

Capacity, Management, Operation & Maintenance (CMOM) Program

Tyler Water Utilities

February 2026

PIPELINE ANALYSIS LLC
WASTEWATER COLLECTION SYSTEM ENGINEERS

Version 3.2



Capacity, Management, Operation & Maintenance (CMOM) Program

CITY OF TYLER

Tyler Water Utilities

I certify that this report was prepared under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Texas.

STATE OF TEXAS
J. H. FORBES, JR.
43529
LICENSED
PROFESSIONAL ENGINEER

February 25, 2026

James H. Forbes,Jr., P.E.
Registration No. 43529

Pipeline Analysis, LLC
Firm TBPE No. F-6538

PIPELINE ANALYSIS LLC
WASTEWATER COLLECTION SYSTEM ENGINEERS

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Capacity, Management, Operation and Maintenance (CMOM) Plan

Forward:

This CMOM Plan is a reference document for current and planned procedures and practices within the City of Tyler Water Utilities Department. The document should be reviewed by staff every two years and updated as procedures or processes change. Revisions should be logged and distributed to each of the staff members designated.

Document Distribution List

The CMOM Plan is posted online for staff at:

https://www.cityoftyler.org/government/departments/tyler-water-utilities/wastewater/consent-decree

CMOM Plan Update Log

Rev. No.	Date	Section/Page	Description
1	10/2/2017	Ver.1.0	CMOM Program
2	4/4/2018	Page 5	CMOM Program – Change Section 1.2 Reference form 2.11 to 2.12
3	4/4/2018	Appendix D	Updated SSORP Narrative Only, per EPA comments. Now Version 2
4	2/8/2022	Version 2.0	Updated CMOM Narrative, links to web sites, inventory tables, organization chart, contacts; Appendix A – FOG SOP; Appendix C FOG Manual (minor updates, inserted new ordinances, links to City ordinances, Approved hauler list update, FSE list update; Appendix D – SSORP; Emergency contacts updates, Org. Chart update, links to City web site; Appendix E – High Frequency Cleaning, Updated list; Appendix G – Performance Indicators Updated;
5	2/17/2023	Version 3.0	Update: Contacts Table 3, asset inventory tables, Appendix C FOG Manual (minor updates, Approved hauler list update, FSE list update; Appendix D – SSORP; Emergency contacts updates, Appendix E – High Frequency Cleaning, Updated list; Appendix G – Performance Indicators Updated
6	1/16/2025	Version 3.1	Update: Contacts, asset inventory tables, Appendix C FOG Manual (minor updates, Approved hauler list update, FSE list update; Appendix D – SSORP; Emergency contacts updates, Appendix E – High Frequency Cleaning Updated list; Appendix G – Performance Indicators Updated, Added SOP19 FM and ARV Inspection, Update to 2021 International Plumbing Code, Updated condition assessment inspection cycles
7	2/24/2026	Version 3.2	Updates to CMOM narrative and hyperlinks, contacts, asset inventory tables; Added FM/ARV SOP18, Degreaser SOP19, Root Removal SOP 20, Siphon Cleaning SOP 21, and Mainline Cleaning SOP 22 to Appendix A. SSORP Emergency contacts update in Appendix E; High Frequency Cleaning List updated in Appendix G; Performance Indicators Updated in Appendix G; Update CMOM narrative to reflect adopted 2021 International Plumbing Code.

Tyler Water Utilities
CMOM Plan

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Tyler Water Utilities
CMOM Plan

SECTION 1
CMOM Background

1.1 Introduction

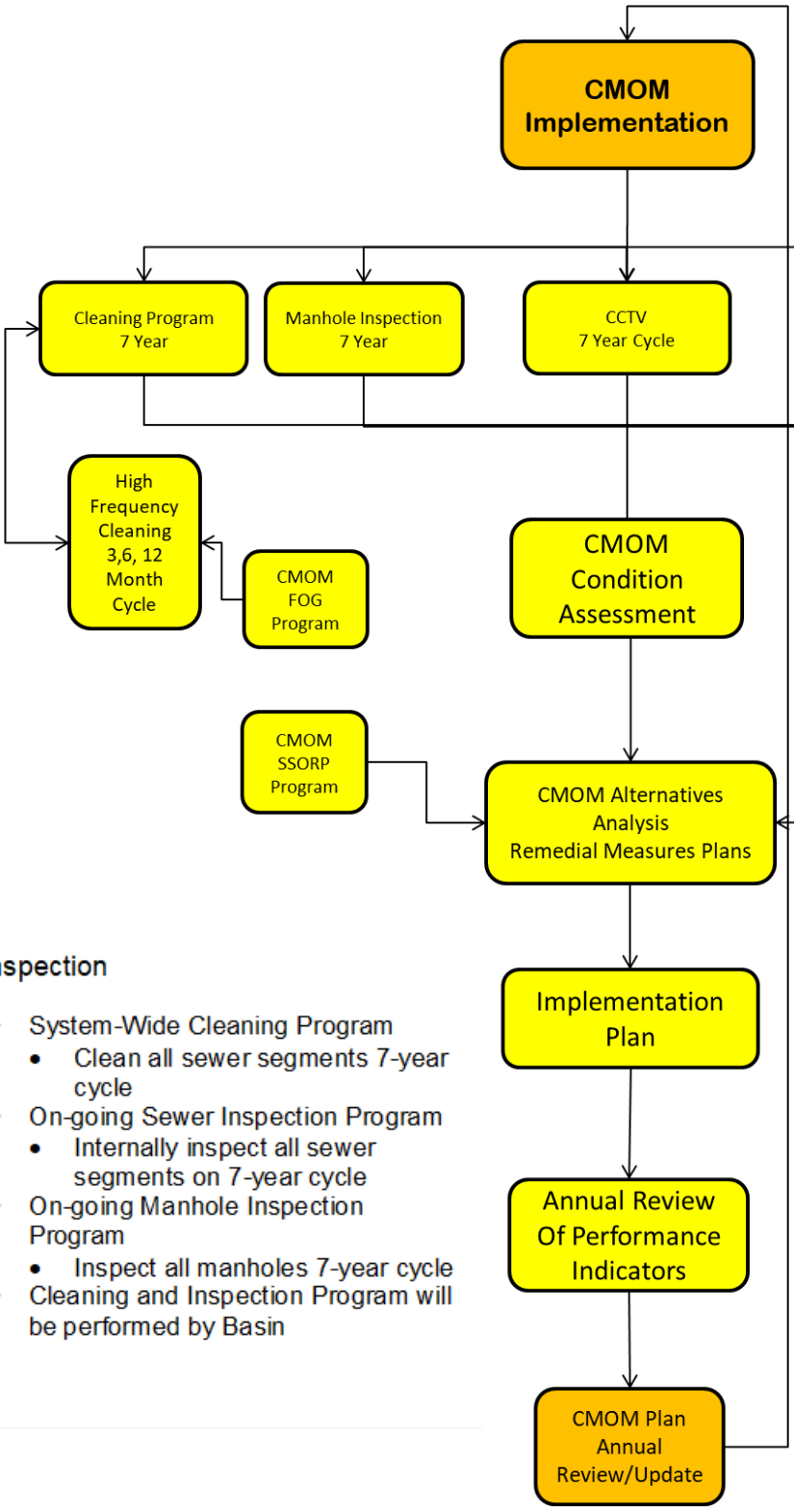
The Environmental Protection Agency (EPA) has prepared various guidelines to address Sanitary Sewer Overflows (SSO's). This CMOM Plan documents processes and procedures that impacts how the City manages and maintains its wastewater collection system. A major component of the EPA's SSO abatement program relates to the Capacity, Management, and Operation & Maintenance (CMOM) Plan. The CMOM Plan is intended to provide a structured plan for collection system management. The objective is to optimize system performance and develop specific plans for capital improvement and maintenance activities needed to operate, manage, and maintain collection systems and avoid SSO's. Figure 1 shows the relationship of the CMOM Plan within a comprehensive collection system renewal program.

Figures 2 and Table 1 present a summary of Tyler Water Utilities (TWU) gravity wastewater collection system assets and force main assets, respectively. The wastewater collection system currently consists of 734.3 miles (3,752,808 linear feet) of gravity sewers, 12,465 manholes, 1,759 cleanouts, 23.5 miles (109,182 linear feet) of force mains and 26 collection system lift stations. The Tyler Metropolitan Statistical Area (MSA) population is 249,091. Stretched end to end, the Tyler mainline sewers would reach from Tyler to Atlanta, Georgia. Note that this mainline sewer length does not include the private lateral sewers that would approximately double the miles of sewer in the system. The majority of mainline sewer is vitrified clay pipe. The need to proactively manage this valuable asset becomes increasingly important as the system ages. The City collection system has a replacement value of approximately $700 million.

The Consent Decree (CD) requirements (refer to Appendix H and City Web Site at https://www.mytylertexas.com/consent-decree) include strict guidance and timelines that must be followed during the term of the consent decree. The CMOM Plan is intended to be an ongoing program and will be used to manage the collection system both during and after the CD term.

If any discrepancy is noted between the CMOM Plan and the consent decree, then the consent decree will take precedence and the CMOM Plan will be updated to correct or clarify any discrepancy.

Figure 1 - CMOM Process Diagram



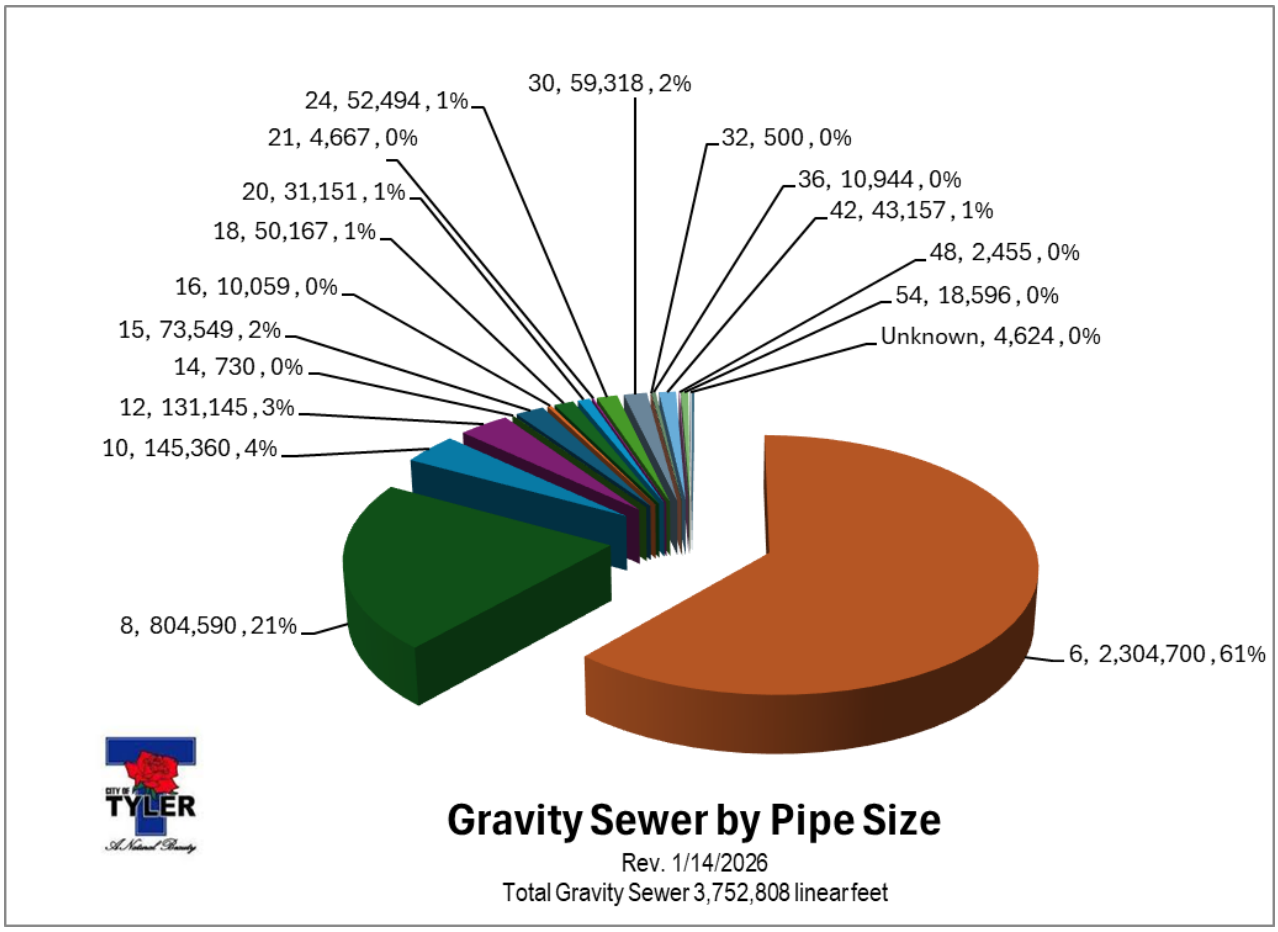
Re-inspection

- System-Wide Cleaning Program
  - Clean all sewer segments 7-year cycle
- On-going Sewer Inspection Program
  - Internally inspect all sewer segments on 7-year cycle
- On-going Manhole Inspection Program
  - Inspect all manholes 7-year cycle
- Cleaning and Inspection Program will be performed by Basin

Clean and CCTV Inspection Plan

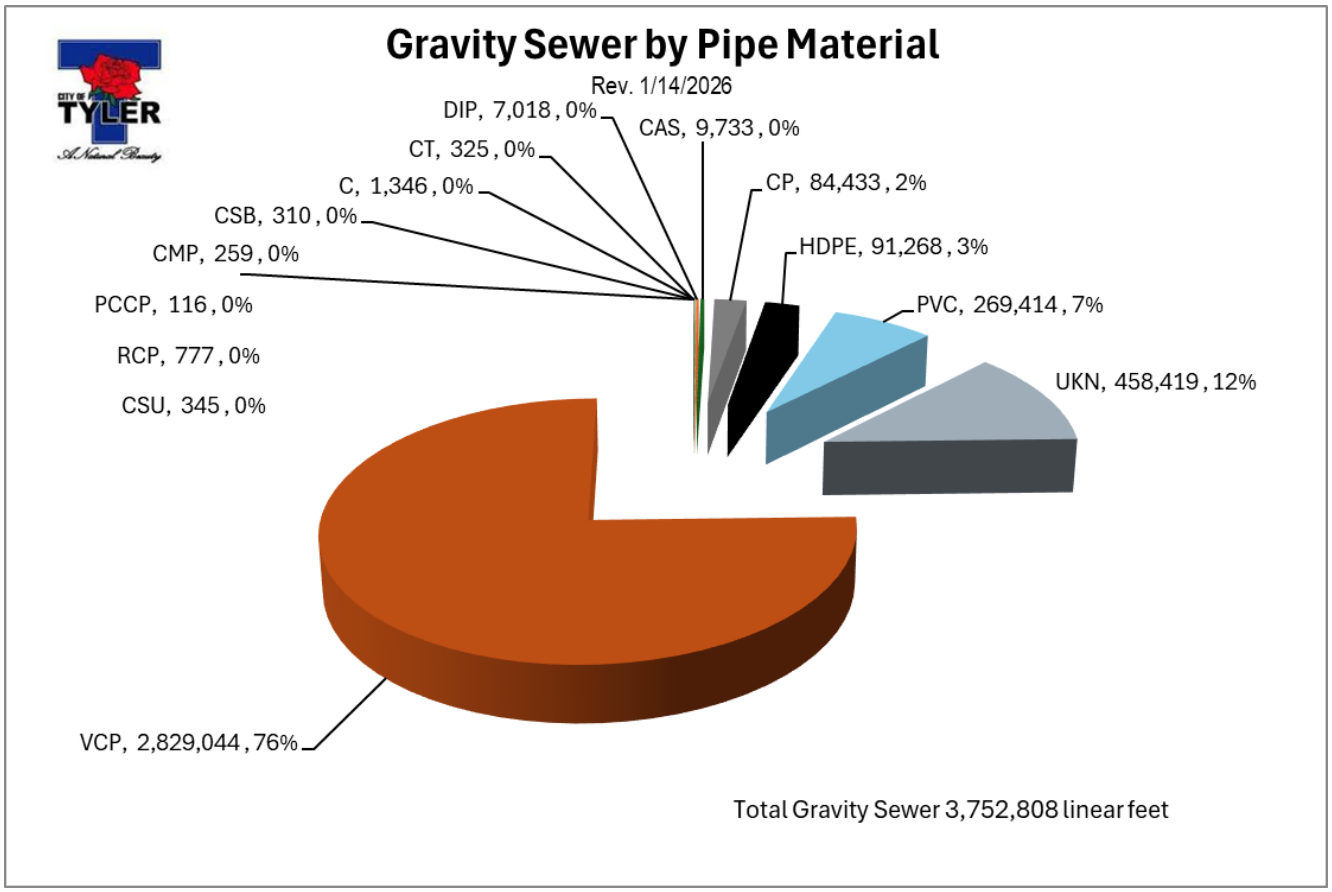
Basin	Meter Basin	Basin Length - l.f.	CMOM Year
West	004	27,009	2026
South	016	79,827	2026
West	012	30,243	2026
West	010	93,567	2026
West	011	45,486	2026
West/South	U1 and U2	64,374	2026
South	017	441,780	2027
South	019	224,112	2027
West	007	60,946	2027
West	006	58,059	2027
South	018	536,561	2028
West	014	366,106	2029
South	021	156,951	2029
West	005	192,839	2029
South	020	246,782	2030
West	1,2,3	227,387	2030
West	008	282,737	2031
West	015	52,280	2031
West	013	549,435	2032
	Total	3,736,483	7-year Cycle

Figure 2
Gravity Wastewater Collection System by Pipe Size



Pipe Diameter (inch)	Length (feet)
4	4,602
6	2,304,700
8	804,590
10	145,360
12	131,145
14	730
15	73,549
16	10,059
18	50,167
20	31,151
21	4,667
24	52,494
30	59,318
32	500
36	10,944
42	43,157
48	2,455
54	18,596
Unknown	4,624
Total	3,752,808

Figure 2 (cont'd)
Gravity Wastewater Collection System by Pipe Material



PIPE MATERIAL	Definition	Length - Feet
PCCP	PRE-STRESSED CONCRETE CYLINDER	116
CMP	CORRUGATED METAL	259
CSB	CONCRETE SEGMENTS (BOLTED)	310
CT	CLAY TILE	325
CSU	CONCRETE SEGMENTS (UNBOLTED)	345
RCP	REINFORCED CONCRETE PIPE	777
C	CONCRETE	1,346
DIP	DUCTILE IRON PIPE	7,018
CAS	CAST IRON	9,733
CP	CONCRETE (NON-REINFORCED)	84,433
HDPE	HIGH DENSITY POLYETHYLENE	91,268
PVC	POLYVINYLCHLORIDE	269,414
UKN	UNKNOWN	458,419
VCP	VITRIFIED CLAY PIPE	2,829,044
Total		3,752,808

Table 1
Force Main Inventory by Pipe Size and Material

Item	Lift Station Name	Force Main Material	Size (inch)	Asset ID	Length (feet)
1	Bellwood	PVC	8	SS.FM.T0000055	5,614
2	Gilley Creek	AC	18	SS.FM.T0000056	6,921
3	Hogan	PVC	4	SS.FM.T0000047	1,944
4	CR 46 - New Harmony	PVC	18	SS.FM.T0000001	3,203
5	Hwy 69 N	PVC	8	SS.FM.T0000003	1,941
6	Shackleford	PVC	8	SS.FM.T0000015	7,330
7	Pilot	PVC	8	SS.FM.T0000033	12,072
8	Animal Shelter	PVC	3	SS.FM.T0000039	3,648
9	Brooks	PVC	12	SS.FM.T0000040	6,512
10	Dixie	PVC	4	SS.FM.T0000041	1,522
11	Greenbriar	CIPP	14	SS.FM.T0000042	10,391
12	Rustic	PVC	4	SS.FM.T0000043	2,977
13	Haverhill	PVC	8	SS.FM.T0000046	3,020
14	Stewart	PVC	6	SS.FM.T0000054	1,465
15	Nottingham	PVC	4	SS.FM.T0000057	3,689
16	Hamptons	PVC	4	SS.FM.T0000059	1,168
17	East Grande	PVC	8	SS.FM.T0000064	4,583
18	Oak Creek	PVC	8	SS.FM.T0000073	1,245
19	East Grande	PVC	8	SS.FM.T0000080	3,233
20	Oak Creek	PVC	8	SS.FM.T0000084	1,711
21	Oak Creek	PVC	8	SS.FM.T0000085	1,582
22	Oak Creek	PVC	8	SS.FM.T0000086	2,096
23	Independence	PVC	6	SS.FM.T0000087	1,859
24	Royal Vista	PVC	4	SS.FM.T0000089	3,155
25	Wise Elementary	PVC	4	SS.FM.T0000091	2,583
26	Charleston	PVC	6	SS.FM.T0000037	2,745
27	Crossing	PVC	8	SS.FM.T0000049	4,173
28	University Park	PVC	4	SS.FM.T0000052	2,053
29	Shoreline	PVC	4	SS.FM.T0000060	1,531
30	HWY 31 West	PVC	8	SS.FM.T0000081	3,213
				Total	109,182

Force Main Material		Length (feet)
AC	Asbestos Cement	6,921
CIPP	Cured-in-Place	10,391
PVC	Polyvinyl chloride	91,870
	Total	109,182

Size (inch)	Length (feet)
3	3,648
4	20,621
6	6,070
8	51,815
12	6,512
14	10,391
18	10,124
Total	109,182

Data Source: GIS Asset Database. 1/16/2026

1.2 CMOM Plan Version

CMOM is a comprehensive endeavor to optimize collection system performance at minimum cost. This CMOM Plan is dynamic and will change over time as deficiencies are addressed and new priorities and processes established to advance the efficient management of the collection system. The CMOM Plan should be reviewed annually and updated as needed to address new concerns. The performance indicators presented in Section 2.12 will be used to measure progress and where revisions to process or procedures are needed. New performance indicators may be developed to track specific activities. Staff will use the CMOM Plan as guidance in performing day to day activities. Where specific expanded narrative is helpful, then SOP's (Standard Operating Procedures) will be developed or revised, and included in Appendix A. Keeping this CMOM document up to date will provide a sustainable resource for future supervisors and management.

1.3 Tyler Water Utilities 's Mission and Purpose of the CMOM Programs

Mission Statement:

> *Tyler Water Utilities is dedicated to providing safe drinking water along with sanitary sewer services for the citizens of Tyler, while at the same time providing the highest level of Customer Service.*

Program Objectives

- *Identify, evaluate, and address areas of excessive infiltration and/or inflow in the wastewater collection system*
- *Develop and maintain adequate capacity in the wastewater collection system*
- *Proactively inspect, assess, and maintain wastewater collection system assets to increase reliability and extend asset service life at the least cost to customers*
- *Develop and implement standard operating procedures (SOPs) and train staff on an ongoing basis to support succession planning and effectively manage operations and maintenance.*
- *Maintain records of work performed on the wastewater collection system to measure CMOM performance*
- *Adequately fund wastewater collection system operations, maintenance, and capacity development*
- *Communicate with and educate the public about how their activities can impact the wastewater collection system*

1.4 Report Organization

The CMOM Plan contains detailed information associated with the management of the wastewater collection system. The narrative section of the report is supplemented with additional information in the referenced appendices. On an annual basis, the CMOM Plan Report should be reviewed and updated. The distributed reports should each be updated with the revised pages. The Document Update Log in the front of the report should specify the pages that were updated, the date and description of the updated materials. It should not be necessary to reprint the entire manual, rather only those pages that have been modified. Depending on the magnitude of the changes, then it may be necessary to reprint and issue a new revision number.

1.5 CMOM Program Activities, Resources and Enhancements

TWU currently has a number of successful utility support programs that will require little integration into the overall framework of the CMOM. The following current programs/activities have been identified as having functions needed on an on-going basis:

- Geographic Information System (GIS)

  The GIS Department provides support to all city departments. GIS support includes:

  - Maintain GIS data layers
  - Create maps of data for different projects and departments
  - Detailed analysis of City data and infrastructure
  - Provide support to data users
  - Maintain an inter-local agreement between East Texas 911, Smith County Appraisal District, and the City
  - Financial reporting of City data to the public (OpenGov)
  - Automation of Business Intelligence of various departments
  - Compare benchmark data to improve City processes (ICMA)
  - Field collection of City assets
  - Computerized Maintenance Management System (CMMS)

  CityWorks™ work order software is currently utilized by TWU and the mapping interface is supported by the GIS Department. New Edge Services LLC hosts the CityWorks™ software for the city and provides system administration. This software governs assets, maintains inventory and work orders, automates tasks, and tracks information to assure assets and costs are accurate. Work orders are generated for maintenance activities. Equipment tracking, inventory management and vendor data are maintained within the system.

- Hydraulic Modeling

  TWU has two wastewater treatment plants corresponding to the two major drainage basins. Both the West Plant and South Plant service areas have independent hydraulic models consisting of all TWU mains. TWU historically outsources hydraulic modeling in association with the Sewer System Master Planning efforts. The capacity assessment for current and future conditions is an on-going effort that is generally performed in association with the master planning effort. Capacity assurance on localized areas of the system is an on-going effort that is generally performed on an as needed basis for areas of high growth and as new industrial demands are identified. Localized development may require flow monitoring in the area of the planned development to calibrate the model and ensure existing sewer mains have adequate capacity to accommodate the development.

  The two hydraulic wastewater system models provide TWU staff with the tools for analyzing system capacity, bottlenecks, and potential overflow locations. The hydraulic model facilitates

system analysis, aids in development of system improvements, produces informational maps/exhibits, and predicts the system's response to future improvements.
The hydraulic model for both service areas are SewerGEMS developed by Bentley Software. SewerGEMS is a fully calibrated dynamic sanitary sewer modeling program that is used by staff for:

- Wastewater Flow Capacity Evaluation
- Overflow Management
- Infiltration/Inflow Modeling
- System Deficiency Identification
- Consent Decree Compliance
- CIP Development/Costs
- New System Design

- Record Drawings and Standard Specifications

  Utilities and Public Works maintain record drawings and provide the design manuals for regulating construction within the City. The City provides documents so that developers, engineers, and contractors can plan, design, and construct successful projects within the City and its Extra-Territorial Jurisdiction (ETJ). These documents apply to streets, drainage, water, and sewer facilities that are either privately funded facilities that will be dedicated to the public or publicly funded facilities. The following documents are available for download from the City web site at:

  https://www.cityoftyler.org/government/departments/engineering-services/engineering-and-construction-standards

  - Design Guidelines
  - Standard Specifications
  - Standard Details
  - Approved Contractors List
  - Construction Contract Documents

- Budgeting and accounting procedures

  The Finance Department is responsible for developing, implementing, and maintaining financial and accounting systems in conformity with generally accepted accounting principles; processing and disbursing funds for payments; conducting internal financial audits; managing investments of cash balances; publishing appropriate financial statements and reports; and managing bonded indebtedness. The Finance Department produces financial reports to management. In addition, the Finance Department acts as liaison to the City's underwriters, investors, trustees, and other outside parties in the sale of bonds.

