

Division of Wastewater – Policies and Procedures Manual Standard Policies and Procedures	
Policy Number – AUB-02-07	Revision Number: 5
Subject Collection System Development and Alterations	Effective Date: 7/01/13
	Superintendent Approval:
	General Manager Approval:

1.0 PURPOSE AND SCOPE

The purpose of this policy is to standardize Athens Utilities Board's (AUB) approach to review and approval of all development within the AUB service area, and to standardize the policy regarding cost sharing and agreements for the wastewater collection system. This policy applies to all residential and industrial customers who are physically connected to or have the potential to be physically connected to the AUB Wastewater Collection System.

2.0 REFERENCES

(1) Athens Municipal Code, Title 18 Water and Sewers

3.0 GENERAL

Final review and approval of the wastewater collection system and any exceptions to this policy will be by the local control authority.

The specifications of all materials and the manner in which all appurtenances are laid, shall meet the inspection and approval of the local control authority or their designee.

All wastewater construction plans for subdivisions shall include service from AUB's existing wastewater collection system to the property line of each proposed lot. There shall be a marked clean out installed at each property line with a short piece of pipe stubbed out of the back of each clean-out.

The entire cost and expense of installing the required wastewater collection system shall be borne by the developer. This includes the fee for tapping onto AUB's existing system. Additionally, the developer is financially responsible for all maintenance and repairs on such mains for one year.

4.0 DEFINITIONS

AUB – the Athens Utilities Board, and its duly authorized employees, agents, and representatives **Board** – the Chairman and all Commissioners but does not include any employees

Local Control Authority – Superintendent of Water and Wastewater or duly authorized representative

Customer – any person discharging waste to AUB's Wastewater Collection System and wastewater treatment facilities

WWTP – Wastewater Treatment Plant, facilities owned and operated by AUB

TDEC – Tennessee Department of Environment and Conservation

5.0 POLICY/PROCEDURES

1.1 Review and Approval

Developers shall submit plans for the proposed wastewater collection system installation to the local control authority in a timely manner for proper review and approval. Developers are responsible for TDEC approval of all proposed wastewater collection systems. All necessary surveys and easements must be recorded and permits obtained at the developer's expense.

All wastewater collection system construction plans for subdivisions shall include service from the main to the property line of each proposed lot. The end of each stub behind the clean out shall be properly marked.

The specifications of all material shall be inspected and approved by the local control authority or their designee. No wastewater collection system main shall have less than an 8" pipe diameter.

All plans will receive an assessment of final approval, conditional approval, or be rejected based upon the findings of the technical review. Conditional approval does not constitute permission to proceed with construction and indicates that minor design changes are needed in order to receive final approval. Only assessments of final approval, acknowledged by the signature of the local control authority, indicate acceptability of the design for construction purposes.

1.2 Installation Inspection

An AUB inspection is required during all construction activities involving the wastewater collection system. Inspectors are responsible for the following: ensuring that all construction is performed according to the approved plans; ensuring that all materials meet specifications set by the Board; making field change requests to the local control authority upon discovering hidden features or unforeseen circumstances that require changes to the approved plans; and recording all changes to the approved plans.

5.3 Cost

The entire installation cost and expense for the required wastewater collection system shall be borne by the developer. This includes the fee for tapping and installing clean-outs on the system to serve each lot.

Upon completion of the inspected installation, all wastewater collection lines (including services) must pass an air test, and manholes must pass a vacuum test. The developer must provide to the local control authority a set of as-built drawings, once the system passes all tests. These drawings should include detailed, accurate measurements of lines between manholes, depth of lines, manholes and stub-outs along with measurements from manholes to taps for services and measurements from the taps to the stub-outs behind the clean-outs.

The fees for tapping the system to serve each lot will be applicable when AUB supplies inspection.

Upon the completion of construction and final inspection, the developer must submit to AUB a set of 'As-built' plans that reflect any and all changes to the original approved design. The developer must then sign a Transfer Agreement Statement transferring the water distribution system to AUB before water service is provided.

The developer is financially responsible for all maintenance on the newly installed system for one year.