. The Developer shall provide a warranty for two (2) years following the date of acceptance of the facilities by the Authority. This warranty shall include all equipment, materials or appurtenances installed by the Developer. It shall be the sole responsibility of the Developer to repair or replace any equipment, materials or appurtenances deemed defective by the Authority during that period. The warranty shall include restoration and/or settlement of excavated areas either in public or private rights-of-way. The Developer shall be solely responsible for refilling excavations and restoring surfaces damaged due to settlement during that period.
- D. The Developer shall provide financial security in a form satisfactory to the Authority in an amount of twenty percent (20%) of the installed cost of the facilities as non interest-bearing security for any repairs required to the facilities within such warranty period. If, within that warranty period, any work installed by the Developer is determined to be defective by the Authority, the Developer shall promptly make repairs to such defective work.
- E. If repairs to the defective work are not made within a reasonable period, such period to be at the sole discretion of the Authority, the Developer agrees that the Authority shall use the security provided by the Developer to make such repairs. The Developer shall provide additional funds to maintain the security at the 20% level and/or to complete the repairs should the security be insufficient, and to reestablish the security at the 20% level.
- F. At the end of the warranty period, and upon completion of all repairs which were requested during the warranty period, the security shall be returned to the Developer upon request.

7.0 POLICY IN RELATION TO PRESSURE SEWER SYSTEMS

- A. The construction of a pressure sewer system will be considered when the following is met:
 - 1. Criteria:
 - a. The finish grade of the proposed development would require conventional gravity sewer mains to be greater than 15-feet deep as measured from the top of the sewer pipe to finish grade.
 - b. Site specific conditions including wetlands, streams, or other natural water obstructions.
 - c. The location of the pressure sewer system is such that subsequent development in the vicinity will not be forced to connect to the pressure sewer system.
 - d. If the construction of the pressure sewer system requires a pump station, the design, operation and maintenance, and ownership of this facility shall be the responsibility of the Developer/private owner. The design of such special facilities must be approved by the Authority to ensure compatibility with the Authority's system.

2. Additional Requirements:

- a. Each home or structure must have an individual grinder pump station. Sharing of grinder pump stations is not permitted. All grinder pump stations shall be located exterior to and at least ten (10)-feet from any structures on the property.
- b. A company that specializes in the service of grinder pump stations shall be contracted to provide maintenance service. A service agreement must be provided by the Developer for a minimum of two (2) years. After the initial two (2) years, individual property owners must provide service agreements. The deeds of each property served by the pressure sewer system shall contain a covenant allowing the Authority access to the grinder pump station for inspection and observation.

3. Responsibilities and Maintenance:

- a. The Authority will assume ownership and will maintain and operate all components of the pressure sewer system in Township roadways to the property line; including but not limited to such items as low pressure sewers, laterals, cleanouts, as well as force mains in Township roadways or commonly shared between sewage pumping stations
- b. The individual property owner will be responsible for the maintenance and operation of all components of the pressure sewer system, including (but not limited to):
 - 1) Power and Electrical
 - 2) House Lateral to the Grinder Pump Station
 - 3) Grinder Pump Station
 - 4) Pressure Lateral including all Fittings
 - 5) Controls

8.0 POLICY IN RELATION TO GREASE INTERCEPTORS AND OIL SEPARATORS

A. Grease Interceptors shall be required when proposed development will discharge grease-laden waste from food preparation areas. These developments include, but are not limited to, restaurants, hotel kitchens, hospitals, school kitchens, bars, and factory cafeterias. The need for grease interceptors and requirements for their proper implementation and function shall be at the discretion of the Authority and as detailed below:

- 1. Criteria: specific criteria for the proper implementation and function of grease interceptors can be found in the Authority's Standard Specifications, specifically Section 44 42 49 – Water Treatment Oil/Grease Interceptors.

2. Additional Requirements:
 - a. Review and approval of the proposed interceptor design by the Authority/Engineer is required prior to installation.
 - b. Discharges from Grease Interceptors must contain no greater than 1.25 pounds of BOD per EDU per day.
 - c. Excess BOD discharges are billable as a surcharge to the monthly sewer fee. These surcharges are as determined by the Authority.
 - d. Fats, oils, and grease discharged into the collection system, or sinks and drains that are connected to the system will not be permitted unless oil/grease interceptors are properly implemented and shall be at the discretion of the Authority.

3. Responsibilities and Maintenance:
 - a. Standard Care, cleaning, and routine pumping:
 - 1) Pumping is established at a minimum of once per month. Adjustments to this schedule may be requested after one (1) year of operation. The owner/operator of the facility is responsible for the arrangement and costs associated with pumping. The Authority should be notified prior to each pumping. Also, the owner/operator of the facility shall obtain a pumping receipt after each pumping and provide a copy of that receipt to the Authority for their records within two (2) weeks of said pumping.
 - 2) An annual inspection and pressure washing of the interceptor is recommended.
 - 3) The interceptor is to be in good repair and operating condition at all times.
 - b. The Authority will conduct routine sampling for BOD levels and to verify that no fats, grease, or oil is entering the sewer system. Authority may also draw samples for FOG tests of discharges.
 - c. The use of best management practices for fats, oils and grease reduction is required of all kitchen personnel.