  The goal of the Finance Department is to provide comprehensive and transparent financial and fiscal management by maintaining. Every effort is made to ensure that financial information related to the municipal government is easily accessible and readily available.

- Closed-Circuit Television (CCTV) Inspection

  TWU uses in-house staff and contractors to visually establish the sanitary sewer pipeline conditions. Any structural problems are recorded along with a detailed log. Infiltration occurs when groundwater seeps into sewer pipes through cracks, leaky pipe joints and/or deteriorated manholes. Inflow is storm water that enters the wastewater system through roof drains, area drains, or foundation drains illegally connected directly to a sanitary sewer pipe. Internal inspection of gravity sewer lines will determine the best repair options which in turn will reduce overall project costs. Field documentation, using the Pipeline Assessment Certification Program (PACP) and digital video are used to document all findings.

- High Frequency Cleaning and Root Removal Program

  The City maintains a listing of sewer pipe that requires periodic cleaning to prevent blockages that may lead to SSOs or spills. The "High Frequency Cleaning Program" list (see Appendix E) is part of the preventive maintenance program to reduce the number of SSOs within the city. The list is maintained by the Wastewater Collection Superintendent. Specific line segments are placed on a 3-month, 6-month or 12-month cleaning cycle. The list is revised and updated based on cleaning findings and as line segments undergo re-inspections and rehabilitation.

- Safety and Training

  Staff safety assurance and training activities are monitored by the Operations Manager and Safety Committee. Each department has specialized safety concerns that are addressed during scheduled safety meetings. Both formal classroom and informal on-the-job discussions are used to promote safety.

- Sanitary Sewer Overflow Response Plan (SSORP)

  The Sanitary Sewer Overflow Response Plan (SSORP) is designed to ensure that each confirmed report of a sewer overflow and spill is dispatched to the appropriate crew so the impact of the overflow can be minimized with respect to public health, adverse effects on water quality, aquatic life, and customer service. The procedures are outlined in the manual and provide guidance to staff in responding to SSOs/Spills and documents procedures to evaluate the cause of SSOs/Spills. The SSORP also includes provisions to ensure appropriate notification and reporting to local, state, and federal authorities where necessary. Appendix D presents the TWU SSORP.

- Fats, Oil and Grease (FOG) program

  To keep its sewer system functioning properly, the TWU has implemented a Fats, Oils, and Grease (FOG) Control Program to minimize blockages in the sewer lines that may cause sanitary sewer overflows (SSOs). Appendix C presents the TWU FOG Program Manual.

SECTION 2

Collection System Management Plan

2.1 Background

Descriptions of the roles of personnel and participants are crucial to understanding how a project will proceed. Each participant's role will continue to evolve and updates to the management plan will address this evolution of staffing, technological changes, and revisions to the overall CMOM Plan. The management plan addresses the following:

- An outline of the program's goals, requirement under the consent decree and objectives
- Descriptions of the roles involved in the CMOM
- Procedures to recruit and train participants
- Procedures to acquire and maintain equipment
- A timeline for various stages of the CMOM Implementation (refer to Table 4)
- A process to handle CMOM modifications
- Consideration of the CMOM's broader impacts on budget and rates

2.2 CMOM Program Goals

The CMOM mission statement and objectives are described in Section 1.3. Table 2 presents a summary of the various components and goals of the CMOM Plan.

Table 2
CMOM Program Components & Goals

Components	Major Goals
Goals	• Effectively manage and operate the system • Provide capacity to convey peak flows • Minimize the frequency of SSO's • Mitigate the impact of SSO's • Comply with TCEQ and EPA regulations • Maintain assets cost-effectively through risk-based asset management • Improve or maintain system reliability • Provide superior customer service • Reduce the potential threat to human health and adverse effects to the environment, water quality and aquatic life as well as possible citations from the regulating state and federal agencies resulting from sewer overflows • Manage infiltration/inflow • Provide safe workplace for workers and public • Provide a sustainable CMOM Program supported by adequate funding and schedule • Maintain annual cleaning and inspection programs • Optimize collection system performance
Organization	• Identify personnel responsible for implementing, managing, and updating CMOM • Chain of communication for reporting SSO's
Legal Authority	• Control of prohibited discharges into the sewer • Design and construction • Installation, testing and inspection
Measures and Activities	• Updated collection system map • Resources and budget in support of CMOM activities • Prioritized preventive maintenance • Scheduled inspection and condition assessment • Contingency equipment and replacement inventories • Training • Education of Homeowners and Businesses • Outreach to plumbers and building contractors
Design and Construction Standards	• Standards for installation, rehabilitation, and repair • Standards for inspection and testing

2.3 Organizational Structure

Figure 3 presents the organizational charts for the TWU - Wastewater Collection and Treatment Departments. The organization chart shown presents those staff responsible for implementing, managing, and updating the CMOM programs. This includes those staff responsible for managing the SSO/Spill response, investigating the cause, and reporting the SSO/Spill to the appropriate regulatory agencies. Coordination with other City Departments (such as Engineering, GIS, Finance, etc.) and other TWU divisions (such as Environmental Compliance, Water Quality, etc.) will continue to be an ongoing process.

Operations Manager– Establishes operations policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services and may serve as public information officer. Prepares wastewater collection system planning documents; manages capital improvement delivery system; prepares itemized budgets; and coordinates development and implementation of various water and sewer programs.

Superintendent– Manages field operations and maintenance activities, provides relevant information to management, prepares, and implements contingency plans, leads emergency response and field crew assignments, investigates and reports SSOs/Spills, and oversees field crew training. Provides over-site and establishes priorities and goals of sewer maintenance, infiltration/inflow, and sewer repair crews. Reviews performance indicators, maintains sewer lift stations and telemetry systems.

Crew Leader – Oversees maintenance and repair at the crew level. Performs maintenance activities, mobilizes, and responds to notification of stoppages and SSO's or Spills, inspects, and evaluates manholes and mainlines for infiltration/inflow and performs sewer repairs.

Manager of Water Quality – Manages treatment plant and lift station operations policy, plans strategy, leads staff, allocates resources, delegate's responsibility, authorizes outside contractors to perform services and may serve as public information officer. Prepares treatment documents; manages capital improvement delivery system; prepares itemized budgets; and coordinates development and implementation FOG programs.

The existing organizational structure will be used to facilitate the programs associated with CMOM; however, additional personnel and/or outsourcing specific program tasks will be required to fully implement the CMOM Plan. An aging sewer infrastructure will require increased resources to proactively maintain the collection system at least cost.

Figure 3 – Collection System Organization Chart

(1/14/2026)

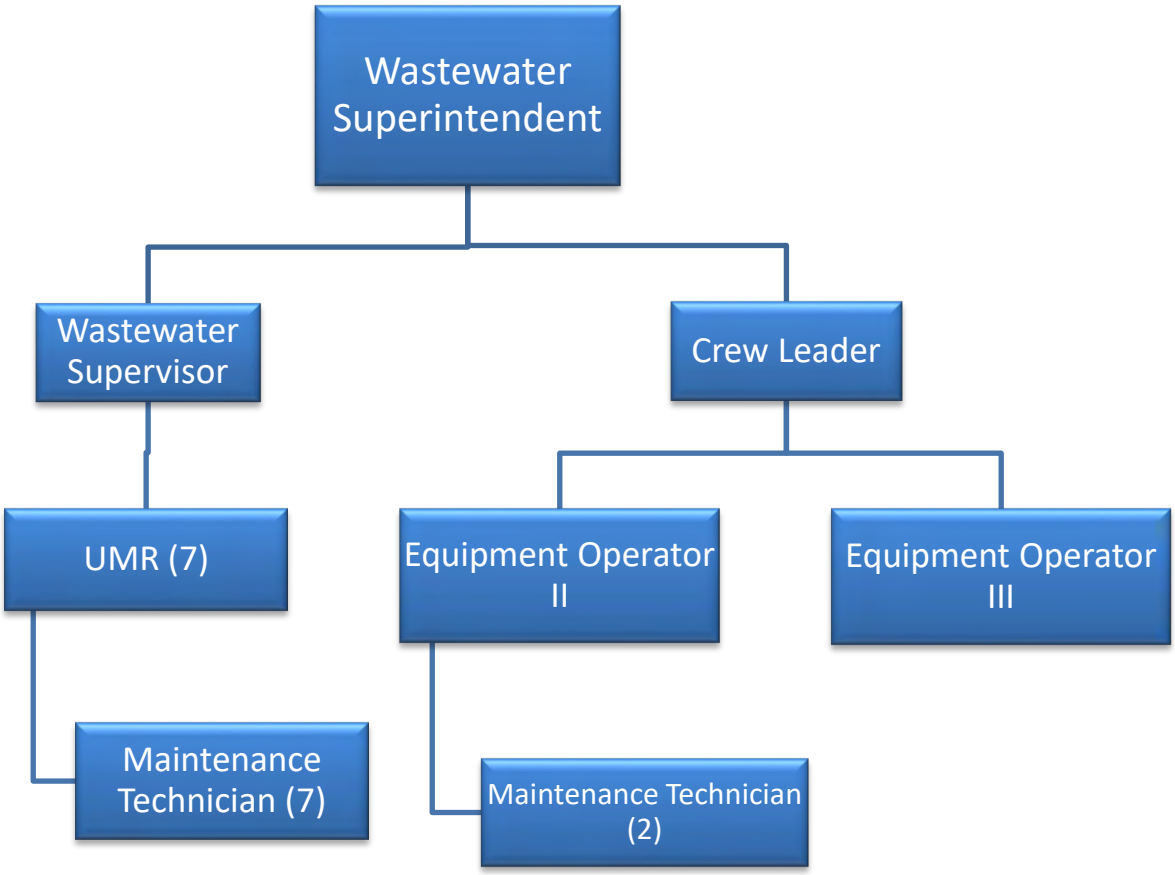
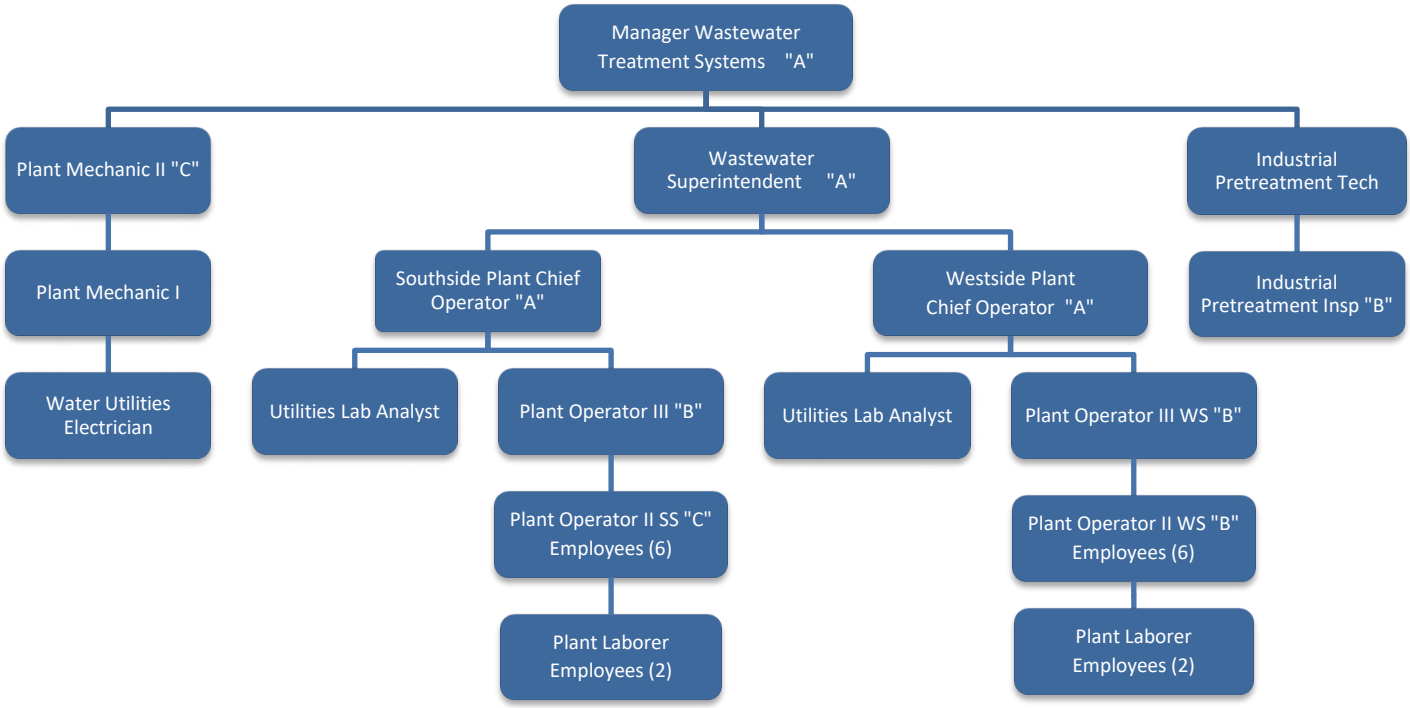


Figure 3 – Organization Chart (Continued)
Wastewater Treatment, Lift Stations, and FOG Program



Notes:
1. The two Industrial Pretreatment positions are responsible for both the Industrial Pretreatment and FOG Programs.
2. The three Plant Mechanic positions are responsible for the operation and maintenance of lift stations throughout the wastewater collection system.

2.4 Management of Assets

The CMOM Plan presents details for those activities needed to manage the collection system assets. The consent decree requirements (refer to Appendix H) specifically present detailed timelines for completing various asset management functions. The consent decree requirements will be used by the City during the term of the consent decree. A general discussion of the CMOM components can be found in Section V. Compliance Requirements; A. Capacity Management, Operation and Maintenance (CMOM) Program of the consent decree. Activities that TWU will use to manage the collection system assets include:

1. System Cleaning - Staff currently clean sewer mains by drainage basin and perform the cleaning on a 7-year cycle regardless of pipe size. In this way, the entire basin is completed during the scheduled inspection year regardless of pipe size. The purpose of sewer cleaning is to remove buildup material from the inside of mains and may be undertaken for any of the following reasons:
    a. Blockages (obstructions resulting in a virtual cessation of flow that may lead to a backup or slow service). These generally are dealt with on an emergency basis using a high pressure jetter or jet-vac cleaner.
    b. Hydraulic capacity. In some cases, sediment, roots, protruding taps, or other foreign bodies (bricks, cables, rock, etc.), grease, encrustation and other foreign material restrict the capacity of a sewer, causing surcharge. Cleaning the sewer may alleviate these problems permanently or at least temporarily until specific projects are implemented to correct the lack of capacity.
    c. Odor caused by the retention of solids in the system for prolonged periods resulting in, among other things, wastewater turning septic and producing hydrogen sulfide.
    d. Sewer inspections, where the sewer needs to be cleaned before inspection. This requirement most often occurs when using in-sewer CCTV inspection techniques.
    e. Sewer rehabilitation where it is necessary to clean the sewers immediately before the sewer is rehabilitated.

    Predominate cleaning methods include jetting and jet-vacuum. The method usually is determined in advance and is normally contingent on the pipe type and size and on the conditions expected in the pipe. In order to maintain 7-year cycles of system cleaning, TWU must clean approximately 100 miles of unique sewer mainline each year.

2. High Frequency Cleaning – Certain line segments are more susceptible to blockages and may be put on the city high frequency cleaning list as a preventive measure. The frequency of cleaning is determined by the superintendent based on observed conditions. For example, if the cleaning crews notice that little to no debris is being removed from a line segment on a three-month cleaning frequency, then the superintendent may recommend the line segment be placed on a less frequent cleaning cycle. The frequency of high frequency cleaning will vary based on local observations. In some instances, the cleaning frequency will be established to prevent blockage while a more permanent repair solution is designed and constructed. Appendix E is updated as needed along with the

frequency of cleaning for each sewer segment on the high frequency list. CityWorks is used to schedule the cleaning crew work orders.

3. Condition Assessment - TWU uses a variety of tools and activities to determine the existing condition of system assets. This information will be even more critical as asset management practices are implemented over the next several years. Section 8 of the CMOM Plan details the various activities the staff uses to determine asset condition including manhole inspection, cleaning, CCTV inspection, dye flooding, smoke tests, engineering inspection, etc. Staff currently performs condition assessment by drainage basin on a 7-year cycle regardless of pipe size. In this way, the entire basin is completed during the scheduled inspection year. Note that the basin cleaning cycle is aligned with the condition assessment inspection basin. This allows precleaning of mains prior to CCTV inspection to maximize program efficiency. To maintain the 7-year re-inspection cycle, it will be necessary to inspect/test approximately 100 miles and 2,000 manholes annually.

4. Capacity Assessment - Sanitary sewer systems are modeled in order to develop least cost alternatives to 1) infiltration/ inflow problems 2) determine system capacity 3) assess the impact of sanitary sewer overflows and 4) provide a capacity assurance plan for future demand. The hydraulic wastewater system model equips staff with the tools for analyzing system capacities, bottlenecks, and potential overflow locations. The hydraulic model facilitates system analysis, aids in development of system improvements, produces informational maps/exhibits, and predicts the system's response to future improvements. The hydraulic model enables the city to assess and predict potential capacity requirements and develop least cost strategies to optimize system performance.

5. Flow Monitoring - A goal of TWU is to develop long-term solutions to sanitary sewer overflows (SSO's)/Spills. Analysis of recorded wastewater flows provides both the information necessary to identify areas of excessive wet weather inflow and establishes the storm event level of protection that is critical to ensuring future capacity needs. The timing of flow monitoring is based on field observations, new development, and planning needs. Data collected is used to calibrate the hydraulic model and prioritize areas of excessive rainfall dependent infiltration/inflow. Additional site-specific flow monitoring is performed where large commercial or industrial developments are planned. The localized flow monitoring data is used to establish current and future capacity utilized and provide current hydraulic model calibration data for the area being developed. The need for flow monitoring on a systemwide basis will be evaluated as needed to recalibrate the hydraulic model to current conditions and will normally be considered during master plan updates.

6. Smoke Testing - Smoke testing provides detailed information on wet weather inflow sources both on public and private sewers. In order to identify inflow defects in the lines, non-toxic smoke is forced into the sewer. Breaks in the sewer will allow the smoke to escape. Areas where smoke testing is warranted will be based on flow monitoring Infiltration/Inflow Analysis results. The City monitors wet weather flows and staff recommends areas that are targeted for smoke testing. Periodic city-wide wet weather flow monitoring data is used to prioritize smoke testing.

7. Dye Testing -Dye water flooding assists in the location of specific defects during an evaluation. The procedure consists of introducing non-toxic dye into defects located during smoke testing, field investigations and manhole inspection. The path of the dye is then documented and system defects and illegal taps/tie-ins into the sewer lines are confirmed. Manholes with evidence of inflow/infiltration, mainline defects, cross-connections, roof drains and area drains can all be investigated using the dye testing procedure.

8. CCTV Inspection - Internal CCTV inspection (using PACP codes) is used to determine the exact nature of specific defects during mainline sewer condition assessments. CCTV may be recommended based on smoke test findings, post-SSO root cause analysis, recurring stoppages, and physical inspection findings. Using high-definition color cameras, the CCTV operator inspects the interior of sewer pipes looking for defects. Analysis of the CCTV results aid in the determination of the most cost-effective rehabilitation methods. There are other determining factors considered when determining repair strategy such as flows, location, conflicting conditions such as other utilities, easement access, traffic, etc. The CCTV goals for TWU are:

    a. CCTV after each Sanitary Sewer Overflow or chronic blockage to establish the cause and repair (if necessary to prevent future SSOs).
    b. CCTV all mains on a 7-year cycle by basin.
    c. CCTV normally requires preparatory cleaning and the cleaning footage associated with the CCTV should be credited toward the annual CMOM cleaning performance goals unless it has already been cleaned within the same 7-year period.

9. System Rehabilitation - A review of the field inspection and testing results and local conditions will result in rehabilitation recommendations and preparation of a remedial measures plan to address system deficiencies. The report prioritizes repairs so limited funds are budgeted and targeted where they will have optimum impact. Some defects identified during the condition assessment activities may require immediate repairs while others can be bundled to provide sufficient quantities for lower contractor unit pricing bids. Rehabilitation methods available to extend the life of collection system assets (renewal of assets) include trenchless technologies that minimize the impact to customers. Manhole rehabilitation may include lining, sealing, installing watertight ring and covers, raising buried manholes to grade, replacing vented covers, etc. Mainline sewer rehabilitation may include cured-in-place pipe (CIPP), slip lining and upsizing or pipe replacement by pipe bursting.

2.4.1 Asset Inventory

This component is the most crucial element of asset management since it is impossible to manage assets that you do not know exist or where they are located. For collection systems, the inventory of assets provides the basis for developing maintenance plans and budgets. TWU has an inventory of manholes, sewers, force mains, etc. that is maintained within CityWorks and GIS. Attribute data attached to the asset such as size, location, construction material, age, etc. is critical information that will require continual updating as assets are repaired or replaced. The work order system works in

conjunction with the asset inventory to ensure work performed is assigned to the proper asset. Figure 2 and Table 1 (see Section 1) present examples of the collection system asset inventory information maintained within the GIS mapping system. The Spatial Data Management System (SDMS) will be the primary data location for the management of the collection system components. Refer to CMOM section 2.9 for information on the SDMS.

2.4.2 Level of Service (LOS)

Defining the level of service establishes how TWU wants the collection system to perform. The level of service is a fundamental part of how the system is operated now and long-term. Therefore, determining and detailing the level of service that the system is going to provide is a key step in the overall process of asset management. Establishing the level of service provides a direct link between cost and service.

The level of service can be one factor in determining critical assets. If a particular line segment is in an exceedingly difficult to access location, then this asset may have a higher inspection frequency due to the time to make repairs and the number of customers that may be affected. The following are levels of service goals established:

- SSO and Spills will be responded to within 1 hour
- Customer complaints will be responded to within 1 hour
- System will meet all state and federal regulations

During the CMOM Plan review the level of service goals will be reviewed to determine if customer expectations are being met and what modifications to the CMOM Plan are needed to meet the level of service goals. There is a direct link between the level of service provided and the cost to the customer. When a higher level of service is provided, the costs to the customers are likely to increase. This relationship provides an opportunity for TWU to have an open dialogue with its customers regarding the level of service desired and the amount the customers are willing to pay for this level of service. The level of service may need to be adjusted periodically.

2.4.3 Life Cycle Costing

This component is the most complex part of asset management. It is difficult to gather all the asset attributes data necessary for a sophisticated analysis of life cycle costing. There are several components of developing a life cycle strategy for asset management plans. Most communities can easily begin with one or two of these components. The lifecycle components include:

- Asset Planning
- Asset Creation/Acquisition/Design
- Financial Management
- Asset Operation and Maintenance
- Asset Condition and Performance Monitoring
- Asset Rehabilitation/Renewal
- Asset Disposal
- Asset Audit and Review

The following options deal with the assets over time:

- Operate and maintain the existing assets
- Repair the assets as they fail (run to failure)
- Rehabilitate the assets
- Replace the assets

Choosing to do more or less of one impact how much of the others is done. For example, choosing to spend more on operating and maintaining assets will decrease the need to repair the asset and will increase the amount of time until the asset requires replacement. Choosing to rehabilitate an asset will eliminate the need to replace the asset in the short term and will extend the useful life of the asset.

2.4.4 Long-term Funding Strategy

The first four components of the asset management strategy will lead to discovering what actions are most appropriate to take to manage the system at the desired level of service at the lowest life cycle cost. The final factor in the asset management strategy is determining the best manner in which to fund the operation and maintenance, repair, rehabilitation, and replacement of assets. There are several possible sources of funding available to TWU for the overall operation and maintenance of the wastewater system including asset repair, replacement, and rehabilitation:

- System revenues
- Fees & Service Charges
- System reserve funds
- Emergency reserves
- Capital reserve fund
- Debt reserves

System revenues are a major component of an asset management plan. The system revenues will fund the operation and maintenance of the system. There generally are no other outside funding sources for routine operation and maintenance of the utility. In addition, the rates will need to fund reserve accounts for emergencies, repairs, and debt coverage. The user rate structure will consider needs for the current year as well as future years, through reserve accounts. The rate structure should also anticipate routine replacements of parts, particularly those parts that wear out regularly. If a system engages in asset management as it sets rates, the rates may increase as the system moves from traditionally being underfunded (i.e., collecting insufficient revenues to cover all expenses) to being properly funded. However, rates that are set based on sound asset management principles are very defensible to the local rate payers. Asset management brings transparency to the process so that it is clear what the rate is based on. The more clearly the rate can be defended, the more likely it is to be accepted by the public.

2.5 Customer Service

The Service Center normal business hours phone number is 903-531-1285 and after hours/emergencies is 903-597-6541. The Water Service Center is primarily responsible for receiving phone calls from the

public and dispatching them to the appropriate staff. Staff is responsible for responding to calls of possible sewer overflows from the wastewater collection system and transmission system (e.g., sewer pipes and lift stations) and for notifying the appropriate personnel in the City. The following table presents contact phone numbers for customer inquiries:

Table 3
Primary Contact Phone Numbers

For Questions Concerning	Contact	Phone Number
8:00 to 5:00 Emergencies	• Water Service Center	(903)-531-1285 ex 4
Emergencies After 5:00 p.m. or on Weekends or Holidays	• Golden Road Water Treatment Plant	(903) 597-6541
Billing or Account Information; Setting Up New Service; Transferring or Disconnecting Existing Service	• Water Business Office	(903) 531-1230
Water Leaks (mains, meters, fire hydrants); Sanitary Sewer Stoppages, Overflows or Odor Complaints	• Water Service Center	(903) 531-1285
Water Pressure Complaints (too high, too low)	• Water Service Center	(903) 531-1285
Water Quality Complaints (taste, odor, dirty water)	• Water Service Center	(903) 531-1285
Assistance with Locating Existing Utilities or Service Lines	• Water Service Center	(903) 531-1285
Applying for a Water or Sewer Service Tap	• Water Business Office	(903) 531-1230

Residents can contact TWU or receive information from the City using the following methods:

1. Water Service Center: For water emergencies call 903-531-1285 during regular business hours; for after hour emergencies call 903-597-6541. These numbers are posted on the City web site, publications and provided to media.

2. On-line Services: The City web site, www.cityoftyler.org, provides information on each department, frequently asked questions, and notification numbers. Tyler Public Works is a joint effort between the Engineering Department and TWU to highlight capital improvement projects, city standards, consent decree information and ongoing public works projects.

3. Social media accounts: Facebook, X, YouTube, Pinterest, and LinkedIn are used by various City departments to keep citizens up to date on current issues that may affect their services.

4. Newsletters: The City publishes electronic newsletters that residents can receive or download from the city web site. The My Tyler email newsletter was launched in 2003 as a tool to keep citizens better informed about their municipal government. The email newsletter is produced by the Communications Department and sent out periodically to those who register on the My Tyler page on the City website. The emails include the latest information, announcements,

and programming updates from all City Departments.

