

BEDFORD COUNTY PUBLIC SERVICE AUTHORITY
OPERATING POLICY MANUAL

Chapter: Maintenance
Document Number: 12.50
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Issue (Effective) Date: January 20, 2009
Approval Date: January 20, 2009
Approved By: Executive Director

SEWER REPAIRS

Section 1. PURPOSE

This section is to assure that proper procedures are followed by the Bedford County Public Service Authority (“Authority”) employees when performing sewer repairs.

Section 2. REFERENCE

Refer to the Authority’s Master Specifications policy for standard details and specifications.

Section 3. SEWER SERVICE REPAIRS (GRAVITY)

A. Procedures:

1. Prior to work occurring, an emergency marking is required by Miss Utility. Operators will have three (3) hours from the call in time to locate utilities.
2. Proper signs are erected denoting work area.
3. Proper Personal Protective Equipment (PPE) must be worn at all times during work. This includes, but is not limited to, steel toe boots, hard hat, gloves, and safety glasses. Employees observed not wearing PPE are subject to disciplinary actions as deemed fit by the Maintenance Manager.
4. Once utilities have been located, they are hand dug with a shovel prior to using excavation equipment.
5. The site is then excavated to expose the sewer line.
6. A trench box or shoring is required on all excavations more than 4' in depth. This is not necessary if proper benching and sloping are done when excavating the location.
7. The line is replaced or repaired as necessary to ensure there will be no future leaks.
8. The repair is inspected at this time to make sure the leak is repaired.
9. The work site is back filled and compacted provided the area is dry enough to work with. If the condition of the soil is not acceptable at the time of the leak, the area will be “dressed up” when the condition of the soil is acceptable.
10. A work order is completed including all man hours, equipment hours, and inventory that was used on this repair. It is then submitted to the Administrative Support Technician.

Section 4. SEWER SERVICE REPAIRS (FORCE MAIN)

A. Procedures:

1. Prior to work occurring, an emergency marking is required by Miss Utility. Operators will have three (3) hours from the call in time to locate utilities.
2. Proper signs are erected denoting work area.
3. Proper Personal Protective Equipment (PPE) must be worn at all times during work. This includes, but is not limited to, steel toe boots, hard hat, gloves, and safety glasses. Employees observed not wearing PPE are subject to disciplinary actions as deemed fit by the Maintenance Manager.
4. Once utilities have been located, they are hand dug with a shovel prior to using excavation equipment.
5. The site is then excavated to expose the sewer line.
6. A trench box or shoring is required on all excavations more than 5' in depth. This is not

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- necessary if proper benching and sloping are done when excavating the location.
7. The E-One or equivalent should be shut off to prevent sewage from being pumped while the line is being repaired; the customer should be notified not to use any water while the pump is shut off.
 8. The line is replaced or repaired as necessary to ensure there will be no future leaks.
 9. The repair is inspected at this time to make sure the leak is repaired.
 10. The work site is back filled and compacted provided the area is dry enough to work with. If the condition of the soil is not acceptable at the time of the leak, the area will be “dressed up” when the condition of the soil is acceptable.
 11. A work order is completed including all man hours, equipment hours, and inventory that was used on this repair. It is then submitted to the Administrative Support Technician.

Section 5. SEWER MAIN REPAIRS (GRAVITY)

A. Procedures:

1. Prior to work occurring an emergency marking is required by Miss Utility. Operators will have three (3) hours from the call in time to locate utilities.
2. Proper signs are erected denoting work area.
3. Proper Personal Protective Equipment (PPE) must be worn at all times during work. This includes, but is not limited to, steel toe boots, hard hat, gloves, and safety glasses. Employees observed not wearing PPE are subject to disciplinary actions as deemed fit by the Maintenance Manager.
4. Once utilities have been located, they are hand dug with a shovel prior to using excavation equipment.
5. The site is then excavated to expose the sewer line.
6. A trench box or shoring is required on all excavations more than 4' in depth. This is not necessary if proper benching and sloping are done when excavating the location.
7. Flow may have to be temporarily interrupted by using an air plug in the upstream line or an upstream manhole. (All confine space entry procedures must be followed.)
8. The line is replaced or repaired as necessary to ensure there will be no future leaks.
9. If the main was plugged, the plug is removed to return flow. (This should be done from outside the manhole.)
10. The repair is inspected at this time to make sure the leak is repaired.
11. The work site is back filled and compacted provided the area is dry enough to work with. If the condition of the soil is not acceptable at the time of the leak, the area will be “dressed up” when the condition of the soil is acceptable.
12. A work order is completed including all man hours, equipment hours, and inventory that were used on this repair. It is then submitted to the Administrative Support Technician.

Section 6. SEWER MAIN REPAIRS (FORCE MAIN)

A. Procedures:

1. Prior to work occurring, an emergency marking is required by Miss Utility. Operators will have three (3) hours from the call in time to locate utilities.
2. Proper signs are erected denoting work area.
3. Proper Personal Protective Equipment (PPE) must be worn at all times during work. This

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- includes, but is not limited to, steel toe boots, hard hat, gloves, and safety glasses. Employees observed not wearing PPE are subject to disciplinary actions as deemed fit by the Maintenance Manager.
4. Once utilities have been located, they are hand dug with a shovel prior to using excavation equipment.
 5. The site is then excavated to expose the sewer line.
 6. A trench box or shoring is required on all excavations more than 5' in depth. This is not necessary if proper benching and sloping are done when excavating the location.
 7. Flow may have to be temporarily interrupted by closing valves to isolate the leak; care should be taken to assure that the main does not build too much pressure. (This may require shutting off any pumps that pump into the isolated section or a dead end section of the force main.)
 8. The line is replaced or repaired as necessary to ensure there will be no future leaks.
 9. Sewer service is then restored.
 10. The repair is inspected at this time to make sure the leak is repaired.
 11. The work site is back filled and compacted provided the area is dry enough to work with. If the condition of the soil is not acceptable at the time of the leak, the area will be "dressed up" when the condition of the soil is acceptable.
 12. A work order is completed including all man hours, equipment hours, and inventory that were used on this repair. It is then submitted to the Administrative Support Technician.

Section 7. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on January 20, 2009.