



## **TERMS AND CONDITIONS:**

The following are the minimum components necessary for an appropriate sanitation collection system maintenance program which the Named Member must have in place and be at least 90% compliant with at the time of loss or the indicated deductible shall apply.

### **1. Operation Parameters and System Information**

- a. Sewer mains, manholes, and other appurtenances to the public sanitary sewer system are mapped at least bi-annually, (frequency to be set by the district board) based upon factors unique to the district, with cost being weighed against the objectives of the district, and considering efficiency; safety, protection of infrastructure; prevention of breach and damage to district facilities; the health, safety, and property of others;
- b. Maps are updated regularly as errors are identified and when mains are added or replaced by the system;
- c. Maps reflect “as-built” conditions; at minimum maps indicate: 1) pipe material; 2) pipe diameter; and 3) direction of flow; pipe locations, including depth if possible;
- d. A written line inventory maintained and updated regularly to include at a minimum: 1) pipe age; 2) pipe condition and 3) maintenance history;
- e. There is a written Plan detailing the routine inspection and maintenance schedule for all sewer lines;
  - i. The Plan establishes goals for routine inspection and maintenance intervals, and indicates the nature of tasks to be conducted;
  - ii. In addition to the Plan for routine inspection, there is written Action Plan describing an accelerated cleaning schedule of lines with problems (grease, tree roots or other known or suspected unusual conditions);
- f. Emergency Response Plan for sanitation back-ups and other conditions that may cause either flooding or damage to private property;
  - i. Documentation that defines and establishes the criteria for responding to an emergency;
  - ii. Designation of one or more personnel as “On-Call” after business hours;
  - iii. Clear procedures for contacting on-call personnel in case of emergency.

### **2. Routine Sanitation Line Maintenance**

- a. Work completed in accordance with the Plan and carefully documented as to: 1) date; 2) nature of work conducted; 3) equipment used; 4) personnel performing the work and 5) recommended level and frequency of follow-up inspection, maintenance and repair;
- b. At least 10% of all sewer mains are systematically inspected through closed circuit TV annually;
- c. Regular routine TV inspection of sewer mains will be conducted at intervals dictated by: 1) results of initial inspection; 2) history of maintenance; 3) repairs and 4) pipe age and condition;
- d. Accelerated Cleaning Plan is carefully documented as to: 1) date; 2) nature of work conducted; 3) equipment used; 4) personnel performing the work and 5) level and frequency of follow-up inspection, maintenance and repair;
- e. If an outside contractor is used for: 1) inspection; 2) maintenance or 3) repair work, the District and contractor responsibilities are clearly defined and documented;
- f. District will audit contractor annually to ensure that personnel, equipment, scheduling, and emergency response needs are adequately met.