For possible sanitary sewer overflows or spills, the Water Service Center obtains information offered by the caller and requests other relevant information regarding the possible overflow, including:

a. Time and date the call was received
b. Specific location of possible sewer overflow
c. Time possible overflow was noticed by the caller
d. Caller's name and phone number
e. Observations of the caller (e.g., odor, duration, back or front of property)
f. Other relevant information that will enable the responding crews, if required, to quickly locate and respond to the caller's observation

The Service Center enters the possible overflow/spill information into the service request and dispatches the appropriate personnel. In the event possible overflow/spill calls outnumber the available response staff, calls will be prioritized in the following manner:

1. Sewage in a creek; sewer overflow or lift station overflow to dry land with immediate and direct public access. This is the highest priority. The dispatcher will IMMEDIATELY DISPATCH this call to the appropriate crew leader responsible. If the dispatcher is unable to contact the crew leader, he/she will continue calling until a crew leader or superintendent is reached, regardless of his/her area of responsibility.

2. Sewer Overflow, Lift Station Overflow or Spill to Dry Land with no immediate and direct public access. Order of Priority:
    a. Sewer pipes damaged/suspected damage
    b. No reported damage
3. Utilities damaged by a construction activity
4. Locating utilities. When receiving such calls, confirm whether or not the call is for emergency related locating of utilities. For non-emergency locates, customer service requests may come first.
5. Customer service requests

The Water Service Center dispatcher prepares a service request and provides notification of potential sewer overflows directly to the appropriate field crew leader.

Collection system field crews and their activities is the most visible segment of any wastewater organization. For this reason, personnel are trained in what to expect in public situations. For example, collection system supervisory staff is trained to address resident concerns when working within the areas around public rights-of-way and easements to which their field crews must gain access to service assets. Additionally, crew leaders know how to deal with the public when approached.

Public outreach is used extensively to inform and educate residents of construction, FOG impacts on the collection system and non-flushable control measures. Before major construction or maintenance work begins, TWU will notify homeowners where properties may be affected. Methods of notification may include door hangers, newspaper notices, fliers, signs, or automated phone calls (Code Red System). The emphasis on grease disposal will usually be prior to Thanksgiving and Christmas.

2.6 Legal Authority

The City retains the legal authority necessary to regulate the collection system, including residential, commercial, and industrial connections. The legal authority takes the form of sewer use ordinances, contracts, service agreements, and other legally binding documents. The Tyler Code of Ordinances is available on-line at:

https://codelibrary.amlegal.com/codes/tyler/latest/overview

The City has the authority to ensure that new and rehabilitated sewers and connections have been professionally designed, constructed, and tested before being put into service. This authority takes the form of design and performance specifications in a sewer use ordinance or other legal document such as a statute. The ordinance or legal document contains, at a minimum, general prohibitions, adequate grease control requirements and measures and new construction standards. Prohibitions on inflow and infiltration from storm water are addressed in the 2021 International Plumbing Code adopted by the City. The following excerpt from the 2021 IPC addresses the prohibited introduction of storm water into the sanitary sewer:

> *Chapter 11- Storm Drainage*
> *1101.3 Prohibited drainage. Storm water shall not be drained into sewers intended for sewage only.*

The grease control section of the 2021 International Plumbing Code contains the requirement to install and sizing of grease interceptors at appropriate facilities (e.g., restaurants).

> *Chapter 10 – Traps, Interceptors and Separators*
> *1003.1 Where required. Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand, and other substances harmful or hazardous to the public sewer, the private sewage system or the sewage treatment plant or processes.*

The City maintains strict control over the connection of private sewer laterals to sewer mains. These connections have significant potential as sources of infiltration/inflow. Standards for new connections are specified by code, ordinance, and standard construction details. The sewer use ordinance contains provisions for inspection and approval of new connections.

The National Pollutant Discharge Elimination System (NPDES) program prohibits discharges of pollutants from any point source into the nation's waters except as authorized under an NPDES permit. EPA and TCEQ NPDES inspectors evaluate collection systems and treatment plants to determine compliance with permit conditions including proper Operation & Maintenance (O&M). The permit conditions are based on regulation in 40 CFR 122.41(e): "The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit." When violations occur, the City can face fines and requirements to implement programs to compensate residents and restore the environment.

2.7 Fiscal Programs

Detailed budgets are prepared and tracked by staff for each department. The budget is available in its entirety at:

https://www.cityoftyler.org/government/departments/finance-department

Water and sewer costs are separated from other utility services. The current user rates are sufficient to fund wastewater operations. Rates are reviewed annually, and adjustments presented to the City council for approval. Capital Improvement Plan (CIP) projects are prioritized by staff and city council and undergo quarterly review and re-ranking as needed.

2.8 Information Management System (IMS)

The ability of TWU to effectively manage the collection system is related to its ability to maintain accurate and current information concerning the facilities, equipment and system asset condition. Operational information provides updates to asset attributes and establishes the financial information necessary for the policy makers to establish realistic budgets. The management information system provides the following:

- Maintain preventive maintenance and condition assessment inspection schedules
- Maintain condition assessment data collected from sources such as manhole inspection, CCTV inspection, cleaning, smoke testing, lift station inspection, ARV inspection, force main inspection, etc.
- Maintain history of maintenance and repairs associated with consent decree remedial measure
- Maintain SSO data
- Provide accurate costs for budgetary justification
- Track repairs and work orders
- Record customer service inquiries, complaints, or requests
- Provide measurement of effectiveness of program and O&M activities
- Provide CMOM performance indicator data
- Provide TCEQ/EPA regulatory reporting data
- Maintain databases for linking to GIS

CityWorks™ maintenance management software is in use for a city-wide maintenance management system. New Edge Services LLC hosts the CityWorks™ software for the City and provides system administration. Computer Maintenance Management Systems (CMMSs) are designed to manage the data needed to track the collection system's O&M performance. Geographic Information Systems (GIS) are used to map and locate facilities and, because of computer-based compatibility, can easily be integrated within CityWorks™.

The TWU work management system integrates GIS maps, work order management and asset management by sharing databases. Support to update and provide technical services for maintaining the system is provided by both in-house staff and outside programming consultants.

2.9 Spatial Data Management System (SDMS)

The Geographic Information System (GIS) Department provides mapping support, analysis, training, and database management to city departments while maintaining all the GIS databases (digital maps). GIS applications such as geographic data collection, field inspection, and the special mapping requests are prepared in-house and distributed to city departments. Utilities staff relies heavily on spatial maps for dispatching crews, performing maintenance and tracking performance. The integration of GIS mapping with the work order system allows staff to access detailed maps of where service requests are located.

The City participates in a consortium of data with Smith County 911, Smith County Appraisal District and Smith County Government. From the Smith County web map site (www.smithcountymapsite.org) users can download published maps and data collected and maintained by local governments. The map site hosts interactive maps and viewers as well as smartphone apps. For data that is not included online (aerials, utility lines and contour data), contact the GIS Department at (903) 531-1241.

ESRI ArcGIS offers a unique set of capabilities for applying location-based (spatial) analysis to collection system operations. Linking data to GIS provides for spatial data visualization. The GIS Department provides the following services:

- Maintain GIS data layers (including SSO locations, work order queries, asset locations and attributes)
- Create maps of data for different projects and departments
- Detailed analysis of City data and infrastructure
- Provide support to data users
- Maintain an interlocal agreement between East Texas 911, Smith County Appraisal District, and the City
- Financial reporting of City data to the public (OpenGov)
- Field collection and updating of City assets (including sanitary sewer collection system, lift stations, force main, ARV, etc.)

Although the Spatial Data Management System is fully operational, TWU will continue to coordinate with the GIS Department to improve spatial data needs as it relates to the EPA Consent Decree reporting requirements. For example, spatial mapping and data summaries of pipelines cleaned, CCTV inspections, manhole inspections, SSO locations, etc. will be required for annual reporting to EPA and TCEQ. TWU, working with the GIS Department, will develop the tools and databases necessary to effectively collect and spatially visualize system data.

The SDMS provides for the electronic entry and management of all collection system assets including the following associated spatial data:

1. Attribute data for Sewer Segments, including:
    - known or estimated date of installation (from record drawings where available);

- pipe length (from GPS where recorded);
- inverts at manholes (from record drawing or field measured);
- slope (from Hydraulic Model output);
- diameter (from record drawing and field observations);
- type (e.g., gravity or pressure);
- material (if available; confirmed by field observations);
- nominal capacity (i.e., manning) design (data source Hydraulic Model output);
- geographic location (from GPS, field survey, aerial mapping).

2. Attribute data for structures including:
   - structure type (e.g., siphon, manhole, junction box, force main, air relief valve);
   - invert elevation (from record drawing or field measured);
   - geographic location (from GPS, field survey, aerial mapping); and
   - known or estimated date of installation (from record drawings where available).

The collection system GIS attribute data relating to location and size is generally accurate and up to date. All pipelines 10 inches in diameter and larger have been GPS surveyed to 0.1 feet as part of the hydraulic model development and all manholes have sub-meter GPS coordinates. Newly added assets are GPS surveyed and maps are updated within 30 days. During condition assessment activities the various collection system asset attribute data will be updated. Each annual condition assessment will generate a report with collected attribute data. These report spreadsheets will be used to update the SDMS and IMS within 90 days.

2.10 Engineering Standard Design, Construction, and Inspection

Utilities and Public Works staff provides planning, records management, contract administration, major capital infrastructure maintenance, addition and/or replacement activities to the City's infrastructure as well as planning for the most efficient funding of these activities. Civil engineering plans are prepared by engineers hired by land developers for private development projects. Civil engineering plans for rehabilitation and CIP projects are typically prepared by engineers hired by the City, or in some instances prepared by City staff. Plats and site plans are also generally included in the plans submittal that includes the following:

- Paving
- Water
- Drainage
- Grading
- Sanitary Sewer
- Erosion Control

Utilities and Public Works provide support services and is responsible for:

- Implementation of CIP projects, which consists of the design, construction, and inspection of public works infrastructure including water, sewer, streets, alleys, and drainage facilities

- Review and oversight of construction of all private development and CIP projects, including erosion control
- Providing a safe, convenient, and efficient transportation system
- Design, construction, operations, and maintenance of City buildings
- Providing engineering and surveying support to other departments
- Maintaining and updating the City Standard Construction Details and Design Manuals
- Coordinating federal, state, county, and local projects in the City

2.10.1 As-Built Plans

Record drawings (as-built plans) are maintained by Utilities and Public Works and system maps updated by the GIS Department. As-built plans are used to update the collection system maps within the GIS. Record drawings are electronically available by contacting Utilities and Public Works. Upon completion of new construction, the GIS Department routinely updates, normally within 30 days, the GIS system maps. New assets are GPS surveyed and unique IDs assigned each asset.

2.10.2 Asset Inventory

The GIS Department maintains a complete inventory of collection system assets within GIS. Attribute data fields are populated and updated as system additions or revisions are implemented. Pipe size and pipe material, for example, are maintained in separate attribute fields that facilitate sorting. Table 1 and Figure 2 (see Section 1) present the collection system inventory within GIS. Condition assessment activities will identify corrections to the maps and fill gaps in and attribute data.

2.10.3 Gravity Sewer Design

Most new gravity sewer design projects are outsourced to local consulting engineers who use the City standards and TCEQ Chapter 217 for design. Depending on the project, consultants may perform some hydraulic evaluation for sizing of pipelines. The City standard design requirements and details are available online at:

https://www.cityoftyler.org/government/departments/engineering-services/engineering-and-construction-standards

Restaurants or food related projects require the Northeast Texas Public Health District (NetHealth) approvals prior to Building Services approving and releasing permits for construction. Various permitting requirements and applications are available on-line at:

Forms and Applications | Tyler, TX (cityoftyler.org)

2.10.4 Construction Inspection

Development Services oversees the safe and timely construction of public works improvements (i.e., utilities, streets, and drainage) for residential and commercial projects, ensuring compliance with

applicable technical and regulatory requirements, and serving as a resource for construction-related issues. The goal of the construction inspection group is to provide citizens with quality assurance with respect to standard city design criteria through the daily on-site inspection over all public works construction. This includes residential and non-residential development improvements implemented within the City's right-of-way or within easements.

Construction inspection of public works improvements for capital improvement projects is typically provided by outside consultants hired by the City, or in some cases is performed by City staff.

2.10.5 Hydraulic Modeling

TWU provides oversight on future hydraulic modeling of the wastewater collection system as it relates to the wastewater master planning effort. Hydraulic modeling will generally be performed on a city-wide basis when growth requires system analysis to ensure adequate capacity and/or during master plan update.

Dynamic hydraulic modeling is a tool used by engineers to simulate the complex responses of wastewater collection systems. Sanitary sewer systems are modeled in order to develop least cost alternatives to 1) infiltration/ inflow problems 2) determine system capacity 3) assess the impact of sanitary sewer overflows and 4) provide for future capacity.

2.11 Training and Safety

The commitment of management to training is critical for successful CMOM program implementation. It is important to recognize training as a budget expense item that needs to incorporate innovative technology (software, equipment, procedures, etc.). Appendix B presents a summary of training requirements by job description.

TWU generally provides formal and on the job training in the following areas:

- Safety during confined space entry
- Routine line maintenance
- Traffic control
- Electrical and instrumentation
- Pipe repair
- SSO Response
- Trenching/Shoring
- Public relations
- TCEQ regulations
- Operator certification

Various written documentation is made available to assist in the training of staff. Detailed written manuals have been prepared that include:

1) TWU SOPs (Appendix A)
2) Safety Handbook (See Appendix B)
3) FOG Program Manual (See Appendix C)
4) Sanitary Sewer Overflow Response Plan (See Appendix D)
5) Condition Assessment Guidance and Sample Forms (See Appendix F)

Safety is of paramount importance because upon it hinges the well-being of the employees and residents. Safety is within the responsibility of each department and operating division. TWU has prepared a general safety manual (Appendix B). Employees are held responsible for both their personal actions and safe conditions in their work areas. Any unsafe condition or procedure is reported to their immediate supervisor for corrective action.

The primary purpose of the Safety Training Program is to keep employees aware of hazards associated with the nature of their job. Standard safety equipment includes:

- Confined space permits
- Safety Data Sheets (SDS)
- Gloves
- Ventilation Equipment
- Hard hats, safety glasses, boots
- First Aid kits
- Tripods
- Fire extinguishers
- Gas detectors (oxygen, hydrogen sulfide, combustible)
- Body harness
- Protective clothing
- Traffic control equipment

Safety meetings are required and documented with sign-up sheets. Training in confined space entry, trench safety, self-contained breathing apparatus, first aid, trench safety, etc. is part of the comprehensive program. Each employee must successfully show competence in specific work tasks and comply with required training, including job safety. Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets-MSDS, are maintained for chemicals commonly used by staff.

Gas detectors for use in confined space are calibrated per the manufacturer recommendation. A priority of the Operations Manager is the review and updating of safety policies. Various utility associations (American Water Works Association, Rural Water Association, National Association of Sewer Service Companies (NASSCO), Water Environment Association of Texas, Texas A&M Extension, Water Environment Federation, etc.) have considerable training materials available to supplement the on-the-job training. Field superintendents and crew leaders provide on the job training and oversight.

The training program includes technical and skills training for TWU employees. Appendix B presents a training matrix by employee job description and includes training on sewer investigation, maintenance, and repair techniques and policies as well as SSO response policies and procedures. The training program includes a focus on TWU's standard operating procedures (refer to Appendix A - SOPs) for the operation and maintenance of the system. Periodic training of staff on responding to and preventing SSOs is undertaken in accordance with the approved Sanitary Sewer Overflow Response Plan (SSORP), Appendix D.

TWU utilizes Kaizen Software Solutions Training Manager software to track employee training. This software creates a database to track employee training records and has the following features and capabilities:

- Track training records and status.
- Assign required training by individual, job function, or group.

- Require retraining based on calendar time, course version, or one time only.
- Schedule and manage class sessions.
- Record attendance, training completion, and cancellations.
- Record training credits, training hours, and assessment scores.
- Print status reports to demonstrate training compliance.
- Print employee transcripts.
- Print employee training plans.
- Export data and reports to various formats.
- Send class session reminders by email.

As part of each annual report required by the TCEQ/EPA consent decree, TWU is required to report a summary list of documented training activities completed by each category of employee in the format provided in CMOM Appendix B. The training required under the consent decree includes:

a. Technical and Skills Training. The technical and skills training includes the following components:

1. applicable regulations and permits;
2. SSO prevention, response, and elimination measures;
3. sewer cleaning, FOG inspection, sewer inspection;
4. constructed SSO location identification;
5. replacement and rehabilitation techniques;
6. data collection, information management, reporting, and recordkeeping.

b. SSO Response Training. The City provides SSO response training that includes:

1. how to make a determination of whether an SSO has occurred;
2. presents the elements of and required implementation of the Sewer Overflow Response Plan;
3. how to document and report SSOs and Spills pursuant to the TCEQ Reporting and Documentation Procedures; and
4. how to document and report noncompliance with Tyler's TPDES permits.

2.12 Performance Measures

Data collected by the City staff is used to establish operational benchmarks for monitoring the effectiveness of the CMOM program elements. Reviewing the performance indicators on an annual basis will determine the trend and possible reorganization of program resources. As the CMOM Plan is implemented the trends should become stable and outliers can be further evaluated to determine if changes to various CMOM programs are warranted to address specific concerns. For example, if SSOs associated with grease trend upward, then FOG inspections and public outreach may be increased to address the grease issue. This trending analysis is a gauge to monitor the CMOM Plan effectiveness in reducing SSO/Spill numbers and volume. Appendix G summarizes the CMOM Performance Indicators that will be used to monitor the program.

2.13 Internal Communication/Organizational Development Department (OD)

Communication within the department and across other departments and outside agencies is essential to ensuring that collection systems run efficiently and effectively. Effective communication requires the top-down, bottom-up, and lateral exchange of information amongst City staff. Examples of top-down communication are regular staff meetings, e-mail, or informal discussions, etc. Examples of bottom-up communication may include, e-mail, direct communication via cell phone or radio, tailgate discussions, or direct open discussions.

The Organizational Development Department (OD) has five primary functions: organizational effectiveness; Team Resources - human resources development; Risk Management- safety, loss mitigation, and claims management; Volunteer Tyler - community involvement and volunteer services; and City University - training, learning and development.

The Organizational Development Department (OD) maintains written descriptions for every position within the various departments. Where certification requirements are required by the State, they are included in the job descriptions. Due to the specialized training requirements of wastewater staff, on-the-job training will continue to be the preferred training method. On the job training is the most efficient method of training staff on the impact of local soils, pipe materials, access to manholes and pipelines and those repair methods that are field proven.

TWU is heavily dependent on skilled labor to safely operate and maintain the wastewater collection system and the pay system needs to support this effort to retain experienced staff. Organizational Development Department (OD) support the city departments in attracting and retaining a qualified, capable, and diverse workforce to provide high quality services to the citizens of Tyler.

2.14 Satellite Communities

The Tyler collection system has no satellite communities that discharge into the system.

SECTION 3

Collection System O&M Plan

3.1 Background

TWU crews are responsible for all maintenance necessary to ensure the safe delivery of high-quality potable water and the efficient collection and transfer of wastewater to the Westside and Southside Wastewater Treatment Plants. The water system includes pump stations, ground storage tanks, elevated storage tanks and a distribution system including mains, valves, hydrants, service lines and meters. The wastewater system includes lift stations, mains and services, manholes and clean-outs.

O&M programs are performed by both in-house staff and outsourced to contractors depending on the nature of the work required. Various activities that impact operation and maintenance include:

1) Pipeline CCTV Inspection
2) Manhole Inspection
3) Sewer Cleaning
4) Code Compliance
5) Smoke Testing
6) Dye Water Flooding
7) System Repairs and Rehabilitation
8) Condition Assessment
9) Capacity Assessment

3.2 Pipeline CCTV Inspection

Internal closed circuit color television (CCTV) inspection is used to visually establish the pipeline conditions as the camera is propelled through the pipeline. This inspection is used for acceptance of newly constructed mains or determine the condition of existing mains. Any structural, maintenance problems or defects are recorded digitally along with a detailed inspection log. Internal inspection of sewer lines aids in the determination of the best repair options which in turn will reduce overall costs. Other factors that will impact repair options include existing utilities, peak flows, customer and traffic inconvenience and safety. TWU requires any outsourced CCTV contractors to utilize the national Pipeline Assessment Certification Program (PACP) codes and PACP compliant database. TWU staff are trained in PACP and the CCTV software used is PACP compliant. Appendix F presents information on the processes used by TWU during condition assessment activities.

The Operations Manager is responsible for performing the initial inspection of all gravity sewer (refer to Appendix H – Consent Decree Paragraphs 57-59) and re-inspection of all wastewater mains less than 24 inches on a seven-year cycle and all 24 inch and larger mainline sewer on a ten-year cycle. Note that staff perform CCTV of all pipes within a drainage basin on a 7-year cycle, regardless of size. As condition data is gathered the City may establish re-inspection frequencies based on future asset management practices. Condition assessment data is used to schedule pipeline repairs and rehabilitation.

3.3 Manhole Inspection and Map Update

Accurate maps are important in order to manage the wastewater collection system. Having each manhole and pipeline accurately depicted along with unique asset (manhole and pipe) identification is required to manage work orders and repairs. System maps are field verified during field inspections. Manhole inspection is used to verify system asset location, size, and materials of construction and identifies map corrections. Manhole inspections are performed both in-house and outsourced to local consulting firms. Re-inspection of manholes under CMOM, regardless of pipe size, is on a drainage basin basis and on a 7-year cycle.

Maintaining updated collection system maps is a high priority in order to establish sub-basin boundaries, directions of flow and length of pipe within each service area. Other valuable information resulting from manhole inspection includes determination of debris levels in pipes, and verification of pipe sizes and materials of construction. This information is important in preparing subsequent rehabilitation plans and cleaning requirements to restore capacity.

During manhole inspection, each of the following types of information is obtained:

- Basin Designation
- Manhole/Cleanout Unique ID
- Inspection Status
- Address
- Surface cover, grade, type of cover (paved, yard, etc.)
- Material of construction – brick, concrete, etc.
- Area and Internal photo of manhole
- All incoming and outgoing pipe depths from rim to invert
- All incoming and outgoing pipe digital photographs
- All incoming and outgoing pipe diameters and material of construction
- Debris depth
- Defects – Active, Evidence or No Infiltration/Inflow with digital photographs
- Field corrections to collection system map

3.4 Code Compliance

The sewer use ordinance (SUO) Sec. 19-73 (General Sewer Use Requirements) and the 2021 International Plumbing Code contain specific information, such as general prohibitions of fire and explosion hazards, oils or petroleum, corrosive materials, materials that may cause interference at the wastewater treatment plant, and obstructive materials. They also contain procedures and enforcement actions for controlling fats, oils, and grease (FOG), infiltration/inflow (I/I), building structures over the sewer lines and storm water connections to sanitary lines. The SUO contains procedures for inspection standards, pretreatment requirements and building/sewer permitting. TWU is primarily responsible for recommending changes to the SUO.

The prohibited discharge of storm water or inflow into the wastewater collection system is monitored periodically by the City. Wastewater flow meters and lift station run times are periodically used to collect

wet weather data and determine or identify areas of the system experiencing elevated inflow. Smoke testing is the primary method to identify defects that allow the introduction of inflow in violation of the existing ordinance. Documentation is sufficient to allow code compliance to require, encourage or compel repairs to private property and mitigate the inflow source.

3.5 Sewer Cleaning Program

Cleaning of sanitary sewers is an extremely important maintenance function. Internal cleaning is a daily requirement to 1) restore interrupted service due to blockages; 2) remove root intrusion; 3) remove grease blockages; 4) remove settled debris; 5) obtain an unobstructed view of the pipeline for CCTV inspection; 6) remove debris from lift station wet wells; and 7) perform high frequency cleaning (scheduled cleaning to restore capacity and minimize SSO's and Spills).

Cleaning equipment is essential in providing good customer service. The City owns both cleaning jetters and jet-vacs that perform system cleaning and maintenance. Operators use jetters with a high-pressure hose and nozzle that spray water at high velocities to remove blockages and perform regular cleaning of lines. Various nozzles are available depending on the types of debris being removed. Root cutters can also be installed on the hose reel to cut roots. The jet-vacuum truck uses a high lift vacuum to remove debris from the cleaning operation. Liquid that is vacuumed can be returned to the sewer while the collected debris is hauled to a disposal site. Cleaning associated with customer complaints or SSOs is immediate and follows the SSORP procedures when applicable. The following cleaning programs are used to minimize repeat SSOs and address problem line segments:

1. High Frequency Cleaning Program – Appendix E summarizes line segments that have been identified to require more frequent cleaning to minimize SSOs and spills. Note that the most up to date listing of high frequency cleaning mains resides in the CityWorks work order system. In general, those line segments that have experienced repeat SSOs (more than one SSO in two calendar years), history of stoppages, CCTV findings identify need, previous sewer cleaning findings, lines on minimum slope with low flow causing deposition of solids and FOG related issues may be added to the high frequency cleaning list. Once on the list the segment will remain until the cause has been remediated or findings justify removal. TWU currently employs the sewer high frequency cleaning program (sometimes referred to as hot spot or trouble spot cleaning) to remove debris from the sewers and to prevent blockages that may result sewer backups or SSOs/Spills. Sewer lines may be on a 3-, 6- or 12-month cleaning cycle. The program consists of cleaning on a site-specific frequency. Based on the results of the cleaning, the cleaning cycle may be revised to a more frequent or less frequent cycle. The high frequency cleaning list will vary, and Appendix E will be updated with the current list during CMOM updates. The Operations Manager maintains the most current list of high frequency cleaning line segments.

2. City-Wide Cleaning Program - The city-wide sewer cleaning cycle goal is 7-years. The CityWorks™ work order system maintains information on the nature of material removed from each sewer segment (*e.g.*, FOG, roots, debris) and classifies the amount of such material removed (*e.g.*, heavy, moderate, or minimal).

Re-cleaning of mains under CMOM, regardless of pipe size, is on a drainage basin basis and on a 7-year cycle.

As part of the TCEQ/EPA consent decree annual report, TWU must include the following to demonstrate that at least one hundred (100) miles of the total gravity sewer lines were cleaned:

a. the total miles of unique gravity sewer lines cleaned during the reporting period and map(s) depicting the locations of sewer segments that were so cleaned;
b. the total miles of gravity sewer lines cleaned during the reporting period, including all lengths of gravity sewer lines cleaned in accordance with the High Frequency Cleaning Program.; and
c. an identification of whether particular sewer segments were added or removed from the High Frequency Cleaning Program based upon information gathered on the nature and classified amount of materials removed during the System-Wide Routine Cleaning program.