- B. Oil Separators shall be required when proposed development will discharge oil-bearing, grease-bearing or flammable wastes. These developments include, but are not limited to, repair garages, car washing facilities with engine or undercarriage cleaning capabilities, and factories. The need for oil separators and requirements for their proper implementation and function shall be at the discretion of the Authority and as detailed below:
 1. Criteria: specific criteria for the proper implementation and function of oil separators can be found in the Authority's Standard Specifications, specifically

Section 44 42 49 – Water Treatment Oil/Grease Interceptors.

2. Additional Requirements:
 - a. Review and approval of the proposed separator design by the Authority/Engineer is required prior to installation.
 - e. Oils, grease and flammable wastes discharged into the collection system, or sinks and drains that are connected to the system will not be permitted unless oil/grease interceptors are properly implemented and shall be at the discretion of the Authority.
3. Responsibilities and Maintenance:
 - a. Standard Care, cleaning, and routine pumping:
 - 1) Pumping is established at a minimum of once per year. Adjustments to this schedule may be requested after one (1) year of operation. The owner/operator of the facility is responsible for the arrangement and costs associated with pumping. The Authority should be notified prior to each pumping. Also, the owner/operator of the facility shall obtain a pumping receipt after each pumping and provide a copy of that receipt to the Authority for their records within two (2) weeks of said pumping.
 - 2) The separator is to be in good repair and operating condition at all times.

9.0 POLICY IN RELATION TO LATERAL ABANDONMENT AND REINSTATEMENT

- A. When previously served structures are removed, the associated private sanitary sewer laterals must be properly abandoned at the time of “structure removal”. For the purposes of this policy, “structure removal” shall include demolition of a permanent structure or relocation of a mobile home.
 1. Exception: If the property owner is able to provide proof (i.e.: written statement detailing construction schedule, etc.) that the structure will be replaced within six (6) months of demolition, the Authority may waive the abandonment requirement detailed herein.
- B. Sanitary sewer lateral abandonment is the responsibility of the property owner and must be performed in accordance with the Authority’s procedures as described in Section 9.C.
- C. Procedure for abandonment of private sanitary sewer laterals:
 1. The existing lateral shall be cut on the inside of the property line as follows:
 - a. One (1) foot beyond the existing cleanout;
 - b. or a maximum of five (5) feet inside the property line if no cleanout exists.

2. If the existing cleanout is buried, it shall be brought to grade in accordance with the Authority's Standards of Construction.
 3. If no cleanout exists, a new cleanout shall be installed in accordance with the Authority's Standards of Construction.
 4. Following cleanout adjustments (as applicable), the remaining lateral stub shall be capped/plugged and blocked to ensure water-tightness. The cap/plug material shall be compatible with the existing lateral material.
 5. The remaining capped/plugged lateral stub and cleanout shall be inspected by an Authority representative prior to backfilling.
 6. All piping shall be properly bedded and backfilled prior to final restoration. An Authority representative should be contacted to witness the backfill and compaction of the trench.
 7. Methods and materials for the abandonment of private sanitary sewer laterals as described above shall be in accordance with Authority's Standards of Construction.
- D. Reinstatement of a Previously Abandoned Lateral: Any abandoned sanitary sewer lateral may be reinstated for the purpose of serving a new structure in accordance with the following procedure:
1. Reinstatement may only occur after appropriate Authority fees have been paid. Refer to Section 4 of this document.
 2. Methods and materials for the reinstatement of private sanitary sewer laterals shall be in accordance with Authority's Standards of Construction, specifically Detail D28.
 3. Cleaning, inspection and pressure testing of reinstated lateral shall be performed prior to approval by Authority in accordance with their Standards of Construction. All testing must be performed by or in the presence of an Authority representative.

10.0 REFERENCE TO STANDARDS

Whenever reference to specifications or to standards is made relative to the furnishing of materials or testing thereof to conform to the standards of any technical society, organization, or body, it shall be construed to mean the latest standards, code, specifications, or tentative specification adopted and published at the date of approval letter by the Authority indicating that all preconstruction requirements have been satisfactorily completed.

When no reference is made to code, standards or specification, the Standard Specification of the ASTM shall govern.

11.0 WORKMANSHIP AND MATERIALS

It is the intent of the Authority to require all sewer construction which is undertaken under the auspices of this policy by a Developer, as defined herein, in Scott Township to meet the specifications enumerated herein, and to require the Developer to adhere strictly to the requirements enumerated herein. The intent of the Specifications is to define the quality and character of the workmanship and materials necessary to meet the requirements of the Authority and other authorities having jurisdiction for sewer construction.