3.6 Smoke Testing Program

Smoke testing is another tool that the City uses to identify sources of inflow and potential defects on both public and private sewers. Flow monitoring data is gathered during Infiltration/Inflow Analysis to determine the impact of wet weather inflow into the system. During these flow monitoring cycles, data is being reviewed to determine the extent and magnitude of Rainfall Dependent Infiltration/Inflow (RDII). Analysis of this data is used to prioritize areas of the city with excessive inflow to determine if smoke testing is warranted. The smoke testing procedure consists of identifying areas of the collection system with elevated and excessive inflow. Study area maps are generated in GIS and notification of residents is initiated generally thru the use of door hangers. The City Police Department and Fire Department and area residents are notified when performing smoke testing. The City normally outsources smoke testing to local specialty consultants. Both public and private sector defects are documented, and repair recommendations and costs established. City staff, along with the consulting engineer, reviews the recommendations and reconcile them with other programs that may influence final implementation such as capacity improvements, mainline remediation efforts, CIP projects, etc.

Field documentation of the defects is extremely important and includes sketches, GPS defect location of each system defect along with pertinent information for prioritizing the defects. Data documentation is sufficient to establish the exact location of each defect and determine the best repair method. Photographs are taken to document each defect during the smoke test. The location of the defect is documented by measurement from permanent objects (corner of house, power pole, etc.). The data collected in the field is sufficient so that the defects identified can be readily listed by priority for subsequent repair. Additionally, smoke-testing information is used to generate a list of line segments that require internal CCTV inspection and dye flooding to further identify the inflow source. Smoke testing results may be combined with the CCTV and manhole inspection data to obtain a comprehensive repair plan for both public and private sector defects.

3.7 Dye Water Testing

Dye water testing is used to assist in determining the location of specific defects during internal television inspection and to trace sewers for map updating and connectivity checks. Nontoxic dye is introduced as a powder or liquid. Cross-connections, roof drains and area drains that are suspected of being connected to the sanitary sewer may positively be confirmed using the dye tracer procedure.

3.8 Lateral Inspections

Laterals are the sewer pipelines that convey wastewater from the house to the mainline public sewer. Lateral sewers are generally small diameter and are the responsibility of the property owner to maintain. TWU utilizes smoke testing to identify defects on the private lateral lines that allow the introduction of inflow. Section 3.6 above describes the process used for identifying defects on private laterals. Those defects identified on private laterals are repaired by the property owner. TWU personnel communicate with property owners to encourage repair of defects identified on private laterals. If necessary, Code Enforcement is notified to facilitate compliance by residents.

SECTION 4

Capacity Plan

4.1 Background

TWU has developed a comprehensive hydraulic model of the wastewater collection system. The capacity plan presented in this section describes the process staff used to ensure system capacity. This section will be reviewed and updated as the model is improved. The consent decree includes specific requirements for the hydraulic model development process for performing capacity assessments of the collection system. Refer to CMOM Appendix H – Consent Decree (paragraphs 50 thru 55 and Consent Decree Appendix F and G) for requirements and descriptions. These requirements remain in effect as the model continues to expand and undergoes recalibration.

TWU is committed to having sufficient future capacity both during dry and wet weather. Managing the system capacity requires collecting system hydraulic data and performing analysis to isolate areas of the collection system where capacity constraints exist. This includes identifying areas, during wet weather events, where excess flow from rainfall dependent infiltration/inflow (RDII) may create difficulty to transport peak flow rates.

4.2 Capacity Constraints

To identify potential capacity constraints, a hydraulic analysis of the wastewater collection system was performed to evaluate dry and wet weather wastewater flows recorded from flow meters placed at key locations within the collection system. The hydraulic analysis effort identifies various potential capacity constraints that are then documented for further detailed evaluation. TWU currently outsources the hydraulic modeling and associated flow monitoring for model calibration to consultants.

Specific projects are then developed to address “confirmed capacity constraints” following detailed field verification and engineering analysis where necessary. These hydraulic improvements, in association with the on-going system condition assessments and rehabilitation programs, will extend the life of the collection system assets and provide reliable service to residents. Under the CMOM Plan, a comprehensive hydraulic model of the wastewater collection system was developed and utilized in optimizing the collection system hydraulic performance and for analyzing various alternatives.

The CMOM on-going capacity assurance plan addresses short and long-term capacity issues. Short-term capacity analysis may be required to address new development while long-term capacity analysis includes future population growth and redevelopment. The hydraulic model will be the primary tool used for performing preliminary evaluations for capacity assurance and alternatives analysis. To ensure accurate model results, it is anticipated that portions of the model may require periodic re-calibration based on when and where future development occurs. Areas of the City that are built-out will require less re-calibration.

4.3 Wastewater Flow and Rainfall Monitoring Program

Flow monitoring has historically been performed in conjunction with the master plan development and hydraulic model calibration. Flow and rainfall monitoring is critical to the development of the hydraulic model and to analyze system capacity. The collected data is used to establish the areas of the collection system that contribute to excessive RDII and provide data for engineering design. Comprehensive flow monitoring may be required periodically to maintain model calibration and establish the effectiveness of infiltration/inflow reduction programs.

4.4 Hydraulic Analysis/Master Planning/Capacity Assessment

Hydraulic wastewater system evaluation (including flow metering and capacity evaluation) provides TWU the tools for analyzing system conveyance capacities, bottlenecks, and potential overflow locations. The hydraulic analysis helps facilitate system performance evaluation, aids in development of system improvements, produces informational maps/exhibits, and predicts the system's response to future improvements. The hydraulic evaluation enables the City to assess and predict capacity requirements and develop least cost strategies to optimize system performance. Data generated from the hydraulic evaluation will be shared and provide the necessary information to ensure interceptors have adequate capacity to transport and treat wastewater flows now and into the future. The detailed hydraulic model update process currently in use by TWU is described in the consent decree (CMOM Appendix H).

SECTION 5

Sanitary Sewer Overflow Response Plan (SSORP)

5.1 Background

The Sanitary Sewer Overflow Response Plan (SSORP) is designed to ensure that each report of a sewer overflow or spill is dispatched to the appropriate crew so that when confirmed the impact of the overflow can be minimized with respect to public health, adverse effects on water quality, aquatic life, and customer service. The procedures are outlined in the manual "Sanitary Sewer Overflow Response Plan" included in CMOM Appendix D. This manual provides detailed guidance to staff in responding to SSOs/Spills and documents procedures to evaluate the cause of SSOs and Spills. The SSORP also includes provisions to ensure appropriate notification and reporting to local, state, and federal authorities.

This manual along with SOPs are used by staff to inform and provide direction for SSO and spill reporting and follow-up procedures to maintain the City's compliance with Federal and State regulations as they apply to overflows and spills from the wastewater collection system.

The SSORP will be reviewed with the CMOM Plan and updated as needed to adapt to changing conditions, address new concerns, address regulatory changes, and implement new standard operating procedures. TWU maintains written procedures indicating the entities, (e.g., drinking water purveyors, the public, public health officials, and the regulatory authority) that will be notified in the event of an SSO that meets public notification requirements. The procedure indicates the chain of communication used to notify the proper personnel of an SSO/Spill event for reporting and remediation. The procedure includes the titles, phone numbers, and responsibility of all personnel involved. The written procedures allow for various levels of response for diverse types of SSOs. For example, the TCEQ regulatory authority allows that sewer spills less than 1000 gallons that do not reach waters of the State (including other criteria) to be reported on a monthly basis. The TCEQ guidelines are included in the SSORP.

Regulatory compliance and notification issues associated with the collection system are the responsibility of the Operations Manager and Manager of Water Quality. A written standard operating procedure has been prepared on SSO response and reporting. A comprehensive SSORP document is presented in Appendix D for use in training staff in responsibilities and procedures. Refer to Appendix D for detailed information associated with SSO/Spill notification procedures.

SECTION 6

Fats, Oils and Grease (FOG) Plan

6.1 Background

To keep its sewer system functioning properly, the City has implemented a Fats, Oils, and Grease (FOG) Control Program to minimize blockages in the sewer lines that may cause sanitary sewer overflows (SSOs) that could affect public health or cause contamination of receiving streams. The Manager of Water Quality manages the FOG Control Program and coordinates with NetHealth (Northeast Texas Public Health District; 815 N. Broadway Ave, Tyler, Texas 75702) as needed. The Manager of Water Quality will implement the grease interceptor inspection program and NetHealth will continue to perform food service establishment health inspections.

City ordinances impose various requirements for commercial sewer system users including the installation and maintenance of grease interceptors, oil/sand interceptors, and related devices (Grease Reducing Devices or GRDs) within the sewer system. Grease traps generally refer to small under the counter devices. A grease interceptor is generally a large outside, normally underground, multi-compartment tank that reduces the amount of FOG in wastewater before discharge into the wastewater collection system. Regular staff inspections minimize the discharge of FOG and educate facilities regarding program requirements. Those facilities found to be non-compliant will be re-educated on the requirements. Enforcement actions may be initiated which could result in suspension or termination of service, injunctive relief, civil penalties, and criminal prosecution in accordance with City ordinances.

By collaborating with users of the city's sewer system to reduce the amount of FOG that enters, TWU can minimize blockages, cleaning costs, odors and potential SSOs. The purpose of the FOG Manual (see Appendix C) is to provide written documentation of the FOG Control Program. The various components of the FOG Control Program include:

- Public and Commercial Education and Outreach
- Provisions for proper FOG disposal
- Legal Authority to Prohibit Discharges
- Requirements to install and maintain GRDs
- Development and implementation of source control measures
- Coordination with NetHealth on FOG related problems

Key program elements are:

1. Permits and Ordinances
2. Inspections
3. FOG requirements
4. FOG Haulers
5. Education and Outreach
6. Enforcement
7. FOG Program Performance Indicators

SECTION 7

Root Control Program

7.1 Background

Roots can enter a sewer pipe through pipe cracks, open joint, service laterals, etc. Once in the pipe, roots have an optimum environment to grow and flourish. As these roots grow, they collect grease or other debris and grow in size often going unnoticed. When roots get to a size that disrupts the sewer flow or cause damage to pipe, it can lead to SSOs or spills.

Ways that TWU determines root problems in the sewer collection system include:

- Maintenance histories where cleaning staff identified roots creating blockage or slow service.
- SSO cause analysis results will indicate sewer lines that have experienced a stoppage with the cause of stoppage being roots. Each SSO location undergoes CCTV inspection to establish the condition causing an overflow or spill unless the cause was established by other methods.
- Sewer line CCTV reports will provide accurate evidence of root problems during condition assessment activities. These reports will be used to generate root removal locations for chemical and/or mechanical root removal.

Conditions that increase the likelihood of root problems in a particular sewer section:

- Sewers located near other sewers with known root problems.
- Pipes located near the surface, closer to tree roots.
- Lines located off-road in wooded easements, in tree-lined streets, or at the curb line near trees and roots. In general, sewer lines in residential areas are more susceptible to root problems than lines in industrial areas.
- Lines with many lateral connections per lineal foot, affording greater opportunity for root intrusion.
- Sewer lines constructed with loose-fitting joints or outdated joint packing construction material.
- Asbestos-cement pipe, orangeburg pipe, and clay tile sewers with oakum joints are more susceptible to root penetration. Pipe with air-tight gaskets and seamless pipe are less susceptible.

7.2 Root Control Methods

There are several chemical and mechanical sewer line root control methods used by TWU. In some cases, chemical treatments cannot be used, especially when near wastewater treatment plants or because of some other environmental or safety consideration. In these cases, non-chemical methods must be used.

a. Non-Chemical Root Control Methods

Control of roots in sewers can be minimized by system design and construction inspection. Such controls must be implemented before roots become a problem by

careful installation and inspection of sewer lines during construction. Inspection and acceptance testing of new construction minimizes defects that can allow root intrusion.

Physical root control measures for sewer lines involve isolating the sewer pipe from the roots around or near the sewer pipe. Three examples of physical root controls are tree removal, pipe replacement, and pipe re-lining. These root control methods are generally limited to site specific locations where mechanical or chemical controls are not possible.

Mechanical control is the most common method of control used by TWU. It involves the use of cutting tools, hydraulic cutters or other devices that cut and remove roots from sewers. Its main advantage is that it is the only method for immediately relieving a root blockage. Sewer stoppage is a priority, and the utility maintains mechanical root control devices for correcting such problems. The main disadvantage of mechanical control is that it provides no residual control or long-term effectiveness. Root masses generally grow back heavier each time they are cut. Tap roots continue to grow in diameter and, in time, place stress on sewer pipe. Satisfactory results are obtained if the roots are cut flush with the joints; however, offset joints and cut-in laterals can prevent the use of full-gauge cleaning tools.

Jetters, also known as flushers, flush trucks, jet trucks, vacuum trucks, and hydraulic sewer cleaners, consist of a high-pressure water pump, water tank, hose reel, and ½" to 1" sewer cleaning hose. Water shooting through orifices in the rear of the nozzle propels the hose through the sewer, blasting it through obstructions. As the hose and nozzle are retrieved, debris is hydraulically flushed back to the insertion manhole for removal. Jetters can also be equipped with water-propelled spinning root cutters. TWU has two jetters and two vacuum jetters with various cleaning and root cutting nozzles.

b. Chemical Root Controls - Root control products, like all chemicals used to kill plants, are herbicides. Herbicides for sewer root control kill plants by contact. Contact herbicides, like metam-sodium or diquat-based herbicides, have a localized effect and cause quick dieback only of the parts of the plant that they touch. Using proper application methods and correctly calibrating equipment can assure the most effective use of root control chemicals. Proper use of chemicals and equipment minimizes the operation costs for the applicator and protects the health and safety of the applicator, the public, the environment, and the wastewater collection system. The TWU Operations Manager compiles a listing of chemical root control line segments.

7.3 Root Control Reporting

The Operations Manager prepares the annual summary report on the total miles of gravity sewer lines where preventive and reactive root controls were conducted. The sources for those pipes in need of root control are the CityWorks™ work management system, SSO follow-up CCTV inspection cause analysis, cleaning records, CCTV records, FOG records and condition assessment records. For the annual report required by the consent decree, the Operations Manager provides the following:

a. Identify root control sewer segments
b. Identify by percentage of total if chemical or mechanical means were used for root control
c. Identify total miles of gravity sewer where root controls were conducted

SECTION 8

Condition Assessment

8.1 Background

The CMOM Plan is a continuing program with no defined end but can and will be modified as the system is evaluated, repaired, and updated. The sustainability of CMOM requires periodic inspection and re-inspection of the collection system assets to establish condition and repair/replacement needs. This proactive asset management process will identify system defects early while the repairs are generally less expensive and less intrusive. After going through a cycle of inspection and testing required by the consent decree, both the number and cost of repairs should decrease.

TWU has historically outsourced to local specialized consultant's condition assessment activities. The final reports from these field investigations include recommended repairs and estimated costs. Although field forms and report formats vary among consultants, the general information gathered is similar and conforms to industry standard manuals of practice published by the American Society of Civil Engineers (ASCE) and Water Environment Federation (WEF).

Figure 1 (see Section 1) presents a general process diagram for the condition assessment activities. Typical procedures and example field forms are presented in Appendix F. Note that the condition assessment activities and reporting follow the consent decree requirements. Refer to CMOM Appendix H for the consent decree requirements.

TWU staff will review existing information and determine the initial prioritization of areas to move forward with the city-wide condition assessment. In general, the following factors are used in establishing the priority and timing of the condition assessment:

- Frequency and location of historical SSOs
- Maintenance history
- Infiltration/Inflow Analysis results
- Pipe age and materials of construction
- Criticality of sewer
- Street or alley improvements
- Nearby utility improvements

Staff reviews all relevant data and evaluates best management practices before implementing field inspections. Refer to Appendix F for example condition assessment guidance and example forms.

8.2 Pipeline Sewer Condition Assessment

Under CMOM, sewers will be internally inspected to determine asset condition on a timeline and cycle established by the consent decree. Other department's programs may impact the scheduling of pipeline condition assessments. For example, if a street overlay or replacement is planned, the CCTV inspection of the sanitary sewer under the planned improvements should be scheduled well ahead of construction to fully evaluate the pipeline condition and arrange for rehabilitation/replacement or upsizing based on hydraulic modeling results.

As the pipelines undergo condition assessment, the findings will be compiled, and remedial measures will be established where required. Depending on the condition, those lines not requiring immediate action will be placed on a re-inspection cycle based on the observed condition.

8.3 Manhole Condition Assessment

Each manhole location, condition and attributes is critical for managing the collection system. The manhole condition assessment was initially a 5-year program (completed by 2022), and reinspection are performed on a 7-year cycle, based on drainage basin. Although the procedures used by consultants varies somewhat, the attribute data and condition information gathered is similar.

During the manhole inspection, the collection system maps are updated along with manhole and connecting pipe attribute data. Utilities and Public Works maintain a comprehensive electronic as-built drawings database. As map updates are identified, and then the GIS Department will correct the existing maps. The data gathered is incorporated into the remedial measures plan and establishes the base data necessary to accurately determine rehabilitation alternatives and costs. Other attribute data gathered from this work are the determination of debris levels in pipes, verification of pipe sizes and materials of construction. This information is also critical in constructing the hydraulic model and preparing subsequent rehabilitation plans. The comprehensive remediation plan will coordinate with other CIP needs and other CMOM activities.

8.4 Lift Stations, Force Mains, Aerial Crossings and ARV Condition Assessment

The TWU wastewater collection system has 26 lift stations. Table 4 presents a summary of lift station assets. Each lift station is critical to transporting wastewater to the two treatment plants. The lift stations require periodic inspections to maintain reliability, to identify maintenance needs and to establish the condition of these critical components prior to failure. Staff and/or consultant will periodically perform condition assessments at each lift station following the general procedures developed for the condition assessment (refer to Consent Decree in CMOM Appendix H - Condition Assessment):

The lift station condition assessment checklist will generally include the following major categories:

a. General Facility Information
b. Building Foundation/Slab Condition
c. Dry Well/Wet Well Information and Condition
d. Security features and status
e. Safety features and status

f. External appearance
g. Building Structure
h. Instrumentation and Pump Controls
i. Other site mechanical information
j. Electrical and Switch Gear
k. Motors and Pump Information
l. Lift Station Valves and Piping
m. Force Main Information
n. Odor Control Facilities

Force mains convey the wastewater flows under pressure and represent about 3% of the city's wastewater system. Air release valves (ARV's) are normally installed at the high points along the line and due to corrosion often fail to function as originally intended. Annual inspection of force main and ARV valve(s) will identify developing issues.

Aerial crossing are also inspected by accessing the location and inspecting the pipeline condition, debris buildup and structural supports. Creek banks are inspected for erosion that may impact the aerial crossing integrity.

Table 4
Lift Station Summary

Item	Lift Station Name	Force Main Material	Size (inch)	Asset ID	Length (feet)
1	Bellwood	PVC	8	SS.FM.T0000055	5,614
2	Gilley Creek	AC	18	SS.FM.T0000056	6,921
3	Hogan	PVC	4	SS.FM.T0000047	1,944
4	CR 46 - New Harmony	PVC	18	SS.FM.T0000001	3,203
5	Hwy 69 N	PVC	8	SS.FM.T0000003	1,941
6	Shackleford	PVC	8	SS.FM.T0000015	7,330
7	Pilot	PVC	8	SS.FM.T0000033	12,072
8	Animal Shelter	PVC	3	SS.FM.T0000039	3,648
9	Brooks	PVC	12	SS.FM.T0000040	6,512
10	Dixie	PVC	4	SS.FM.T0000041	1,522
11	Greenbriar	CIPP	14	SS.FM.T0000042	10,391
12	Rustic	PVC	4	SS.FM.T0000043	2,977
13	Haverhill	PVC	8	SS.FM.T0000046	3,020
14	Stewart	PVC	6	SS.FM.T0000054	1,465
15	Nottingham	PVC	4	SS.FM.T0000057	3,689
16	Hamptons	PVC	4	SS.FM.T0000059	1,168
17	East Grande	PVC	8	SS.FM.T0000064	4,583
18	Oak Creek	PVC	8	SS.FM.T0000073	1,245
19	East Grande	PVC	8	SS.FM.T0000080	3,233
20	Oak Creek	PVC	8	SS.FM.T0000084	1,711
21	Oak Creek	PVC	8	SS.FM.T0000085	1,582
22	Oak Creek	PVC	8	SS.FM.T0000086	2,096
23	Independence	PVC	6	SS.FM.T0000087	1,859
24	Royal Vista	PVC	4	SS.FM.T0000089	3,155
25	Wise Elementary	PVC	4	SS.FM.T0000091	2,583
26	Charleston	PVC	6	SS.FM.T0000037	2,745
27	Crossing	PVC	8	SS.FM.T0000049	4,173
28	University Park	PVC	4	SS.FM.T0000052	2,053
29	Shoreline	PVC	4	SS.FM.T0000060	1,531
30	HWY 31 West	PVC	8	SS.FM.T0000081	3,213
				Total	109,182

The following describes the inspection process:

A. Conduct an annual inspection of all sanitary sewer force mains. The inspection will consist of walking the entire length of each force main's path as well as physical inspection of all ARV (air relief valves) installed on the given force main. Records documenting each inspection will be maintained in the work management system.

B. Force Main Right-of-Way Inspection – Visually inspect the force main right-of-way for indications of possible changes that may impact the condition of the pipeline. Visual observations will include but not be limited to the following:

    1. Examination of the soils adjacent to the pipeline horizontal location looking for wet spots, unusual vegetative growth, or other indicators that may indicate a possible leak.

    2. Observation of any recent construction or road repairs that may have affected the structural integrity of the force main pipeline.

    3. Observations of soil movement or unusual settling indicating possible structural damage to the integrity of the pipe.

C. Aerial Crossing Inspections - Visually inspect each aerial crossing for indications of possible changes that may impact the condition of the pipeline. Visual observations include debris against the aerial crossing pipeline or structural supports, bank erosion that may impact structure, structural supports deterioration or undermining, pipe leakage, etc.

D. Valves, Fittings and Appurtenances – Inspect and conduct a functional analysis of, to the extent practicable, of all air relief valves, drains, connections, fittings, vault enclosures and any other appurtenances associated with the air relief valve installation. Identify any possible conditions that may indicate potential damage such as corrosion that would present a risk of pipe failure or interruption of service for the force main.

8.5 Condition Remedial Measures

Wastewater collection system assets have a useful operational life of 75 to 100 years. Whether manholes or pipelines reach their useful life are based on the materials of construction, soil condition, construction bedding, hydrogen sulfide concentrations, root intrusion, and sound maintenance practices. Collection system renewal is a continual process of finding system defects, prioritizing them, and fixing them. The results of the condition assessments will generate repairs to manholes and mainline sewers that will be incorporated into a remedial measures plan. Private sector defects will also be identified requiring repair and/or enforcement of local codes.

The City of Tyler CMOM condition assessments will continue after consent decree requirements are satisfied. The 7-year cycle of manhole and mainline condition assessments continue by sub-basin and use

the asset ratings detailed in Appendix F. Those assets with condition ratings of D or E will undergo remedial measures analysis and prioritized based on findings. Assets with condition ratings of A, B or C will undergo reinspection at the next 7-year cycle. Remedial measures priorities and scheduling are based on severity of defect(s), history, or risk of SSO, maintenance history, age, material of construction, capacity constraints, etc.

A remedial measures plan will be prepared and updated annually. The plan will consider the type and quantity of repairs to take advantage of economies of scale, planned road improvements, and master planning. Staff will establish the most practical solution and schedule for resolving structural and O&M defects that may include:

- Manhole coating, polymer coating, inflow protector inserts, grade adjustments, cover/casting adjustment
- Manhole Replacement
- Pipe Point Repair
- Pipe lining (HDPE, CIPP, etc.)
- Pipe replacement by open cut methods
- Pipe replacement by pipe bursting
- Other techniques or innovative technologies
- Monitor or maintain

The remedial measures plan will provide the detail necessary to prioritize and budget needed system repairs. Knowing when a particular pipeline will require upsizing, from the master planning effort, will impact remedial measures plan. It may be more cost effective to defer rehabilitation (yet maintain the pipe) and replace the pipe as part of the capital improvement plan (CIP). The remedial measures plan will address such coordination and schedules. Also, the least-cost remedial measure may require deferring some rehabilitation until sufficient quantities are identified to reduce unit repair costs.

SECTION 9

Communication and Reporting

9.1 Background

As a Council-Manager form of government, the Council is responsible for policy making and approval of the budget. The Council also appoints Boards and Commission members, Task Force and Committee members, and hires the City Manager. There are six Councilmembers, who are elected from districts, and a Mayor who is elected at-large. Councilmembers and the Mayor may serve up to three consecutive two-year terms.

The City Manager is responsible for the day-to-day operations of the organization and all other City employees report to him through the organizational structure.

9.2 Methods of Communication

The City website (www.cityoftyler.org) provides information on each department, council agenda, links to ordinances, on-line forms, and access to a wide range of information. TWU provides specialized information for distribution to customers and the general public in various printed and electronic formats. Following is a summary of various media in use by TWU to notify and communicate directly with customers and residents:

a. Newsletters
b. Billing inserts
c. Direct mailings
d. Local television and radio station public service announcements
e. Presentations to local organizations
f. Facebook
g. X
h. YouTube
i. Instagram
j. Pinterest
k. LinkedIn

9.3 CMOM Communication

CMOM-related topics that will require on-going discussions with regulators, council members, residents, businesses, customers, and other stakeholders include:

1. Financial impact of program implementation
2. Identified problem areas in the system
3. Sanitary Sewer Overflow/Spill locations and trends
4. Communication to stakeholders
5. Meeting the CMOM program goals
6. Future system capacity needs

7. Updates to CMOM Plan

TWU works with the City Communications Department in identifying media contacts and preparing public notification narrative.

9.4 Reporting Methods

As part of the Communications Plan, staff has reporting requirements to other entities as outlined in the Sanitary Sewer Overflow Response Plan (SSORP), FOG Manual and TCEQ/EPA compliance reporting. Current reporting requirements are presented in CMOM Appendix D (SSORP) and Appendix H (Consent Decree). The reporting requirements presented are important to the overall management of the CMOM Plan.

SECTION 10

CMOM Annual Review and Reporting

10.1 Annual Review and Reporting

This CMOM Plan is meant to be a working document and will be updated as procedures are revised that reflect TWU's experience with its implementation. The CMOM Plan will also incorporate any revisions or clarifications to the program requested by TCEQ/EPA in any discretionary comments that may have been provided during the review process.

A CMOM annual review is necessary to ensure that the CMOM goals, consent decree requirement and objectives are met, and performance measures are reviewed, evaluated, and updated on a regular basis. The CMOM Plan provides the framework and documentation to implement the programs that TWU feels will best serve its customers. The following will be completed during the CMOM review:

1. Review the CMOM Plan Protocols and program elements for applicability and relevance. Revise as necessary to detail current practices.
2. Review CMOM budget for adequacy to meet recommendations
3. Monitor performance indicators and interpret results. Revise Appendix G- Performance Indicators based on annual review.
4. Determine if goals remain applicable to the TWU.
5. Provide recommendations to SOP's or recommend new SOP's.
6. Update the CMOM Plan with revision number and date.
7. Prepare summary report on review findings and recommendations.
8. Collect and update each CMOM Plan and re-distribute to appropriate staff.

10.2 Regulatory Compliance

The City is currently under a TCEQ/EPA consent order. CMOM Appendix H will be updated as needed with the latest TCEQ and/or EPA regulatory compliance correspondence and schedules to track compliance. The City may modify its CMOM program as needed to improve management of the collection system and meet the CMOM objectives provided that any such modification is made in accordance with the consent decree (CMOM Appendix H, Paragraph 139). TWU will incorporate modifications to the CMOM program document by creating a Revised CMOM program and posting that document to the public document repository required by the consent decree (CMOM Appendix H, Paragraph 5) within fourteen (14) days after: 1) TCEQ/EPA and City mutual agreement of modification, for non-material modifications that are made pursuant to Paragraph 139; or 2) the Court's order approving the modification, for material modifications that are requested and so ordered pursuant to Paragraph 139.

10.3 Implementation Schedule

The CMOM elements have been fully implemented. Non-material revisions to the CMOM are made annually and recorded on the CMOM Update Log. Table 5 presents the CMOM program elements that have been implemented.

Table 5
CMOM Program Elements

Capacity, Management, Operation and Maintenance (CMOM) Program Elements		Full Implementation
1)	Training Program	Implemented
2)	Sanitary Sewer Overflow Response Plan (SSORP)	Implemented
3)	SSO Reporting and Documentation Procedures	Implemented
4)	System-Wide Routine Cleaning Program	Implemented
5)	Revised High Frequency Cleaning Program	Implemented
6)	Sewer System Internal Inspection Program	Implemented
7)	Sewer System Manhole Inspection Program	Implemented
8)	Lift Station Preventive Maintenance Plan	Implemented
9)	Fats, Oils, and Grease (FOG) Control Program	Implemented
10)	Root Control Program	Implemented
11)	Information Management System (CityWorks)	Implemented

Appendix A

Tyler Water Utilities

Standard Operating Procedures

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Annual Test on Sewer Lift Station By-Pass Pumping	
Origination Date: 09/08/2017	**Policy Number:** Wastewater-001
Revision: New	**Approved:** Kathleen M. Dailey

Statement of Policy:

It is the policy of the Wastewater Division to train staff on testing of By-Pass Pumping at each sewer lift station.

Applicability:

This policy applies to all Tyler Water Utilities employees.

Responsibility:

It is the responsibility of the Tyler Water Utilities Manager of Water Quality or his designee to ensure adherence of this policy.

Personnel:

The number of personnel required will depend on the nature and complexity of each job assignment but at a minimum of two crews which consist of: two Crew Leader (2), two Equipment Operator (2), and two Maintenance Worker (2).

Equipment:

- All Safety Equipment Required for Compliance with the Safety Program
- Assorted Hand Tools
- Sewage By-Pass Pump (mobile trailer mounted supplied by local vender)
- Discharge Hose
- Suction Hose with Strainer
- Trash Pump with Suction & Discharge hoses
- Vactor Truck (if needed)
- Service Truck

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

1. Identify location using map, if necessary.
2. Ensure notification to Operations Manager of test being performed.
3. Dispatch Service Truck to location to pick up By-Pass Pump.
4. Start pump in accordance with O & M manual once verified pump starts turn off pump.
5. Hook up pump to Service Truck.
6. Load suction hose & discharge hose.
7. Arrive on site of lift station and position pump near wet well.
8. Disconnect pump from Service Truck.
9. Hook up suction hose to outlet coming out of wet well to By-Pass Pump.
10. Hook up discharge hose to By-Pass Pump and to force main By-Pass.
    a. **Note:** Ensure gaskets have been installed to prevent seepage from discharge hose.
    b. **Note:** Both hose connections must be connected with locking mechanisms to ensure proper seal.
    c. **Note:** Close gate valve and open emergency By-Pass valve.
11. Start Pump and verify prime is made and wet well level dropping.
12. Once test is complete contact Operations Manager with status.
13. Turn off By-Pass pump.
14. During pump/hose disassembly, make sure sewage is contained in wet well.
15. Roll hoses in a manner that will cause the sewage to flow into wet well.
16. Store hoses in designated location.
17. Open valve and close emergency By-Pass valve.
18. Turn pumps on Hand to ensure normal operations then back to Automatic
19. Secure site by locking all appropriate doors, panels, gates, hatches, etc.
20. Return pump and equipment back to service provider.

Collection System Smoke Testing	
Origination Date: 09/8/2017	**Policy Number:** Wastewater-002
Revision: New	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of the Tyler Water Utilities Division to perform smoke testing on sewers to determine I/I in the collection system.

Applicability:

This policy applies to all Tyler Water Utilities Division employees.

Responsibility:

It is the responsibility of the Tyler Water Utilities Operations Manager and Superintendent to ensure adherence of this policy.

Personnel:

One (1) Crew Leader, One (1) Equipment Operator and one (1) Maintenance Worker. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- GPS Equipment
- Flashlight
- Smoke Blower
- Inflatable plugs, air compressor and air tank
- Multi-level Gas monitor

Materials:

- Smoke Notice to Residents
- Smoke generators
- Survey flag to mark defects
- Documentation forms

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual*

on Uniform Traffic Control Devices (TMUTCD). The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to properly perform a smoke test.

1. Inform Fire Department and residents (door hanger and/or Code Red notification) prior to work being done.
2. Upon Arrival, secure work site in accordance with safety program.
3. Use sewer system GIS maps to locate manholes in the vicinity of the area to be tested.
4. Remove manhole lid.
5. Set up blower over manhole and apply applicant to start smoke test.
6. Check manholes, cleanouts and at various points upstream and downstream of the test area to observe and record (location sketch and GPS) evidence of the presence of smoke. Use survey flag to mark defect locations.
7. Once smoke test is complete notify Fire Department.
8. Before leaving the job site, thoroughly clear area of all surplus material, debris and tools.
9. Submit completed work order and any additional work requests, including description of findings by the same business day.

Smoke Test Notice To Residents

SMOKE TESTING
NOTICE TO RESIDENT

For the next few days, inspection crews will conduct a physical survey of the wastewater collection system. Utility workers will perform this testing, which involves opening manholes in the streets and backyard utility easements. Information gained from this study will be used to repair and improve the wastewater collection system.

One important task of the survey will be smoke testing of sewer lines to locate breaks and defects in the system. During this testing. white smoke will exit through vent pipes on the roofs of homes and through sewer line breaks. The smoke is non-toxic, leaves no residue, and creates no fire- hazard. The smoke should not enter your home unless defective plumbing exists or drain traps are dry.

If you have seldom-used drains, please pour a gallon of water in the drain to fill the drain trap. This procedure will help prevent the possibility of smoke entering your living areas through those drains. Field crews will perform testing of all sewers in the area. At no time will field crews have to enter your business or residence.

Your cooperation is appreciated. Should you have any additional questions concerning this study or if you desire special assistance. please phone:

Tyler Water Utilities

903-531-1285

PRUEBAS DE HUMO
AVISO A LOS RESIDENTES

Durante los próximos días, nuestro personal de inspección conducirá una revisión física del sistema de colección de agua de desecho. Un análisis en las tuberías existentes se le estará realizando pruebas, que implican abrir cámaras subterráneas en las calles y en servidumbres de utilidad en las yardas traseras. La información recopilada de este estudio será utilizada para reparar y mejorar el sistema de colección de agua de desecho.

Una tarea importante será la prueba de humo de líneas de alcantarilla para localizar rupturas y defectos en el sistema. Durante estas pruebas, el humo blanco saldrá por las aberturas en los techos de casas y por rupturas en líneas de alcantarilla. El humo no es tóxico, no deja ningún residuo, y no creara ningún peligro de incendio. El humo no debería entrar en su casa a menos que su plomería esté defectuosa o que las trampas de desagüe estén secas.

Si usted rara vez ha usado los desagües, por favor vierta un galón de agua en el desagüe para llenar la trampa del desagüe. Este procedimiento ayudará a prevenir la posibilidad de que el humo entre en las areas habitables de su casa através de los desagües. El personal de inspeccion realizarán pruebas en todas las alcantarillas en el área. En ningún momento nuestro personal entrará a su negocio o residencia.

Su cooperación es apreciada. Si usted tiene preguntas adicionales o preocupacion acerca de este estudio o si usted desea ayuda especial por favor comunicarse con:

Tyler Water Utilities

903-531-1285

Lift Station Inspection	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-003
Revision: New	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of the Wastewater Department to inspect and maintain sewer lift stations. The City of Tyler has twenty four lift stations which are inspected on a daily basis. The purpose of this procedure is to establish clear guidelines for inspecting and maintaining sewer lift stations.

Applicability:

This policy applies to all Wastewater employees.

Responsibility:

It is the responsibility of the Manager Water Quality or his designee to ensure adherence to this policy.

Personnel:

A minimum of two crew members are required and this will depend on the nature and complexity of each job assignment.

Equipment:

- All equipment necessary for compliance with the safety program
- Assorted Hand Tools
- Crew Truck
- Gas Monitor as required

Materials:

- Lift Station Checklist

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized for daily inspections of lift stations.

1. Upon Arrival, secure work site in accordance with safety program.
2. Complete City of Tyler Lift Stations Checklist which includes the following:
    a. Run time hours for Pump #1, Pump #2, Pump #3
    b. Checked motor control center (electrical breakers, switches and controls in correct position) (Yes/No)
    c. Electrical generator in "Auto" and ready (Yes/No/NA)
    d. Remote monitoring equipment operating properly (Yes/No)
    e. Pump operating properly (check for vibrations, unusual noise and excessive heat) (Yes/No)
    f. Transducer clear of debris and operating (Yes/No)
    g. Level controller operating properly (Yes/No)
    h. Air bleed lines clear (Yes/No/NA)
    i. Checked oil levels (Yes/No/NA)
    j. Checked seals (Yes/No/NA)
    k. Checked force main check valves (Yes/No)
    l. Checked drive belts and couplers (Yes/No/NA)
    m. Inspected building, fence and grounds (Yes/No)
    n. Record any notes or comments
3. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris and tools.
4. Submit completed work order form by same business day. Inspection checklist should be filed with completed work order.

By-Pass Pumping – Gravity Sewer System	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-004
Revision: New	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to utilize portable pump sets to by-pass damaged or otherwise defective sections of the sewerage system as a temporary measure pending permanent repairs; thereby maintaining an adequate level of service to customers and eliminating the discharge of sewage into any lake, stream, natural waterways, or property.

Applicability:

This policy applies to all Wastewater employees.

Responsibility:

It is the responsibility of the Operations Manager or designee to ensure adherence to this policy.

Personnel:

One (1) Crew Leader, One (1) Equipment Operator, Two (2) Maintenance Workers and One (1) Truck Driver. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Tools
- Inflatable Plugs
- Portable Air Compressor
- Portable Pump Set, 3", 4" or 6" Trash Pump as required.
- Appropriate suction/discharge hoses.

Materials:

- Disinfectant (HTH)
- Fuel
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for

implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program. The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized for by-pass pumping on a gravity sewer line.

1. Upon Arrival, secure work site in accordance with safety program.
2. Use GIS system maps to locate upstream and downstream manholes of obstructed area.
3. Identify any low lying buildings which may be subject to back-up.
4. Place portable pump and air compressor at manhole upstream of obstructed area.
5. Connect air hoses to plugs and compressors.
6. Connect required lengths of suction and discharge hoses to pump.
7. Lower plug into upstream manhole and install on the outflow side. (if required)
8. Inflate plug to seal downstream pipe.
9. Set throttle to desired level for pump operation.
10. Place discharge hose from pump into downstream manhole past obstructed manhole.
11. Operate pump in accordance with manufacturer's instructions.
12. Ensure all pipes/hoses are properly sealed and secured.
13. Monitor equipment/site continuously until bypass pumping is no longer required.
    (a) Monitor level of sewage in upstream manhole and adjust pump rates to ensure there is no overflow of sewage.
    (b) Monitor level of fuel and oil during operations.
    (c) Monitor the condition of the inflatable plug and re-inflate if necessary.
14. When bypass pumping is complete, deflate plug in upstream manhole and turn off pump.
15. Roll hoses in a manner which will cause the sewage to flow into manhole.
16. Remove and store hoses appropriately.
17. Before leaving the job site, the area should be appropriately cleaned and thoroughly cleared of all surplus material, debris, tools.
18. Submit completed work order by same business day.
19. Next work day clean hoses, plugs and any equipment before placing back in trailer.

Sewer Stop-Ups –Private Lateral Service	
Origination Date: 09/1/17	**Policy Number:** Wastewater-005
Revision: 11/15/24	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to respond immediately to the reports of service lateral stop-ups or blockages with a focus on restoring service to customers and eliminating the discharge of sewage into any natural waterways, property, or the general environment, as a matter of urgency. The City of Tyler is NOT responsible for the maintenance or repair of private sewer service laterals located within the public right-of-way or easement.

Applicability:

This procedure applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Operations Manager or designee to ensure adherence to this policy.

Personnel:

First response to a lateral service stop-up call will typically be handled by one (1) wastewater crew. However, the Wastewater Supervisor may vary crew compositions depending on the nature and complexity of each work order.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Locate Wand, as needed
- Metal Detection Device, as needed
- Steel Tape
- Root Cutter
- Vac Truck or jetter as needed
- Push Cam

Materials:

- Lime
- High Test Hypochlorite (HTH)

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following procedures are applicable for reports on service lateral stop up calls:

1. Arriving crew will clean the mainline sewer and check if standing water is still present in the private lateral. If the mainline sewer is flowing normal, yet the private lateral is not, then the problem has been identified to be on the private lateral (from residence to mainline service tap) and the property owner should contact a licensed plumber to resolve the blockage. City Staff shall typically not work on private sewer laterals; however, the City will practice good customer service by assisting citizens as a matter of public health and to prevent imminent SSO's. Crews should not enter any business or residence.
2. Record all relevant information such as name, address, and telephone number of citizen reporting the issue.
3. Call customer for any further details that may be required.
4. Identify location using GIS Maps.
5. Fill jet truck from City of Tyler hydrant.
6. Secure work site in accordance with safety program at all times.

7. If sewage is overflowing and entering a storm drain or flowing into a creek immediately attempt to divert overflow from these locations, attempt to contain, and contact Wastewater Supervisor ASAP.
8. Check main line manholes downstream of location to ensure there is no blockage within the main line. If no mainline blockage exists, then the crew may assist the resident to correct the problem.
9. Locate the cleanout within the City easement or ROW, if available.
10. Verify the location of the cleanouts/access points of the sewer service lateral and the requested City assistance with the property owner.
11. Follow manufacturer's directions and instructions in using jetter or vac truck.
12. Using a cleanout or manhole, flush or use other acceptable methods to remove the blockage from the service lateral.
13. If unable to correct problem within one (30) minutes of arrival on site, call Wastewater Supervisor.
14. Upon completion, record the time of correction and the cause of the blockage, as far as is known.
15. Notify property owner upon completion of problem found.
16. Visually inspect the main line via the downstream manhole before leaving the site.
17. Thoroughly clean/remove debris from site and apply disinfectant to affected areas as needed.
18. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris and tools.
19. Prepare and submit completed work order by same business day.
20. Crew Leader shall contact property owner as soon as possible to discuss findings/recommendations.

Sewer Stop-Ups – Main Line	
Origination Date: 09/1/2017	**Policy Number:** Wastewater -006
Revision: 11/15/2024	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of the TWU to respond immediately to reports of any main line stop-ups or blockages with a focus on restoring service to customers and eliminating the discharge of sewage into any lake, stream, natural waterways, property, or the general environment, as a matter of urgency.

Applicability:

This procedure applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Operations Manager or Wastewater Superintendent to ensure adherence to this policy.

Personnel:

First response to a main line stop up call will typically be handled during normal business hours by a (1) Crew Leader and (1) Maintenance Worker, however, crew compositions depending on the nature and complexity of each job can be scaled up.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Debris Trap
- Jetting/Vacuum Truck
- Metal Detection Device

Materials:

- High Test Hypochlorite (HTH)
- Disinfectant
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible

for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

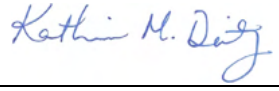
a) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
b) TxDOT Barricade and Construction Standard Sheets
c) OSHA Standards regarding Personal Protective Equipment
d) Safety Manual
e) TEEX - Wastewater Collection Manuals

Procedures:

The following procedures are applicable for the response to main line stop up calls:

1. On receipt of report, record all relevant information such as name, address, location, and telephone contact number of customer on the work order.
2. Call Wastewater supervisor or Crew to respond to issue.
3. Fill jetting equipment with water from City of Tyler Fire hydrant.
4. Secure work site in accordance with safety program at all times.
5. If sewage is overflowing from a manhole, broken pipe, etc., call Wastewater Superintendent to report a potential sanitary sewer overflow (SSO) or spill *[a sanitary sewer overflow (SSO) or spill is defined as a discharge of sewage that reaches flowing waters of the State – Sanitary Sewer Overflow (SSO)].*
6. If the main line stop-up results in the overflow of sewage into a building (overflow in premise), call Wastewater Supervisor and refer to Standard Operating Procedures-Sanitary Sewer Overflow.
7. Use GIS maps to assist in locating manholes in the area.
8. Search for “dry” or “free flowing” manhole downstream of overflowing/surcharged manhole(s).
9. Flush upstream to remove blockage from main line.
    (a) **Note:** There are occasions when crews may be unable to access a free flowing or dry manhole. In such circumstances, it may be necessary to attempt to flush downstream to a surcharged or overflowing manhole.
10. If blockage is in the invert of the manhole, use flusher hose with nozzle and extension to prod and loosen materials.
11. Repeat flushing as necessary using appropriate attachments.

12. If problem is not resolved within one (1) hour from arrival on site the Wastewater Supervisor will be informed for further assistance and/or direction.
13. Upon completion, record the following into the work order system:
    (a) Time of correction
    (b) Cause of the blockage as far as is known
    (c) For SSOs, the size of the pipeline
    (d) For SSO's Estimated volume
    (e) CCTV will be required 2 manholes upstream and 2 downstream.
14. Remove debris from manhole(s) and properly dispose of all debris.
15. Thoroughly clean all surcharged manholes and surrounding areas.
16. Apply HTH, lime, and disinfectant to affected areas.
17. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
18. Finalize and submit completed work order form by end of same business day.
19. Wastewater Supervisor to review and formally close work order upon review for completeness and accuracy of the work order. If deficiencies are found in the work order, the Wastewater Supervisor should review and correct with Crew Leader before closing the work order.

Sewer Tap Installation/Repair – Main Line	
Origination Date: 09/1/17	**Policy Number:** Wastewater-007
Revision: 11/15/24	**Approved:** 

Statement of Policy:

It is the policy of TWU to expand services by installing sewer taps in accordance with City Standards and Ordinances.

Applicability:

This policy applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Operations Manager or designee to ensure adherence to this policy.

Personnel:

Wastewater Crew; consist of One (1) Crew Leader, One (1) Equipment Operator, One (1) Truck Driver and Two (2) Maintenance Worker; the size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- Air Compressor
- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Backhoe
- Dump Truck
- Excavator
- Jack Hammer
- Jetting Truck
- Mechanical Saw
- Metal Detection Device
- Pavement Saw
- Shoring Equipment

Materials:

- 1-inch Rock
- Assorted Fittings
- Assorted Pipe
- Backfill Material

- Non-Shrink Grout
- Disinfectants
- Gravel
- PVC Glue
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) OSHA Standards regarding Trenching Safety
c) Safety Manual
d) TEEX - Wastewater Collection Manuals
e) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
f) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to install/repair sewer taps.

1. Upon Arrival, secure work site in accordance with safety program.
2. Check utility locates and if there are any missing, **do not excavate**. Call Dispatch to update/recall.
3. To prevent spills or the disruption of service until repairs are completed, By-Pass Pumping or implement other temporary measures as directed by Supervisor.
4. For pavement cuts that will require steel plates ensure they are installed properly to avoid any edges that may cause damage to the driving public.
5. For any excavation work around utilities, hand or hydro-excavation work shall be performed until all marked utilities have been exposed and secured.
6. Continue excavating using the trench safety guidelines for soil type.

7. Excavate a trench a minimum of 36-inches wide (dependent upon depth of cut, excavation shall conform to depth/trench box or shoring requirements) Trench shall be excavated to a depth to allow for 6-inches of bedding material.
8. Determine pipe material used in construction of sewer main line. Follow procedure of main line type below:

    PVC Sewer or Ductal Iron Main

    (a) Place saddle on sewer main at appropriate angle to ensure proper alignment to maintain integrity of drainage slope.
    (b) Spray marking paint into saddle to mark area for lateral insertion.
    (c) Remove saddle and drill 4-inch hole using mechanical drill. (Rib-Pipe)
    (d) Install saddle per manufacturer's instruction.

9. Use non-shrink grout for encasing all rubber fittings to ensure structural integrity of sewer main line tap.
10. Install 4-inch sewer service lateral.
11. Install 1-inch rock 6-inches around the circumference of the sewer main line.
12. Backfill appropriately.
13. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris and tools. If necessary, wash down street, sidewalks and driveways.
14. Crew leader should make a decision on whether to flush lateral/CCTV and clean sewer main.
15. Complete and submit work order and any additional supplemental work requests same business day.

Sewer Manhole Inspection	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-008
Revision: 11/15/2024	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to undertake condition surveys of manholes as a basis for implementing preventative and corrective actions to maintain the integrity of the wastewater collection system.

Applicability:

This policy applies to all Wastewater employees.

Responsibility:

It is the responsibility of the Wastewater Superintendent or designee to ensure adherence to this procedure.

Personnel:

Manhole inspections may normally be carried out by two crew members, unless otherwise directed.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Measurement Devices
- Metal Detection Devices
- Portable Lights
- Multi Gas Detector, ladder
- Confined space equipment if required (SCBA, fresh air blower, etc.)
- Inspection forms

Materials:

- N/A

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to perform the inspection of sewer manholes.

1. Use GIS maps to assist in locating manholes in the area.
2. Upon Arrival, secure work site in accordance with safety program.
3. Remove manhole lid and properly ventilate manhole before proceeding with the inspection.
4. To enable a proper inspection, ensure the surface of all components are free from dirt, grease, and debris.
5. If necessary to facilitate a proper inspection, clean manhole surface and remove debris from invert/bench.
6. Inspect manhole completing the attached Inspection Form.
7. Take note of surrounding area, manhole bench/invert, evidence of I/I (Infiltration Intrusion), defects, taps, and inside/outside drops.
8. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
9. Complete work order and submit along with Manhole Inspection Form by same business day.

Manhole Form

Date:_____ **Crew:**_____ **Basin:**_____ **Work Order #(Map No.)**_____

Project Name:_____**Project No.:**_____ **Sub-division (Sub.Basin):**_____

MH No.:_____ **Address:**_____

DS Length:_____ **Asset Type:** M CO EOL PS T **Status:** Y CNL CNO B LG D N S H

Lid Type: S V B O _____ **No. Vent Holes:**_____ **Asset Mat'l.:** B C F SB SC O_____

Grade: X A B **Inch:**_____ **Inflow Dish:** Y N Condition: __Good __Defective **Inflow Potential:** N L M S

Area Photo:_____ Internal Photo:_____ **Surface Cover:**____ **Surf. Mat'l.:** P__Asphalt __Concrete U__ **Debris**:___in.

GPS: _____ _____

MH Diameter:_____ Std.=48 inch

C.O. Diameter: _____ inch

Defects:

Def#	Photo	Loc	Type	Rate	Roots	I/I

General Comments:

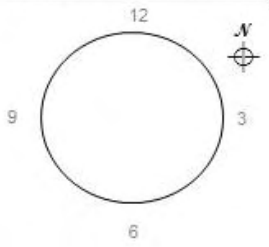
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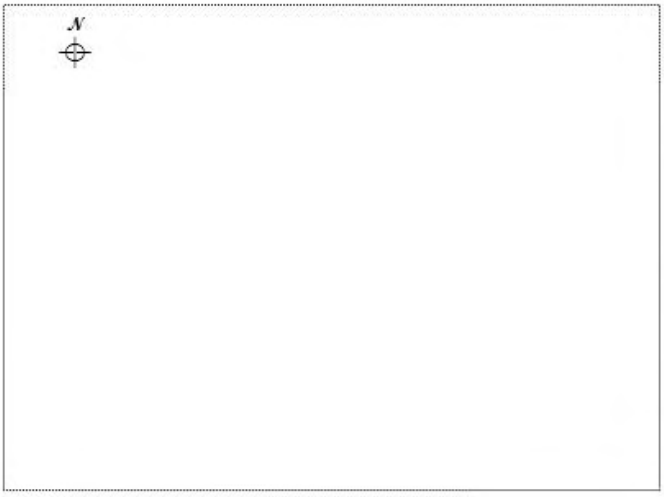
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Pipes:

Photo	In/Out	Size	Material	Clock	Depth	Drop	Surface Cov	Surface Mat'l	Debris	Connecting Pipe ID No. (or Connecting MH ID No.)

Map Update



Definitions:
Asset Type: M=Manhole; CO=Cleanout; EOL= End of Line; PS=Pump Station; T=Tee Connection

Status: Y=Yes; CNL=Could Not Locate; CNO=Can Not Open; B=Buried; S=Surcharged; N=No Access; D=Dog; LG=Locked Gate; H=Homeowner

Lid Type: S=Solid; V=Vented; B=Bolted; OT=Other (specify/comment)

Asset Mat'l: B=Brick; C=Concrete; F=Fiberglass; SB=Sealed Brick; SC=Sealed Concrete; O=Other (specify/comment)

Grade: X=At grade; A=Above; B=Below

Defect Rate: Light, Moderate, Severe
Roots: Light, Moderate, Severe
I/I Potential: N=None; L=Light; M=Moderate; S=Severe

Surface Cover: ST=Street; GU=Gutter; AI=Alley; DW=Driveway; SW=Sidewalk; FD=Field; TW=Trees/Woods; PL=Parking Lot; SH=Road Shoulder; DD=Drainage Ditch; CR=Creek; WB=Within Building; YD=Yard; OT=Other

Surface Mat'l: P=Paved (designate Asphalt or Concrete); U=Unpaved

Defect Location: LD=Lid; FR=Frame; FS=Frame Seal; CH=Chimney; CO=Cone; WA=Wall; ST=Steps; BN=Bench; PS=Pipe Seal; IN=Invert; CAP=Cleanout Cap; COP=Cleanout Pipe

Defect Type: BPS=Bad Pipe Seal; BRK=Broken; CRK=Cracked; CCL=Collapsed; DET=Deteriorated; HOL=Hole; JNT=Joint; LOO=Loose; MBR=Missing Brick or Mortar; MIS=Missing

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Rev. 7/22/2015

Sewer Manhole Cleaning	
Origination Date: 09/01/2016	**Policy Number:** Wastewater 009
Revision: 11/15/24	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to flush and clean sewer manholes as a preventative maintenance strategy to minimize the potential for blockages and possible discharge of sewage into any natural waterways, property or the general environment.

Applicability:

This policy applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Operations Manager, Superintendent or designee to ensure adherence to this policy.

Personnel:

One (1) Crew Leader, One (1) Maintenance Worker. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Gas Monitoring Equipment
- Silt/Debris Traps as necessary
- Vactor Truck

Materials:

- Disinfectant
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site. All employees are required to use personal

protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program. The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following procedures are applicable for cleaning sewer manholes:

1. Identify location using GIS map, if necessary.
2. Use sewer system GIS maps to assist in locating manholes in the area.
3. Fill jetting/vacuum equipment with water from City of Tyler hydrant.
4. Upon Arrival, secure work site in accordance with safety program.
5. Remove manhole lid and I&I insert (if present) and allow ventilating for at least 5 minutes.
6. Use Multi-Gas Detector to check hazardous gas levels before commencing work.
7. Pace vacuum hose or debris trap immediately in front of downstream pipe.
8. Follow manufacturer's directions and instructions in using jetting/vacuum equipment.
9. Lower suction pipes from vacuum equipment into manhole.
10. Use handheld high pressure washer to thoroughly clean debris from manhole walls and invert.
11. While cleaning, vacuum debris from manhole into vacuum truck. If manhole is not accessible by vacuum equipment, use manual means to remove debris.
12. On completion of cleaning, demobilize jetting/vacuum equipment.
13. Apply disinfectant to any areas impacted by sewage.
14. Before leaving the job site, return I&I insert and manhole lid over manhole, the area should be thoroughly cleared of all surplus material, debris, and tools.
15. When debris tank is full or at the end of the shift, transport debris to approved location for disposal.
16. Dispose of debris and clean vacuum equipment using hand held hose on equipment. Continue washing until debris storage tank has been cleaned of debris.
17. Prepare and submit completed work order by same business day.

Sewer Manhole Ring Adjustment	
Origination Date: 09/1/17	**Policy Number:** Wastewater-0010
Revision: New	**Approved:** Kathie M. Daily

Statement of Policy:

It is the policy of TWU to adjust the level of manholes on the sewer system for visibility, facilitate access for maintenance, and ensure there is no adverse effect on traffic.

Applicability:

This policy applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Wastewater Superintendent or designee to ensure adherence to this policy.

Personnel:

One Water or Sewer Crew; consist of One (1) Crew Leader, One (1) Equipment Operator, One (1) Truck Driver, and Two (2) Maintenance Worker; the size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- Air Compressor
- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Backhoe
- Gas or Hydraulic Saw/Grinder
- Dump Truck
- Jack Hammer
- Line Level/String
- Mechanical Tamp
- Metal Detection Device

Materials:

- Bituminous Sealer
- Cement
- Disinfectant
- High Early Strength Cement
- Joint Sealant
- Metal Ring & Cover
- Non-Shrink Grout

- Pre-Cast Concrete Risers
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to properly adjust sanitary sewer manholes:

1. Upon Arrival, secure work site in accordance with safety program.
2. Check utility locates and if there are any missing, do not excavate. Call your Supervisor.
3. For pavement cuts that will require steel plates ensure they are installed properly to avoid any edges that may cause damage to the driving public.
4. For any excavation work around utilities, hand or hydro-excavation work shall be performed until all marked utilities have been exposed and secured.

Adjust/Repair less than 12-inches

a) For manholes within pavement, saw cut square around manhole 48 x 48 inches.
b) Excavate all material up to a minimum of 10-inches.
c) Remove manhole frame and cover to expose cone.
d) Add an appropriate number of pre-cast concrete spacers to cone.
e) If brick layers are found, remove brick and replace with concrete spacers.
f) Use at least ¾ inch non-shrink grout between spacers.

g) For manholes within paved areas, adjust spacers to ensure the manhole cover is flush with paved surface (see attached details).
h) Install bituminous sealer on top of last concrete spacer.
i) Replace manhole ring and cover.

Adjust/Repair for 12-inches and greater

a) Note: If it is necessary to extend or raise more than 12 inches, refer to Sewer Manhole Installation and Replacement.

5. Backfill appropriately.
6. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
7. Complete and submit work order and any additional supplemental work requests same business day.

Sewer Manhole Installation & Replacement	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-011
Revision: 11/15/2024	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to replace damaged, deteriorated or otherwise unserviceable sewer manholes to restore structural integrity and the desired level of service in order to protect public health.

Applicability:

This policy applies to all Wastewater employees.

Responsibility:

It is the responsibility of the Wastewater Superintendent or designee to ensure adherence to this policy.

Personnel:

One (1) Crew Leaders, One (1) Equipment Operators, Two (2) Maintenance Workers and One (1) Truck Driver. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- Air Compressor
- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Backhoe
- Dump Truck
- Jack Hammer
- Line Level/String
- Chop Saw
- Excavator/Backhoe with Vibratory Plate Compactor
- Manhole forms
- Concrete Vibrator

Materials:

- 1-inch Rock
- Cement
- Concrete Spacers
- Disinfectant

- Fiberglass Manhole
- High Early Strength Cement
- Joint Sealant
- Metal Ring & Cover
- Non-Shrink Grout
- Pre-Cast Concrete Risers
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) Confined Space Entry Competent Person – *if required*
b) Excavation Competent Person
c) OSHA Standards regarding Personal Protective Equipment
d) Safety Manual
e) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
f) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to properly replace sewer manholes

1. Upon Arrival, secure work site in accordance with safety program.
2. Check utility locates and if there are any missing, do not excavate. Call Supervisor.
3. For pavement cuts ensure if street plates are required no sharp edges will be in the driving surface that could cause damage to vehicles.
4. For any excavation work around utilities, hand or hydro-excavation work shall be performed until all marked utilities have been exposed and secured.
5. Continue excavating using the trench safety guidelines for soil type determined by competent person onsite.

6. If replacement, excavate to expose manhole base. In the process of excavation remove cover, frame, cone, risers, spacers, etc. as they become exposed.
7. For brick manholes, use appropriate hand and mechanical tools to demolish and remove brick sections. Take care to prevent debris from entering downstream pipe.
8. Cut all sewer pipe intersecting manhole to be removed.
9. Remove manhole base.
10. Excavate a minimum of twelve (12) inches below level of manhole base and pipes.
11. Place 1-inch rock a minimum of twelve (12) inches below level of the bottom of manhole base/piping.
12. Ensure that bedding for manhole is level.
13. Measure and install sections of pipe removed from existing manhole.
14. Measure and cut manhole to fit re-installed pipes.
15. Schedule concrete with Streets & Drainage for pouring of manhole floor.
16. Upon arrival of concrete truck, pour concrete into manhole to build the manhole base.
17. Install manhole at proper elevation to ensure even grading with surface level.
18. Backfill appropriately.
19. Install appropriate number of pre-cast risers and spacers as needed for surface level grading.
20. Use at least ¾ inch non-shrink grout between spacers.
21. Finish joint seal such that it is smooth and uniform with the interior surface of the manhole risers.
22. Set ring and lid with at least ¾ inch non-shrink grout.
23. The ring and lid shall be flush with final road surface unless in non-paved area
24. Backfill appropriately.
25. Once base is formed and concrete has cured, cut out inverts in sewer pipe.
26. Call to request for wastewater crew to flush and clean mains.
27. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris and tools. If necessary, wash down street, sidewalks and driveways.
28. Notify Streets & Drainage Division to restore pavement area around installed manhole.
29. Complete and submit work order and any additional supplemental work requests same business day.

Video Inspection – Sewer Main Line	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-012
Revision: 11/17/2024	**Approved:** Kathi M. Daily

Statement of Policy:

It is the policy of TWU to undertake Video inspections to assess the physical condition of the sewer system as a basis for implementing preventative and corrective actions to maintain the integrity of the system.

Applicability:

This procedure applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Operations Manager or designee to ensure adherence to this policy.

Personnel:

One (1) Crew Leader, One (1) Maintenance Worker; the size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- All Safety Equipment required for compliance with the safety program
- Assorted Hand Tools
- Metal Detection Devices
- CCTV Inspection Equipment
- Mulit-level Gas monitor

Materials:

- High Test Hypochlorite (HTH)
- Disinfectant Soap for cleaning Camera
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following procedures are applicable for Video inspection:

1. Ensure inspection equipment is functioning properly.
2. Identify location on GIS maps.
3. If necessary to enable proper inspection, clean sewer lines.
4. Use sewer system GIS maps to assist in locating manholes in the area, if necessary.
5. Upon Arrival, secure work site in accordance with safety program.
6. With respect to inspection being undertaken as a result of a main line stop-up or SSO, inspection should normally be carried out to at least two manholes upstream and downstream from the SSO/blockage to allow for a complete investigation of the system under consideration.
7. Locate manhole downstream of section of pipeline to be inspected.
8. Determine whether depth of flow is sufficiently low to allow for camera to function. If not, make arrangements to reduce flows or reschedule work to a low flow period of time.
    a. **Note:** DO NOT attempt to maneuver equipment through fractured, damaged or collapsed pipes of joints offset more than one (1) inch.
9. Lower camera into place using rod and guide through channel towards the section of pipeline to be inspected. Record all inspections on either flash drive or Cloud-based Storage.
10. Using PACP coding and procedures record all observations including:
    (a) Manhole identification number
    (b) Depth of manhole
    (c) Manhole material
    (d) Location of taps (if any) in manhole
    (e) General condition of manhole
    (f) Evidence of inflows and infiltration
    (g) Buried manholes
    (h) Pipe size

(i) Segment length
(j) Direction of flow
(k) Distance between joints
(l) Location and configuration of connections (taps)
(m) Debris, grease, roots or any other obstacles
(n) Damage or defects
(o) Any other observations
(p) Location (within pavement, not within pavement)

11. On completion, clean and disinfect camera unit and any areas impacted by sewage.
12. If major damage or potential collapse is identified, notify Operations Manager or Wastewater Superintendent to schedule immediate repairs.
13. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
14. Prepare and submit completed work order by same business day.
15. Submit all relative data into GIS Division for inclusion into the GIS system.

Collection System Dye Test	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-013
Revision: 11/21/2024	**Approved:** Kathi M. Daig

Statement of Policy:

It is the policy of TWU to perform dye test on sewers to determine the direction of flow and connectivity within the sewage collection system.

Applicability:

It is the policy of the Wastewater Division to perform dye test on sewers to determine the direction of flow and connectivity within the sewage collection system.

Responsibility:

It is the responsibility of the Operations Manager or designee to ensure adherence of this policy.

Personnel:

One Water or Sewer Crew; consist of One (1) Crew Leader and One (1) Maintenance Worker; the size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Flashlight
- Jetting Truck

Materials:

- Dye liquid
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps shall be utilized to properly perform a dye test.

1. Coordinate with property owners, if applicable.
2. Upon Arrival, secure work site in accordance with safety program.
3. Use sewer system GIS maps to locate manholes in the vicinity of the area to be tested.
4. Remove manhole lid and I&I pan insert or cleanout and allow to ventilate for 5 minutes.
5. Dispense dye into an opening such as a manhole, storm inlet, cleanout, etc. upstream of the section of the sewer system which is being tested. **Caution**: The dye is concentrated and should be used sparingly. The dye does NOT wash off with soap and water. Use gloves and protect all exposed skin and clothing to prevent semi-permanent staining.
6. Check manholes and cleanouts at various points downstream of the test area to observe and record evidence of the presence of dye.
7. Request video crew for assistance, if necessary, to detect the presence of dye within main lines and service laterals.
8. Use different colored dyes if necessary to assist in confirming flow directions and connectivity.
9. Before leaving the job site, thoroughly clear area of all surplus material, debris and tools.
10. Submit completed work order and any additional work requests, including description of findings by the same business day.

Monthly Load Test on Sewer Lift Station Generator Backup Power	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-014
Revision: New	**Approved:** Kathleen M. Dailey

Statement of Policy:

It is the policy of TWU to train staff on testing of backup generation pumping at each sewer lift station. These tests are practiced in the event of an actually emergency.

Applicability:

This procedure applies to all Wastewater employees.

Responsibility:

It is the responsibility of the Manager Water Quality or his designee to ensure adherence to this procedure.

Personnel:

The number of personnel required will depend on the nature and complexity of each job assignment. The Plant Mechanic will establish personnel needs based on the lift station(s) being tested.

Equipment:

- All Safety Equipment Required for Compliance with the Safety Program
- Assorted Hand Tools
- Backup Generator
- Vactor Truck (if needed)

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the Texas Manual on Uniform Traffic Control Devices (TMUTCD). The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a. OSHA Standards regarding Personal Protective Equipment
b. Safety Manual
c. TEEX - Wastewater Collection Manuals
d. Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e. TxDOT Barricade and Construction Standard Sheets

Procedures:

1. Identify location using maps if necessary.
2. Ensure notification to Westside or Southside Treatment Plan of test being performed.
3. Dispatch Lift Station Service Truck or maintenance truck to location of generator.
4. Complete the inspection sheet.
5. Start generator in accordance with O & M manual.
6. Ensure all cables are in good condition.
7. Ensure lift station pumps are in the off position before energizing power to the lift station control panel.
8. Turn off utility power to lift station
9. Confirm generator starts in accordance with generator operations manual.
10. Ensure generator voltage is correct.
11. Ensure voltage output display is correct voltage.
12. Move HOA switch on pump 1 to hand and verify pump start, place back in Automatic.
13. Contact appropriate treatment plant and inform them of status of operations.
14. When test(s) are successfully completed, set lift station pump to the off position.
15. Turn all breakers off at generator and shut down in accordance with O/M.
16. Set lift station transfer switch back to utility power.
17. Turn pumps on to manual to ensure proper working order then return to automatic setting.
18. Secure site by locking all appropriate doors, panels, gates, hatches, etc.
19. Contact treatment plant and inform them that lift station is back on utility power.

SSO Notification	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-015
Revision: 11/21/2024	**Approved:** Kathie M. Daily

Sanitary Overflow Notification Procedures

Refer to the Sanitary Sewer Overflow Response Plan (SSORP) for detailed procedures associated with SSO and Spill reporting and notifications. In general, notification of a sanitary overflow from a manhole, lift station or a significant discharge from a property lateral will follow the steps outlined below:

1. Service Center dispatches personnel to the scene of the possible overflow (manhole, cleanout, etc.)

2. Personnel arrives onsite and confirms overflow/spill and begins mitigation efforts.

3. Personnel will contact the appropriate Supervisor immediately. The Supervisor will then notify the Operations Manager for collection system overflows or the Water Quality Manager for lift station overflow. The Manager will notify TCEQ (if required). Notification should include location, amount of overflow and steps being taken for mitigation or as much information as possible at the time of notification.

4. Supervisor will travel to overflow site to determine the severity of the overflow, gather information. If a fish kill is verified, immediately notify TCEQ, TPWD, Operations Manager, Water Quality Manager and Communications Director with any updated information about the overflow. Post appropriate signage if necessary to control access. Upon this notification of TCEQ and TPWD, ask each whether or not there will be a site visit from any of their representatives. If either indicates that a site visit will occur, ask for contact information, an estimated time of arrival and document the information provided from each.

5. After overflow condition is mitigated, clean up area to extent possible. Communicate with TCEQ and/or TPWD representative to establish a time to clear away all dead fish (identifying species and size) from affected area. Clear away all solids from overflow area. Use de-chlorination equipment and flush hydrant to flush clean water over area affected by overflow. Spray disinfectant and deodorizer on affected area after cleanup completed.

   If overflow is determined to have been caused by a blockage created from non- flushables such as paper towels, disposable mops, etc. advise the Supervisor. The Supervisor will then notify the offending property owner/management that non-flushables are to be disposed of properly (not through the sanitary sewer system).

6. As soon as is practical, and as safety and light permits, the creek adjacent to the overflow or the creek where the overflow runs into will be walked and inspected. This inspection will be for water quality conditions and to ensure fish kill has been thoroughly mitigated.

7. Manager or his designee must notify by phone or fax (within 24 hours): TCEQ Regional Office, phone 903-535-5137 (leave message if after hours) Fax 903-525-0384, TPWD Emergency Response Spill Reporting hotline (800)832-8224 and 24 hour communication Center at 512-389-4848 or at the number(s) listed below. Notification must include location, volume, content of discharge, time the discharge was stopped and what was done to mitigate the discharge.

a. If volume reaches 100,000 gallons, immediately notify Communications Director, at (903) 531-1272.

b. Within 48 hours after notifying the public, the Superintendent or his designee must report to the regional office that public notice has been given.

c. SSO meeting the requirements for public notification occurring outside of normal business hours, then the Superintendent or his designee should also notify the TCEQ Emergency Response Hotline (1-800-832-8224).

d. Submit field forms and notifications to Senior Utility Specialist.

8. Senior Utility Specialist will complete written report of Unauthorized Discharge using TCEQ Form 501 within 5 days and obtain Directors signature, then:

a. Send original hard copy via form letter per attachment #32 to:
TCEQ Region 5, Tyler
TCEQ Regional Office
Attn: Lisa Fisher
2916 Teague Drive
Tyler, TX 75701-3734
Tel: 903-535-5137
Fax: 903-525-0384

b. Send copy via form letter per attachment to:
TCEQ Water Compliance Monitoring Team
Enforcement Division
P. O. Box 13087
Austin, Texas 78711-3087

c. Send copy via form letter per attachment to:
Greg Conley, Pollution Biologist
TPWD Kills and Spills Team
11810 FM 848
Tyler, Texas 75707
Office (903) 566-2518
Cell (903) 520-3821
Fax (903) 566-2357
greg.conley@tpwd.state.tx.us

d. Copy the following on above letters:
Environmental Compliance Engineer
City Manager

FOG Grease Trap Inspections	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-016
Revision: 10/13/2024	**Approved:** Kathi M. Daig

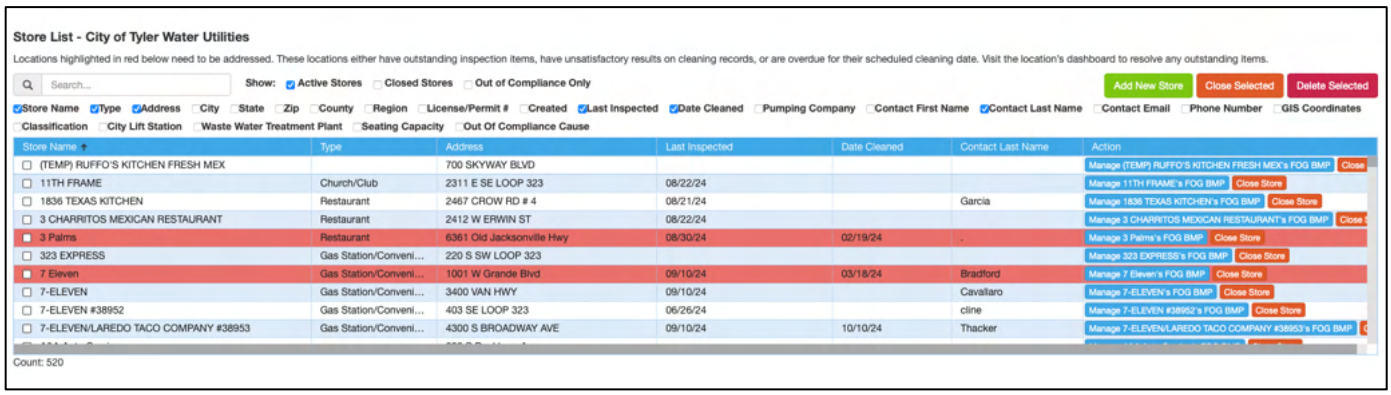
Statement of Policy:

Grease from restaurants, homes, and industrial sources are the most common cause of blockages within a city's wastewater collection system. Grease is a problem because as it travels through collection system it solidifies and reduces the inside diameter of the pipe and blocks flow, leading to sewer overflows.

Controlling grease discharges will help the City of Tyler prevent these blockages and sewer overflows that attribute to public health and water quality problems. The City of Tyler has a formal grease trap ordinance (City Ordinance DIVISION 2. GREASE/GRIT REDUCTION DEVICES Sec. 19-120) and a grease trap inspection program. This program maintains an inventory of grease traps within the City and aids in identifying problem areas through inspections.

The City of Tyler has approximately 350 restaurants with grease traps. Sizes can range from no grease trap at all to as large as 2000 gallons and will be located under sinks, in the kitchen floor, above ground and in ground at various locations on the property.

The pretreatment Inspector is responsible for inspecting all grease traps at least once per year. Inspections are documented and information from that report is maintained in FOGBMP, a cloud-based software to manage FOG programs. Inspections are performed utilizing Past records, GPS location, and various tools.



Applicability:

This procedure applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Manager Water Quality or designee to ensure adherence to this policy.

Personnel:

One (1) Pretreatment Technician.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Metal Detection Device, as needed
- Sludge Judge FOG measuring device
- Pick, shovel, etc.
- Sample bottles (if needed)
- Camera

Materials:

- Degreaser
- Disinfectant
- High Test Hypochlorite (HTH)

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment

b) Safety Manual

c) TEEX - Wastewater Collection Manuals

d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)

e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps will be taken when performing a grease trap inspection:

1. Select traps to be inspected from the master list/database in FOGBMP and exampled below, record any notes helpful to performing the inspection, including grease trap GPS locations or

sketches, etc. Review past inspections for those selected. Group inspections as close as possible to minimize travel time and fuel usage.

2. Prepare truck for sampling. Organize equipment to be used. (Pick, lid key, hammer, wrenches, etc.)



3. Upon arriving at designated inspection site, locate utilizing notes and GPS if necessary. Use appropriate tool(s) to remove lid.

4. For an outside trap, use white measuring rod to check the thickness of grease or visible floatables in the influent and effluent sides of the trap. If it is a small internal trap, remove lid and measure the thickness of grease or visible floatables when possible.

5. Enter all data collected onto the City of Tyler Sanitary Waste-Grease Trap Maintenance Inspection Report (Attachment A). Go over the inspection with the manager, have manager sign the inspection, and have manager post inspection at facility.

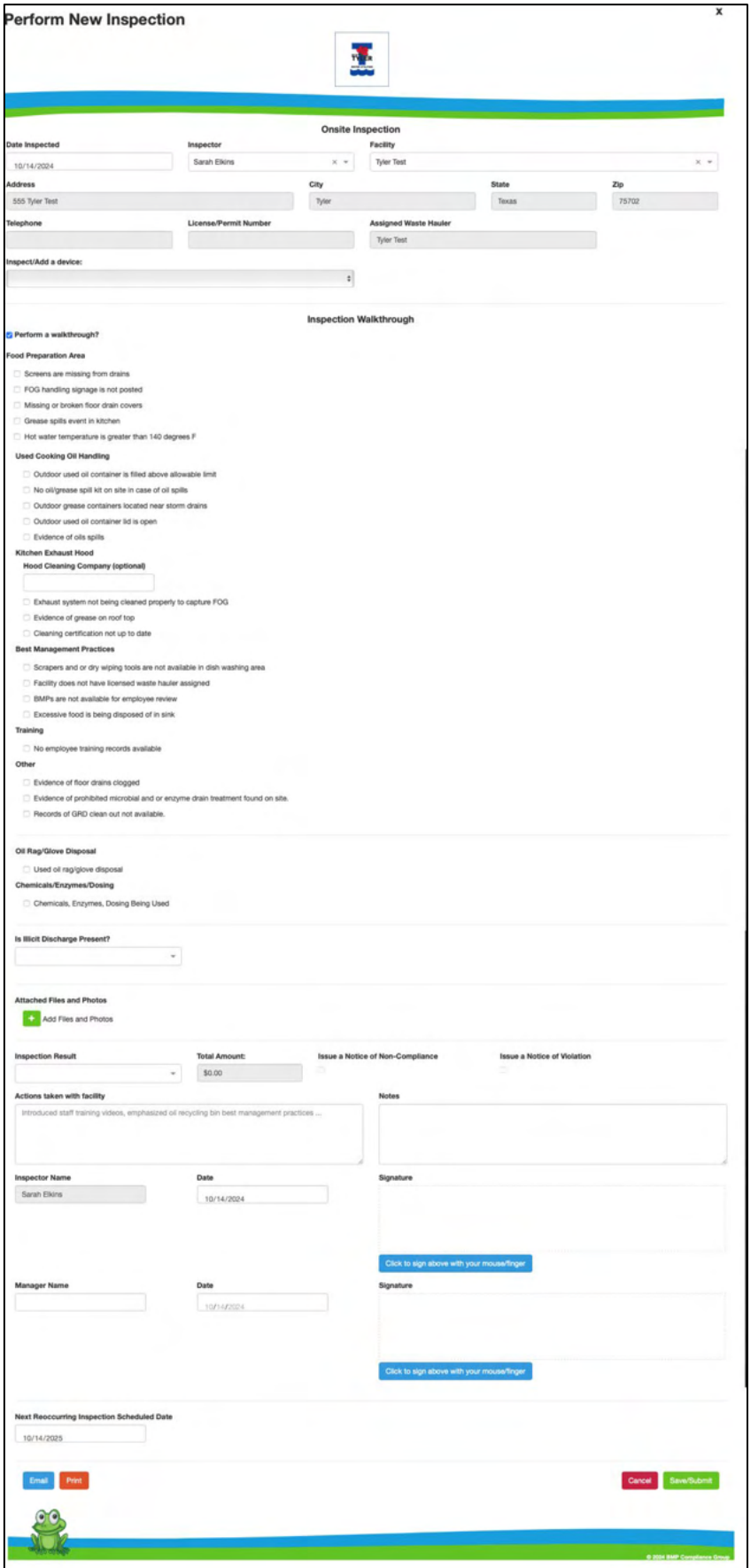
6. Move to the next facility.

7. Add all information collected to the database and file paperwork in appropriate file after returning to office.





Attachment A



Perform New Inspection

Onsite Inspection

Date Inspected: 10/14/2024
Inspector: Sarah Elkins
Facility: Tyler Test
Address: 555 Tyler Test
City: Tyler
State: Texas
Zip: 75702
Telephone:
License/Permit Number:
Assigned Waste Hauler: Tyler Test
Inspect/Add a device:

Inspection Walkthrough

Perform a walkthrough?

Food Preparation Area
- Screens are missing from drains
- FOG handling signage is not posted
- Missing or broken floor drain covers
- Grease spills event in kitchen
- Hot water temperature is greater than 140 degrees F

Used Cooking Oil Handling
- Outdoor used oil container is filled above allowable limit
- No oil/grease spill kit on site in case of oil spills
- Outdoor grease containers located near storm drains
- Outdoor used oil container lid is open
- Evidence of oils spills

Kitchen Exhaust Hood
- Hood Cleaning Company (optional)
- Exhaust system not being cleaned properly to capture FOG
- Evidence of grease on roof top
- Cleaning certification not up to date

Best Management Practices
- Scrapers and or dry wiping tools are not available in dish washing area
- Facility does not have licensed waste hauler assigned
- BMPs are not available for employee review
- Excessive food is being disposed of in sink

Training
- No employee training records available

Other
- Evidence of floor drains clogged
- Evidence of prohibited microbial and or enzyme drain treatment found on site.
- Records of GRD clean out not available.

Oil Rag/Glove Disposal
- Used oil rag/glove disposal

Chemicals/Enzymes/Dosing
- Chemicals, Enzymes, Dosing Being Used

Is Illicit Discharge Present?

Attached Files and Photos
Add Files and Photos

Inspection Result
Total Amount: $0.00
Issue a Notice of Non-Compliance
Issue a Notice of Violation

Actions taken with facility: Introduced staff training videos, emphasized oil recycling bin best management practices ...
Notes

Inspector Name: Sarah Elkins
Date: 10/14/2024
Signature: Click to sign above with your mouse/finger

Manager Name
Date: 10/14/2024
Signature: Click to sign above with your mouse/finger

Next Reoccurring Inspection Scheduled Date: 10/14/2025

Email | Print | Cancel | Save/Submit

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Sanitary Sewer Overflow Inside A Building	
Origination Date: 09/1/2017	**Policy Number:** Wastewater-017
Revision: New	**Approved:** Kathie M. Daig

Statement of Policy:
It is the policy of TWU to provide limited assistance when requested by the property and when the overflow occurs at or near the time maintenance is being performed on the public sewer system in the same geographic area. This assistance is provided to assist the resident to facilitate cleaning and disinfection of areas impacted by sewage overflowing inside private properties, and not pursuant to any legal obligation. This assistance is not, and should not be interpreted as, an admission of fault by TWU.

Applicability:
This procedure applies to all TWU employees.

Responsibility:
It is the responsibility of the Superintendent to ensure adherence to this policy.

Personnel:
One (1) Maintenance Supervisor as needed, and one (1) Crew Leader. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment. Note: Under no circumstance are TWU employees to enter residences alone nor without permission of the property owner.

Equipment:
- All safety equipment required for compliance with the safety program
- Digital Camera

Materials:
- Cleaning and disinfection supplies

Safety Program:
It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the TWU. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

TWU undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Public Works Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

1. The City provides cleaning services when the back up of sewage into the property is likely caused by a blockage within the public sewer system or City of Tyler crews performing maintenance on the public sewer system. **The cleaning service is not provided for problems that are due to defects on the private service lateral.**
2. For backups occurring at or near the time City of Tyler crews are performing maintenance on the public sewer system, record relevant information such as:
   (a) Name of complainant/property owner
   (b) Address of property
   (c) Telephone contact number(s)
   (d) Location of areas impacted by sewage
   (e) Approximate depth of wastewater
   (f) Any other relevant information
3. Notify Wastewater Supervisor.
4. Collect evidence of damage such as photographs, video clips, etc. Do not enter the residence without permission nor by yourself.
5. Advise property owner of assistance the City may offer, with respect to the services of a cleaning contractor. **Note:** The City is generally not responsible, under Texas law, for damages to private property caused by a sewer back-up. Employees shall not commit the City to pay for any damages or admit liability of the City at any time.

6. Follow manufacturer's directions and instructions in using jetting truck to minimize pressure while clearing blockage causing backup.
7. If the property owner elects to use the services of commercial cleaning contractor provide details on how the property owner can make a claim.
8. Call City of Tyler Senior Utility Specialist office and inform them of the current situation. (903-531-1238)
9. Provide the property owner with information to the City of Tyler Senior Utility Specialist for the claim process and refer to City Ordinance on the process if necessary. (See appendix below for contact information and Claim Form)
10. Prepare and submit completed work order by same business day.

Attachment A – Contact Information/Claims

City of Tyler Senior Utility Specialist

903-531-1238

Sec. 2-61. Claims for sanitary sewer stoppages; overflows on premises.

The City Manager or designee is authorized, in situations where the City receives a claim for a sanitary sewer main stoppage that results in an overflow on private premises, to pay actual, documented clean-up and restoration expenses (excluding plumbing and lodging expenses) not covered by insurance up to and including an amount of five thousand dollars ($5,000). In no case does the City assume responsibility for overflows resulting from service line stoppages, nor is this procedure intended to acknowledge or suggest legal liability on the part of the City. Periodically, the City Council shall be notified of the status of all such overflow claims. (Ord. No. 0-98-21; 3/18/98) (0-2003-63, 11/26/03) (0-2006-102, 12/13/06) (Ord. No. 0-2017-20; 2/22/17)



CLAIMS NOTICE

City of Tyler Charter, Section 79 provides that notice must be in writing, duly verified (notarized) of the death, injury or destruction and shall be filed within thirty (30) days after same has been sustained.

NAME OF CLAIMANT _____

ADDRESS _____

PHONE (DAY) _____ (EVENING) _____

DATE OF INCIDENT _____ TIME _____ A.M. _____ P.M.

LOCATION OF INCIDENT _____

DESCRIBE DAMAGE TO PROPERTY (INCLUDE AGE AND VALUE WHEN NEW) _____

_____

CURRENT LOCATION OF DAMAGED PROPERTY _____

_____

DESCRIBE ANY INJURIES SUSTAINED: _____

_____

NAME: _____ PHONE: _____

ADDRESS: _____

DESCRIPTION: _____

_____

_____

DESCRIBE HOW INCIDENT OCCURRED (GIVE FULL DETAILS; ATTACH ADDITONAL PAGES, IF NECESSARY.) _____

_____

_____

_____

_____

_____

AMOUNT CLAIMED (ATTACH ESTIMATES OF REPAIRS) _____

DO YOU CARRY INSURANCE FOR THIS LOSS? Yes _____ **No**_____

IF YES, WHAT COMPANY? _____

TYPE: ____ **HOMEOWNERS** ____ **STANDARD FIRE** ____ **AUTO** ____ **OTHER**

POLICY No.: _____ **AGENT:** _____

HAVE YOU MADE A CLAIM AGAINST YOUR INSURANCE COMPANY? Yes __ **No** ____

DESCRIBE ANY EFFORTS BY YOU TO PREVENT THE INCIDENT OR TO MINIMIZE THE DAMAGES:

_____

_____

_____

WITNESSES

NAME: _____ **PHONE (DAY)** _____

ADDRESS:_____ **PHONE (EVENING)** _____

NAME: _____ **PHONE (DAY)** _____

ADDRESS:_____ **PHONE (EVENING)** _____

IF CLAIM INVOLVED ALLEGED DEFECT IN CITY STREET, EQUIPMENT, OR OTHER PROPERTY, COMPLETE THE FOLLOWING:

DESCRIBE DEFECT: _____

_____

_____

NOTIFICATION TO CITY PRIOR TO INCIDENT:

DATE _____ **TIME** _____ ___ **A.M.** __ **P.M.** **EMPLOYEE NOTIFIED** _____

NOTIFICATION TO CITY AFTER INCIDENT:

DATE _____ **TIME** _____ ___ **A.M.** ___ **P.M.** **EMPLOYEE NOTIFIED** _____

IF CLAIM INVOLVED A VEHICLE COLLISION, COMPLTE THE FOLLOWING:

WAS A PEACE OFFICER'S ACCIDENT REPORT MADE? Yes _____No_____

CLAIMANT:

VEHICLE YEAR MODEL: _____COLOR: _____

MAKE & MODEL: _____

VEHICLE I.D. NO.: _____LICENSE PLATE:_____

DRIVER'S NAME: _____PHONE: _____

ADDRESS: _____

_____

_____

OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

CITY:

VEHICLE YEAR MODEL:_____ PHONE:_____

MAKE & MODEL: _____

DRIVER'S NAME: _____

I HEREBY DECLARE THAT THE FACTS STATED IN THIS NOTICE ARE TRUE.

CLAIMANT'S SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME this the ____ day of _____, _____.

_____

Notary Public State of Texas

Inspection of Force Mains & Air Release Valves	
Origination Date: 10/8/2024	**Policy Number:** Wastewater-018
Revision: New	**Approved:** Kathleen M. Daly

Statement of Policy:
It is the policy of TWU to perform annual inspections of all Force Mains and ARVs within the collection system. Force mains convey wastewater flows under pressure and represent about 3% of the City's wastewater system pipes but are generally considered some of the most critical pipes in the system. Force mains typically consist of materials that are less commonly used in gravity sewer systems. Ferrous materials are susceptible to both internal corrosion from the wastewater flow and hydrogen sulfide gases, as well as external corrosion due to the environment in which the pipe is buried. Even for force mains that consist of a non-ferrous pipe material, metal fittings and valves are typically installed along the pipe length, which are at a higher risk of failure over time. The design will often include air release valves (ARVs) to be installed at the high points or bends along the force main. These ARVs are often a high-risk failure point due to them being mechanical and being subjected to corrosion.

Applicability:
This procedure applies to all TWU employees.

Responsibility:
It is the responsibility of the Superintendent to ensure adherence to this policy.

Personnel:
One (1) Maintenance Supervisor as needed, and one (1) Crew Leader. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment. Note: Under no circumstance are TWU employees to enter confined space alone without proper safety equipment including but not limited to gas detector, harness and rope, fresh air blower, etc.

Equipment:
- All safety equipment required for compliance with the safety program
- Digital Camera
- Manhole Cover Hook

Materials:

- Cleaning and disinfection supplies
- Replacement ARVs on stock

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the TWU. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

TWU undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Public Works Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

Task 1– Data Collection and Review

Superintendent will perform the following:

1. Setup reoccurring annual preventive maintenance work order for the inspections of each force main and associated ARVs which set to begin in July.
2. Review maps and previous reports to assist in identifying locations for inspection.
3. Review of work order history and associated sanitary sewer overflows associated with force main and ARV failures.
4. Use the collected data to prepare maps where inspections will be performed.
5. Schedule the work during dry weather with dry soil conditions.

Task 2 – Force Main Inspections and Task 3 – ARV Inspections

TWU will perform a visual inspection of the force mains (FMs) and air release valves (ARVs) summarized in Attachment A. During the assessment, staff shall identify Force Main and/or ARV defects, including Force Mains in need of immediate repair.

Assigned staff shall assess each Force Main and ARV in the inventory by physically examining the air release valves, and visually inspecting the ground surface over the entire length of the Force Main, to the extent practicable.

Staff will perform the following tasks:

1. Perform above ground assessments of each force main and document any observed or suspected force main defects where possible. Above ground assessments will be conducted by walking along the force main routes as shown in the map. Any active leakage will be immediately relayed to the TWU Superintendent. To the extent possible, staff will verify force main construction materials and condition; save portions such as sections located under wetlands or other water bodies which may be inaccessible. If any defects are found during the assessment of Force Mains, the Superintendent will be immediately notified to prevent the occurrence of SSOs.

2. Locate ARVs in the field based on GIS maps provided and perform condition assessment for each ARV. Each ARV will be assessed and photographed. Valves will be exercised to confirm operation. Any observed defects (corrosion, leakage, inoperative, etc.) identified during the assessment will be documented and photographed. Photographs will include Area Photo, Internal Photo, Defect Photo, etc. Any ARVs not shown on existing maps will be documented sufficiently and provided to the City staff to update existing GIS maps.

Task 4- Force Main/ARV Condition Assessment Report

Based on the findings of the on-site inspections conducted under Tasks 2 and 3, Superintendent will prepare one hard copy and one electronic copy of the FM/ARV Final Report. Report which will be inclusive of the following:

i. Narrative describing the physical condition of each force main and ARV, supported by the inspection reports, photographs, data, calculations, and other pertinent documentation collected.
ii. Assessment forms, asset data tables, photographs and a tabular summary of all remedial measures identified and that were completed in response to any failure identified during the assessments. The summary shall identify each remedial measure by name, provide the completion date, and shall indicate whether it was scheduled for in the assessment program report or completed in response to a failure.
iii. An FM/ ARV Improvement Plan based on the findings of assessments.
iv. Schedule and cost estimates for completing each of the listed improvements in the report.

SCHEDULE

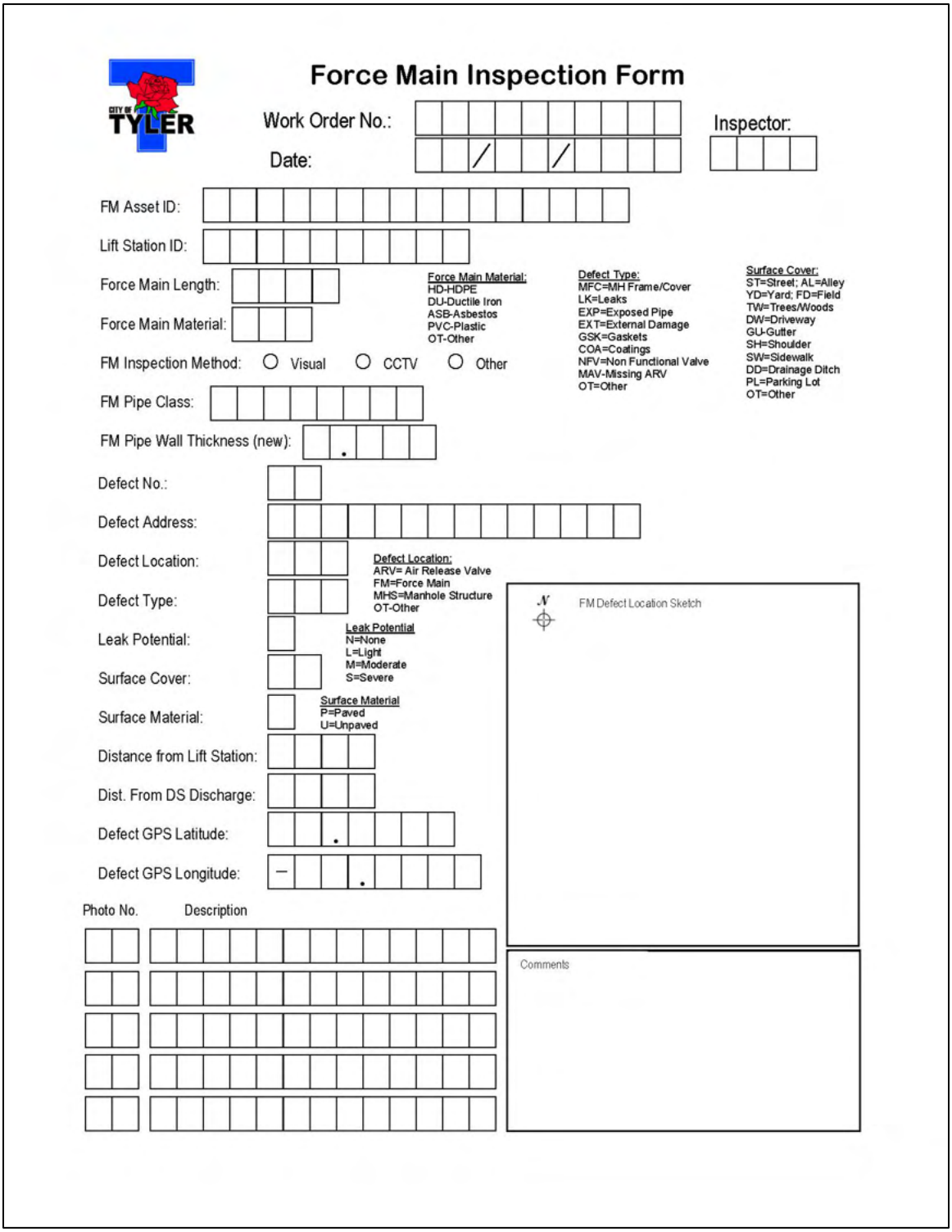
To optimize results, the force main inspections must be performed during dry weather conditions with anticipated start in July.

Attachment A – Force Main and ARV Summary

FORCE MAIN SUMMARY*									
Item	Lift Station	Discharge Manhole	Material	Length	Confirmed ARVs	LS Longitude	LS Latitude	Discharge Longitude	Discharge Latitude
West Basin									
1	Animal Shelter	SSMHT0005904	PVC	3,657		-95.25868635	32.35674855	-95.26719457	32.35246301
2	Bellwood	SSMHT0000923	PVC	5,479	2	-95.36088439	32.32830587	-95.37013674	32.33038015
3	CR 46 New Harmony	SSMHT0000153	PVC	1,725		-95.42909328	32.41251067	-95.42010491	32.41124224
4	Dixie	SSMHT0001289	Iron at Lift Station & PVC at Discharge MH	1,577		-95.36621143	32.35370904	-95.3653146	32.3503429
5	Greenbriar	SSMHT0003146	AC	10,393	1	-95.37864819	32.32272802	-95.37622259	32.35088651
6	Haverhill	SSMHT0006438	PVC	3,021		-95.35850798	32.31495223	-95.3560322	32.31904087
7	Highway 31 West	SSMHT0000491	PVC	2,960	3	-95.23186864	32.30082306	-95.23135701	32.29780709
8	Highway 69 North	SSMHT0000214	PVC	1,974		-95.37668926	32.45117634	-95.3811661	32.44780302
9	Hogan	SSMHT0007612	PVC	1,937		-95.39967791	32.32998635	-95.38933801	32.33137721
10	Nottingham Lane	SSMHT0006438	PVC	3,601	1	-95.24484085	32.33467142	-95.25499826	32.33286093
11	Pilot Truck	SSMHT0007280	PVC	12,055	3	-95.25427926	32.28082003	-95.27887	32.41108
12	Rustic Park	SSMHT0005664	PVC	2,692	1	-95.2825738	32.44346262	-95.27886722	32.41108109
13	Shoreline	SSMHT0007197	PVC	1,526		-95.26858137	32.37980238	-95.27447549	32.37711594
14	Stewart	SSMHT0007630	PVC	1,551		-95.36654809	32.32541464	-95.3712056	32.32598666
15	University Park	SSMHT0007589	PVC	2,037		-95.36297662	32.31721642	-95.36086999	32.3197726
16	Independence		PVC	1,168		-95.384738	32.466544	-95.382744	32.46377
17	Wise Elementary		PVC	2,037		-95.36297662	32.31721642	-95.241546	32.331253
South Basin									
18	Brooks	Shackleford Wet Well	PVC	5,267		-95.29853784	32.23659368	-95.29367913	32.25268077
19	Charleston	SSMHT0006562	PVC	2,555		-95.24605666	32.32191925	-95.25137825	32.32285797
20	Crossing	SSMHT0007622	PVC	3,714	1	-95.34858277	32.26449912	-95.34310903	32.27081001
21	East Grande	SSMHT0006978	PVC	3,273	3	-95.24945298	32.27544251	-95.26145995	32.28760825
22	Faulkner	SSMHT0007420	PVC	1,497		-95.31820501	32.25229115	-95.3180565	32.25632187
23	Gilley Creek	SSMHT0007667	DIP/AC	4,552	1	-95.2393482	32.29570519	-95.25426724	32.28928797
24	Hamptons	SSMHT0007784	PVC	1,151		-95.24780165	32.32797642	-95.25499826	32.33286093
25	Oak Creek	SSMHT0007876	PVC	6,683	2	-95.35180315	32.25263095	-95.33311949	32.25552575
26	Shackleford Creek	SSMHT0007416	PVC	9,480	1	-95.29367913	32.25268077	-95.31448363	32.25636635
27	Royal Vista		PVC	3,483		-95.357450	32.260109		

***Excludes lift stations at treatment plants and the Earl Campbell lift station as it is being decommissioned and replaced by gravity mains in 2024.**

Attachment B – Force Main and ARV Inspection Forms



Force Main Inspection Form

CITY OF TYLER

Work Order No.:

Date: / /

Inspector:

FM Asset ID:

Lift Station ID:

Force Main Length:

Force Main Material:

FM Inspection Method: ○ Visual ○ CCTV ○ Other

FM Pipe Class:

FM Pipe Wall Thickness (new): .

Defect No.:

Defect Address:

Defect Location:

Defect Type:

Leak Potential:

Surface Cover:

Surface Material:

Distance from Lift Station:

Dist. From DS Discharge:

Defect GPS Latitude: .

Defect GPS Longitude: − .

Force Main Material:
HD-HDPE
DU-Ductile Iron
ASB-Asbestos
PVC-Plastic
OT-Other

Defect Type:
MFC=MH Frame/Cover
LK=Leaks
EXP=Exposed Pipe
EXT=External Damage
GSK=Gaskets
COA=Coatings
NFV=Non Functional Valve
MAV-Missing ARV
OT=Other

Surface Cover:
ST=Street; AL=Alley
YD=Yard; FD=Field
TW=Trees/Woods
DW=Driveway
GU-Gutter
SH=Shoulder
SW=Sidewalk
DD=Drainage Ditch
PL=Parking Lot
OT=Other

Defect Location:
ARV= Air Release Valve
FM=Force Main
MHS=Manhole Structure
OT-Other

Leak Potential
N=None
L=Light
M=Moderate
S=Severe

Surface Material
P=Paved
U=Unpaved

N

FM Defect Location Sketch

Photo No. Description

Comments

Air Release Valve (ARV) Inspection Form

Physical address of ARV:

Work Order No:

ARV Asset Code:

Date of Inspection: / /

Make and Model No.:

Latitude Coordinates: .

Longitude Coordinates – .

Project Number:

Inspector:

Company:

FM Material ○ Steel ○ PVC ○ HDPE ○ Other

FM Diameter (in)

FM Crown Thickness (in) (metal FM only measured) .

Rim-to-Invert Dist. (ft) .

ARV Size (in)

MH Cover Size (in)

H2S Concentration

CONDITION
G= Good F=Fair P=Poor
C=Critical N=Not Applicable

FM Protective Coating:
Manhole Cover:
Manhole Ring:
MH/Vault Wall:
MH/Vault Bench:
ARV Pipe Strap
ARV Body
ARV bolts/nuts
ARV Isolation valve
ARV Drain valve

1. Was the manhole/vault surcharged? ○ Y ○ N
2. Was the isolation valve exercised? ○ Y ○ N
3. Was the drainage valve exercised? ○ Y ○ N
4. Was an internal inspection conducted? ○ Y ○ N
5. Any visible leaks? ○ Y ○ N
6. Was air released from the valve? ○ Y ○ N
7. Were photos of the valve taken? ○ Y ○ N

PHOTO NO	DESCRIPTION

Comments:

Signature: _____

Prepared by Pipeline Analysis LLC and LNV, Inc. REV6

Jet Power II Degreaser	
Origination Date: 8/25/2023	**Policy Number:** Wastewater-019
Revision: New	**Approved:**

Statement of Policy:
It is the policy of TWU to perform grease removal within the collection system and lift station wet well to prevent blockages, prevent SSO and maximize flow capacity.

Applicability:
This procedure applies to all TWU employees.

Responsibility:
It is the responsibility of the Superintendent to ensure adherence to this policy.

Personnel:
First response to a main degrease work order will typically be handled during normal business hours by a (1) Crew Leader and (1) Maintenance Worker, however, crew compositions depending on the nature and complexity of each job can be scaled up.

Equipment:
- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Debris Trap
- Jetting/Vacuum Truck
- Metal Detection Device

Materials:
- Cleaning and disinfection supplies
- Jet Power II Degreaser

Safety Program:
It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the TWU. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

TWU undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Public Works Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

A. Mixing

1. Use proper protection while mixing and always follow the label.
2. Mix a solution of 1 part Jet Power II with 100 parts water into jet truck. Example: 1,000 gallons of water requires 10 gallons of Jet Power II to equal a 1 percent solution.
3. 1,000 gallons of water mixed with 10 gallons of Jet Power 11 will treat approximately 1,000 feet of 6 - inch sewer pipe. For wet well and lift station cleaning, the amount of solution required will vary depending on the volume of grease, the size of the lift station and the rate of incoming sewer flow.

B. Directions for use in Sewer line Cleaning

1. Position jet truck at downstream manhole.
2. For best results it is recommended that a tornado nozzle or a rotating nozzle be used. If not available, use a standard grease nozzle; or you may order a tornado nozzle by calling 1-800-447-6687.
3. Begin cleaning of sewer line. Pressure should be set at maximum obtainable P.S.1., (1500-2000 P.S.I. is sufficient) and the speed of cleaning should be one half of the maximum reel speed. Stop the hose at the upstream manhole, turn off the water pressure and wait 5-10 minutes. This is all the time that Jet Power 11 needs to homogenize the grease.
4. Begin cleaning as you bring the hose back to the jet truck. Again, the water pressure should be set at the maximum obtainable P.S.I. (1500-2000 P.S.I. is sufficient), and the reel speed should be one half of the maximum reel speed. You will see the liquefied grease on top of the flow as you clean back toward the downstream manhole. Turn off the Jet Power II injector about 50-75 feet from the downstream manhole. There is sufficient solution in the hose to clean the remaining line.

5. Once the end of the hose has reached the downstream manhole, the line cleaning procedure is completed.
6. Optional Procedure: If the downstream manhole has an accumulation of grease, it is recommended to use the high-pressure hand wand sprayer to apply the Jet Power II solution to clean the manhole.

NOTE: If extremely heavy volumes of grease are present in the sewer, or you are cleaning fines that are twelve inches in diameter or larger, it may be necessary to repeat this procedure.

C. **Cleaning of Wet Wells, Lift Stations, and Manholes**

1. Follow the same mixing instructions as stated above.
2. Spray Jet Power 11 solution from the jet truck directly onto grease. Use a nozzle or spray tip that will allow for a single, direct stream of water to be aimed directly at the grease. SAFETY TIP: Turning the water pressure too high may cause you to lose control of the jet hose. Please Use Caution.
3. Spray the entire area for up to three to four minutes. Stop and wait for approximately five minutes, so the Jet Power 11 solution has time to work. It is important that the Jet Power 11 solution be impregnated mto the grease so the "Wicking" effect can take place.
4. Repeat these steps until the area is clean. Results in wet wells, lift stations and manholes will vary due to the volume of grease, size of the area to clean and amount of sewer flow coming in.

D. **Maintenance and Cleaning**

1. Caution: Jet Power II breaks down at a dquid temperature of 27" F. Jet Power ti should be stored in an enclosed storage area that is 32• For warmer.
2. After grease cleaning is complete, fill thejet truck with clean, fresh water and use the water for cleaning/flushing of sanitary sewers only. (Please See Caution Statement Below)

E. **Caution May be harmful if swallowed.** ***If swallowed, see a physician. DO NOT INDUCE VOMITING. If contact with skin or eves, {lush with dean, fresh water.*** **Please refer to product SDS.**

1. Do not use Jet Power II or any other additive unless you have received and reviewed the product's Material Safety Data Sheet.
2. Do not use water from any mix tank that is used for Jet Power II for drinking, washing of face or hands, flushing of eyes, or for any other personal hygiene purposes.
3. Before using Jet Truck for any reason other than cleaning/flushing sanitary sewer lines, completely drain and rinse plumbing, tank and hose with potable water.

F. **Maintenance of Sur-Flow Pump**

Duke's injectors are fitted with 12v pump for pressurizing the Jet Power II solution into the jetting system. Occasionally these pumps may experience clogging due to caked up or hardening of the Jet Power 11 in the pump, causing it to cease Please follow the instructions to maintain the pump for longer life of the pump:

1 Every 6 months, empty the injector system of all products and fill the tank with 5 gals of warm water. Add one gallon of vinegar into the 5 gals of warm water.
2. Set the injector blue valves on recirculation. (Both blue valves pointing down toward the tank).
3. Turn pump on and recirculate for 5 minutes.
4. Remove clear pump filter, clean and replace onto pump.
5 Drain injector tank of water & vinegar mixture.
6. lnjector now ready for use.

G. ***Please follow instructions in your let Power II Injector manual for operating the injector.***

Root Control Program for Wastewater Mains	
Origination Date: 2/27/2026	**Policy Number:** Wastewater 020
Revision:	**Approved:** **UNDER REVIEW**

Statement of Policy:

It is the policy of TWU to establish a systematic approach for identifying, treating, and preventing root intrusion in wastewater pipes, thereby maintaining system efficiency, preventing blockages, and extending the lifespan of the infrastructure.

Applicability:

This policy applies to all employees of the Wastewater Division.

Responsibility:

It is the responsibility of the Operations Manager, Superintendent, or designee to ensure adherence to this policy.

Personnel:

One (1) Crew Leader, One (1) Maintenance Worker and (2) camera truck crew. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:

- All safety equipment required for compliance with the safety program
- CCTV Inspection Equipment
- Root cutting tools (high-pressure water jetters designed for root removal)
- Vactor Truck
- Record-keeping tools (field notes and CityWorks work orders)

Materials:

- Disinfectant
- Water

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check must be completed prior to commencing work

on every work site. All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program. The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

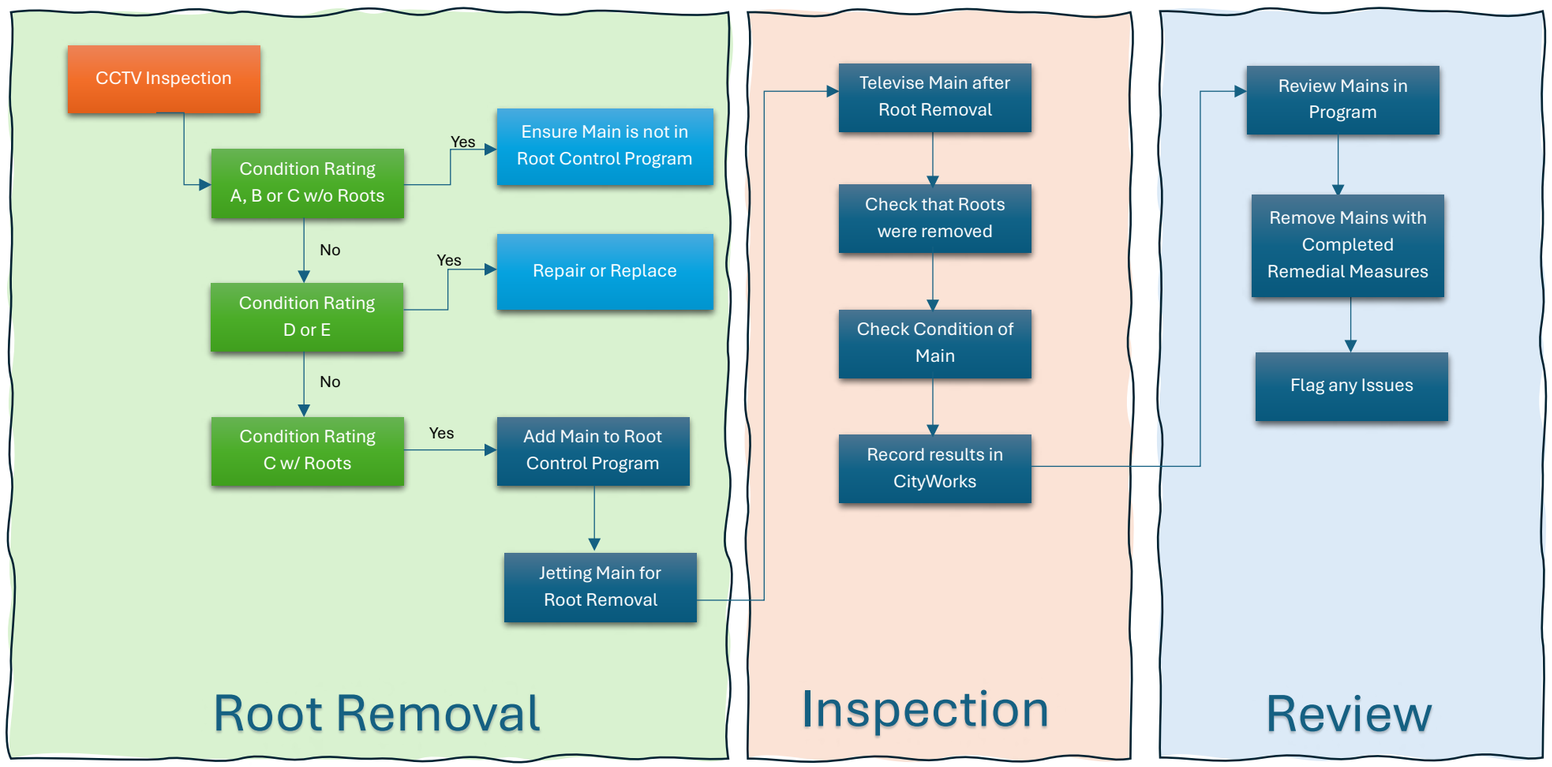
Program Procedures:

1. Identification of Root Intrusion
    a. During CCTV inspections of wastewater mains, mains with a condition assessment of “A”, “B”, or “C” and moderate root intrusion at joints will be placed in the root control program for annual root removal (see attached flow chart) or scheduled for remedial repairs/replacement.
    b. Classification of root intrusion will be based on obstruction level (e.g., minor, moderate, severe).
2. Frequency of Root Removal & Follow-up Inspection
    a. Root removal cleaning of mains in the program will be on an annual basis unless a repair is made that eliminates the roots permanently.
    b. All root removal cleaning will be followed by CCTV inspections to document the effectiveness of the removal of roots and the condition of the main. Mains whose condition has deteriorated should be recommended for repair or replacement.
3. Record Keeping & Reporting
    a. Log all root removal cleaning, inspections, and outcomes in CityWorks work orders.
    b. Submit quarterly reports to the Operation Manager summarizing activities and recommendations
    c. Compare mains in the root control program with upcoming remedial measure plans on an annual basis and remove mains upon completion of remedial measures.
    d. Flag recurring issues for further investigation or capital improvement planning.
    e. Supervisor to generate follow up televising of main after root removal cleaning to re-inspected and document condition.

Procedures for Root Removal Cleaning:

The following procedures are applicable for root removal from wastewater mains:

1. Identify location using GIS map, if necessary.
2. Use sewer system GIS maps to assist in locating manholes in the area.
3. Fill jetting/vacuum equipment with water from City of Tyler hydrant.
4. Upon Arrival, secure work site in accordance with safety program.
5. Remove manhole lid and I&I insert (if present).
6. If confined space entry is required to perform any phase of work, then confined space entry permit, gas monitoring, fall protection equipment, etc. required for confined space will be required.
7. Use Multi-Gas Detector to check hazardous or explosive gas levels before commencing work.
8. Place the vacuum hose or debris trap immediately in front of the downstream pipe.
9. Ensure the proper jetter head for root removal is attached.
10. Follow the manufacturer's directions and instructions for using jetting/vacuum equipment.
11. Lower suction pipes from vacuum equipment into manhole.
12. On completion of cleaning, demobilize jetting/vacuum equipment.
13. Apply disinfectant to any areas impacted by sewage.
14. Before leaving the job site, return I&I insert and manhole lid over manhole, the area should be thoroughly cleared of all surplus material, debris, and tools.
15. When debris tank is full or at the end of the shift, transport debris to approved location for disposal.
16. Dispose of debris and clean the vacuum equipment using a handheld hose on the equipment. Continue washing until the debris storage tank is clean of debris.
17. Prepare and submit completed work order by the same business day.



Notes:

If roots are found to be the primary cause of an SSO, the main should be set for repair or replacement, rather than being added to the root control program, as the root level was severe, to prevent any future SSOs.

Classification of root intrusion will be based on the level of obstruction, with categories including minor, moderate, and severe.

The frequency of jetting the main for root removal shall take place on an annual basis.

Mainline Condition Assessment Rating

Condition Classification	Definitions
A Very Good	Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. Non-displaced cracks or minor material degradation. No active infiltration. Likely outcome in remedial measures plan: Continued Normal Maintenance
B Good	No significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include less than 10% deformation, minor corrosion, slightly open non-displaced cracks. Likely outcome in remedial measures plan: Continued Normal Maintenance
C Fair	No significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Nominal defects may include less than 25% deformation from structural deterioration combined with displaced fractures, moderate corrosion with no reinforcement visible. Likely outcome in remedial measures plan: Scheduled Monitoring and Continued Normal Maintenance
D Poor	Moderate structural defects that may include missing pipe material, broken pipe, severe corrosion with exposed wall reinforcement, pipe deformation exceeding 25% from structural deterioration, voids, hinge cracks/fractures, etc. Likely outcome in remedial measures plan: Alternatives Analysis
E Very Poor	Severe structural defects that may include potential for structural failure severe root intrusion, broken/missing pipe material and defects that may impact system hydraulics or contribute to significant infiltration/inflow. Structural collapse or defects likely to cause SSO is imminent. Likely outcome in remedial measures plan: Alternatives Analysis
X Incomplete Data	Additional information required to establish asset condition. Unable to televise main and establish condition due to either sags in main, obstructions or surcharging.

Siphon Cleaning and Inspection	
Origination Date: 2/24/2026	**Policy Number:** Wastewater 021
Revision:	**Approved:** **UNDER REVIEW**

Statement of Policy:

It is the policy of Tyler Water Utilities to inspect and maintain each sewer siphon. TWU annually inspects upstream and downstream manholes and cleans every siphon in the system. The purpose of this procedure is to establish clear guidelines for inspecting and maintaining the siphons. TWU operates a vacuum truck that is used to clean out manholes, storm drains, lift stations and siphons.

Inspection of Upstream Manhole/Junction Box

Sanitary sewer siphons have the potential to accumulate hydrogen sulfide at the upstream manhole or junction box, particularly if an air jumper is absent from the siphon. An annual inspection of the upstream manhole or junction box is performed to identify any signs of damage or corrosion attributable to hydrogen sulfide. The inspection should take place during the summer months when hydrogen sulfide concentrations are typically elevated. Gas detectors used for confined space entry can be used to measure and record the instantaneous hydrogen sulfide concentration.

For precast concrete manholes, inspect the walls for corrosion. Deterioration from hydrogen sulfide may be visible by observing exposed aggregate and softening of the concrete. For brick manholes, look for deterioration or missing mortar between the brick. For lined manholes, look for bubbling of the liner or separation of the liner from the wall which is evidence that corrosion is occurring between the liner and wall.

The speed of hydrogen sulfide corrosion will accelerate over time. Early detection and rehabilitation will prolong the useful life of the manhole. The use of composite materials in areas of elevated hydrogen sulfide, like siphons, should be considered during initial design to minimize maintenance. For existing structures, the use of epoxy, polyurethane, fiberglass, etc. lining methods should be considered for rehabilitation. For severe corrosion the replacement of the structure with sulfide resistant composite material should be considered.

Cleaning

The sanitary sewer siphon should be cleaned on an annual basis, with the type and depth of debris encountered duly documented. In cases where the debris or grit concentration is considerable, the frequency of cleaning should be increased until the debris level is adequately diminished. The cleaning process should include the mains directly upstream and downstream of the siphon during siphon cleaning. Refer to Sewer Line Cleaning SOP Number 22.

Inspection

The siphons must undergo condition assessment requiring dewatering and closed-circuit television (CCTV) inspection at a minimum interval of five years. Other inspection tools such as sonar may be used where dewatering is not practical. Staff may engage a third-party contractor to conduct the inspection, given the specialized nature of this task. In the event that the siphon exhibits any defects, an accumulation of grit or debris, or signs of deterioration, an alternatives analysis should be implemented. Potential alternative solutions for managing excessive grit within the siphon include the installation of a grit chamber or a drop manhole upstream of the siphon. Where multiple siphon barrels are present, a review of the design flows with actual flows may identify the scouring velocity is too low resulting in solids deposition. Reducing the number of active barrels by plugging will increase the flow and scouring velocity.

Applicability:

This policy applies to all TWU employees.

Responsibility:

It is the responsibility of the Superintendent and Supervisor to ensure adherence of this policy.

Personnel:

- Two (2) man crew consisting of One (1) Crew Leader and One (1) Utility Worker. The size and composition of the crew may vary, dependent on the nature and complexity of the assignment.
- Class B CDL with Tanker Endorsement

Equipment:

- All safety equipment required for compliance with the safety program
- Gas Monitoring Equipment
- Jet-Vac
- Hand Fork and Javelin
- Pressure Spray Wand
- Jet Nozzles

Vacuum Truck Operation

For Operation Instructions Refer to the Operations Manual.

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and TWU. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, respiratory gear, eye/face protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

TWU undertakes to provide all relevant safety training to employees and facilitate certification. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) Public Works Safety Manual
c) TEEX – Water Distribution Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

Material	Discharge Options
Sanitary wastes, truck rinse water	**TWU Wastewater Drying Bed**
Storm sewer system wastes	**WWTP Basins**
Any other material	**Call Supervisor for instructions**

- Designated discharge locations at WWTP's.
- The station is made of concrete and has side walls to prevent runoff from the waste from leaving the containment.
- Wastes must be removed from the facility at a frequency that will prevent liquid or solid waste from overflowing the containment area either from excess quantities of waste or weather events.
- Take note of surrounding area, manhole bench/invert, evidence of I/I (Infiltration Intrusion), defects, taps, and inside/outside drops.
- Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
- Complete work order by same business day.
- Notify Supervisor if moderate to severe corrosion is observed.
- Notify Supervisor if cleaning frequency should be increased due to observed debris.

SSO/Spills- ALL SSO's and Spills will be reported per TCEQ regulations. Refer to Sanitary Sewer Overflow Response Plan.

Sewer Line Cleaning	
Origination Date: 2/24/2026	**Policy Number:** Wastewater 022
Revision:	**Approved:** **UNDER REVIEW**

Statement of Policy:
It is the policy of TWU to flush and clean sewer lines as a preventative maintenance strategy to minimize the potential for blockages and possible discharge of sewage into any lake, stream, natural waterways, property or the general environment.

Applicability:
This policy applies to all TWU employees.

Responsibility:
It is the responsibility of the Superintendent and Supervisor to ensure adherence to this policy.

Personnel:
One (1) Utility Crew Leader, One (1) Utility Worker. The size and composition of the crew may, however, vary dependent on the nature and complexity of the assignment.

Equipment:
- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Vacuum/Jet Truck

Materials:
- Disinfectant
- Lime
- Water

Safety Program:
It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and TWU. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

TWU undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment
b) TWU Safety Manual
c) TEEX - Wastewater Collection Manuals
d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)
e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following procedures are applicable for cleaning sewer manholes:

1. Identify location using GIS map, if necessary.
2. Use sewer system GIS maps to assist in locating manholes in the area.
3. Fill jetting/vacuum equipment with water from a TWU hydrant.
4. Upon Arrival, secure work site in accordance with safety program.
5. Remove manhole lid and allow to ventilate for at least 5 minutes.
6. Follow manufacturer's directions and instructions in using jetting/vacuum equipment.
7. Lower suction pipes from vacuum equipment into downstream manhole.
8. Once the material of the pipe and size is confirmed the proper jet cleaning head can be used, refer to Table A.
9. From downstream manhole jet clean the sewer line using the suggested pressure in Table B.
10. Once the water jet has exited the upstream manhole, under pressure pull the line back as the vacuum equipment is operating.
11. Use handheld high-pressure washer to thoroughly clean debris from manhole invert.
12. While cleaning, vacuum debris from manhole into vacuum truck. If manhole is not accessible by vacuum equipment, use manual means to remove debris.
13. On completion of cleaning, demobilize jetting/vacuum equipment.
14. Apply disinfectant to any areas impacted by sewage.
15. Before leaving the job site, the area should be thoroughly cleared of all surplus material, debris, and tools.
16. When debris tank is full or at the end of the shift, transport debris to approved location for disposal.
17. Dispose of debris and clean vacuum equipment using handheld hose on equipment. Continue washing until debris storage tank has been cleaned of debris.
18. Prepare and submit completed work order by same business day.

Table A
Water Jet Head Selection

Pipe Size	Pipe Material	Head
4 – 6 inch	PVC / Ductile Iron	Agitator/Power Cleaner
4 -6 inch	Clay Tile	Agitator/Power Cleaner
8 -12 inch	PVC / Ductile Iron	Agitator/Power Cleaner/Superflusher
8 -12 inch	Clay Tile	Agitator/Power Cleaner
14 -18 inch	PVC / Ductile Iron	Power Cleaner/Superflusher
20-24 inch	PVC / Ductile Iron	Power Cleaner/Superflusher
24 inch and larger	PVC / Ductile Iron	Power Cleaner/Superflusher

Table B
Water Jet Pressure Selection

Pipe Size	Pipe Material	Pressure*
4 – 6 inch	PVC / Ductile Iron	2500 psi MAX
4 -6 inch	Clay Tile	1100-1500 psi
8 -12 inch	PVC / Ductile Iron	2500 psi MAX
8 -12 inch	Clay Tile	1100-1500 psi
14 -18 inch	PVC / Ductile Iron	2500 psi MAX
20-24 inch	PVC / Ductile Iron	2500 psi MAX
24 inch and larger	PVC / Ductile Iron	2500 psi MAX

***Note these are MAXIMUM pressures. For all sewers use the MINIMUM pressure that allows for thorough cleaning. Excessive pressure can create backpressure in service lines causing "splashing" of residential bathrooms.**

Appendix B

Safety Handbook and Training

Training

TWU's training program provides a mechanism for educating employees and establishing their technical competence through the TRWA, TEEX, TWUA, or other training partner certification programs. Tyler Water Utilities utilizes a combination of in-house skill training and the purchase of specialized training through state and national associations, conferences and vendor training programs to enhance skills for performing daily work duties and provide certified operators continuing education hours. Skills training for the TWU employees includes, but is not limited to:

- Routine Line Maintenance
- Heavy Equipment Operation
- Maintenance Equipment Operation
- Line Testing and Inspection
- Infrastructure Installation
- Pump/Lift Station Operation and Maintenance
- Emergency Response
- Public Relations
- Safety

Tyler Water Utilities expects employee adherence to the following safety policies and procedures but not limited to:

- Confined Space Entry
- Hard Hat Policy
- Excavation Safety Policy and Program
- Chlorine Safety Policy
- Injury Reporting Policy
- Personal Protective Equipment
- First Aid
- Work Zone Safety & Qualified Flagger Policy (2011 Texas Manual on Uniform Traffic Control Devices (TMUTCD))
- Hazard Communication Program

Training records are maintained for each employee. TWU maintains appropriate safety equipment including: protective clothing, safety glasses, hard hats, gloves, respirators, filters, harnesses, tripods, hoists, fire extinguishers and self-contained breathing apparatus. TWU also maintains and calibrates atmospheric testing equipment.

	Training Description		Repair/Construction				Admin/Office/Supervisor						Preventative Maintenance		
			Crew Leader	Semi Skilled Laborer	Truck Driver	Equipment Operator	Operations Manager	Superintendent - PM	Superintendent - Construction	Senior Clerk	Senior Secretary	GIS Data Analyst	Utilities Maintenance Repair	Utilities Maintenance Repair - CCTV	Semi Skilled Laborer
		Hours	**OUTSIDE VENDOR TRAINING***												
1	Basic Wastewater Operations	20	R	R	R	R	R	R	R	E	E	E	R	R	R
2	Wastewater Collection	20	R	R	R	R	R	R	R	E	E	E	R	R	R
3	Water Utilities Safety	20	R	R	R	R	R	R	R	R	R	R	R	R	R
4	Water Utilities Calculations	20	E	E	E	E	E	E	E	NA	NA	NA	E	E	E
5	Pumps & Motor Maintenance	20	E	E	E	E	R	E	R	NA	NA	NA	R	R	E
6	CCTV - PACP Training	20	NA	NA	NA	NA	E	E	R	NA	NA	R	NA	R	NA
7	Applied Confined Space Safety	8	R	R	R	R	R	R	R	E	E	NA	R	R	R
	CITY OF TYLER IN-HOUSE TRAINING														
Sewer Overflows															
8	SSO Reporting Procedures	In-house	NA	NA	NA	NA	R	R	R	R	R	NA	R	R	E
Work Orders															
9	Work Order Traininig	In-house	R	E	E	R	R	R	R	R	R	R	R	R	E
Vactor Truck															
10	Setup/Initial Operations	In-house	R	E	E	E	R	R	R	NA	NA	NA	R	R	R
11	Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	NA	R	R	R
12	Operator - Cleaning/Nozzle Setup	In-house	NA	E	E	E	E	R	R	NA	NA	NA	R	R	R
13	Decant/Cleaning Procedures	In-house	R	E	E	E	E	R	R	NA	NA	NA	R	R	R
Water Jetter Truck															
14	Jetter - Setup/Initial Operations	In-house	E	E	E	E	R	R	R	NA	NA	NA	R	R	R
15	Jetter - Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	NA	R	R	R
16	Operator - Setup/Operations	In-house	NA	E	E	E	E	R	R	NA	NA	NA	R	R	R
CCTV															
17	CCTV Camera & Software	In-house	E	E	E	E	R	R	R	NA	NA	R	E	R	R
18	Camera Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	R	E	R	R
19	Operator - Setup/Operations	In-house	NA	E	E	E	R	E	E	NA	NA	R	NA	R	NA

Notes:

** Outside Vender Training provided by TEEX, TWUA, TML, TRWA, NASSCO and other outside vendors*

Legend:

R = Required by COT

E = Elective

NA = Not Applicable

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Allen, Hunter (PSN0001133)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Staff

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
CPR	CRS0001039	1	Completed	7/15/2025	7/15/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20
						Total: 20		*36*

Name: Antonio, Hubbard (PSN0001062)
Supervisor: Marshall, Eddie
Group: Admin/Office/Supervisor
Job Role(s): Sr.WUMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license WD "C"	CRS0001049	1	Completed	1/1/2025	12/31/2025		1	60
Advanced Management	LTP406	1	Completed	12/3/2025	12/5/2025			24
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
UT-Basic Suervisor Skills	CRS0001042	1	Completed	9/23/2025	9/24/2025			16
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
						Total: 17		*124*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Baldwin, Jonathan (12378)
Supervisor: Wahl, Holly
Group: Administrator
Job Role(s): GIS Manager

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Water Conference 2025	CRS0001038	1	Completed	3/17/2025	3/20/2025			24
						Total:		*24*

Name: Battee, Wiliam (PSN0001017)
Supervisor: Gomez, Phillip
Group: Meter Repairmen
Job Role(s): Meter Repairman

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
CPR	CRS0001039	1	Completed	7/22/2025	7/22/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20
						Total: 20		*28*

Name: Bradley, Shane (PSN0001096)
Supervisor:
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New License Collection 2	CRS0001047	1	Completed	1/1/2025	12/31/2025		1	120
						Total: 1		*120*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Brown, Cody (PSN0001152)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Crew Leader

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Fall Safety	CRS0001045	1	Completed	12/8/2025	12/8/2025			8
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*36*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Chaves, Jose (PSN0001161)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Laborer

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Chavez, Henry (PSN0001164)
Supervisor: Gomez, Rogelio
Group: Preventive Maintenance
Job Role(s): Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
						Total:		*8*

Name: Corn, Mitch (PSN0001063)
Supervisor: Marshall, Eddie
Group: Admin/Office/Supervisor
Job Role(s): WWC Super

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license WD "C"	CRS0001049	1	Completed	1/1/2025	12/31/2025		1	60
Advanced Management	LTP406	1	Completed	12/3/2025	12/5/2025			24
UT-Basic Suervisor Skills	CRS0001042	1	Completed	9/23/2025	9/24/2025			16
Conflict Management	CRS0001046	1	Completed	9/22/2025	9/22/2025			9
MGT317	CRS0001040	1	Completed	7/9/2025	7/9/2025			16
CPR	CRS0001039	1	Completed	7/8/2025	7/8/2025			8
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total: 1		*141*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Corn, Mitchell (PSN0001097)
Supervisor: Moore, Sr., Timothy
Group: Administrator
Job Role(s): Staff, Engineer, Manager, Executive, Crew Leader, Sr UMR, WWC Super, Laborer, Truck Driver, Semi Skilled Laborer, UMR, Inspector, Meter Repairman, Equiment Operator II, GIS Manager, Meter Shop Supervisor, WD Supervisor, WD Superintendent, Manager, Water Utilities Systems, Sr.WUMR, SR.Utilities,operation Specialist, Locator

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license Collection 3	CRS0001048	1	Completed	1/1/2025	12/31/2025		1	100
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
CMOM Conference	CRS0001027	1	Completed	8/5/2025	8/6/2025		13	28
CDL Training	CRS0001037	1	Completed	1/9/2025	1/9/2025			8
						Total: 14		*144*

Name: Cravens, Tim (10229)
Supervisor: Moore, Sr., Timothy
Group: Admin/Office/Supervisor
Job Role(s): Crew Leader

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
						Total:		*8*

Name: Dale, Hayden (PSN0001139)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Dale, Hayden (PSN0001139)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
CPR	CRS0001039	1	Completed	7/22/2025	7/22/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20
						Total: 56		*64*

Name: Espinosa, David (PSN0001013)
Supervisor: Moore, Sr., Timothy
Group: Repair/Construction
Job Role(s): Crew Leader

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
						Total:		*8*

Name: Flores, Jose (PSN0001158)
Supervisor:
Group: Repair/Construction
Job Role(s): Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Flores, Jose (PSN0001158)
Supervisor:
Group: Repair/Construction
Job Role(s): Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*20*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Garcia, Oliver (PSN0001073)
Supervisor: Marshall, Eddie
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Wastewater Collection	WWOL-80	1	Completed	2/11/2025	2/13/2025		20	20
						Total: 20		*20*

Name: Gomez, Phillip (PSN0001064)
Supervisor: Marshall, Eddie
Group: Admin/Office/Supervisor
Job Role(s): Meter Shop Supervisor

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Gomez, Phillip (PSN0001064)
Supervisor: Marshall, Eddie
Group: Admin/Office/Supervisor
Job Role(s): Meter Shop Supervisor

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license WD "C"	CRS0001049	1	Completed	1/1/2025	12/31/2025		1	60
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20
						Total: 21		*88*

Name: Gomez, Rogelio (PSN0001093)
Supervisor:
Group: Admin/Office/Supervisor
Job Role(s): Sr UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license Collection 3	CRS0001048	1	Completed	1/1/2025	12/31/2025		1	100
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
UT-Basic Suervisor Skills	CRS0001042	1	Completed	9/23/2025	9/24/2025			16
CMOM Conference	CRS0001027	1	Completed	8/5/2025	8/6/2025		13	28
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 50		*180*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Gomez, Rogelio (PSN0001093)
Supervisor:
Group: Admin/Office/Supervisor
Job Role(s): Sr UMR

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Hornbuckle, Jovante (PSN0001157)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Laborer

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Howell, Mathew (12540)
Supervisor: Gomez, Phillip
Group: Meter Repairmen
Job Role(s): Meter Repairman

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*20*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Jimenez, Juan (PSN0001087)
Supervisor: Marshall, Eddie
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New License Collection 2	CRS0001047	1	Completed	1/1/2025	12/31/2025		1	120
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
CPR	CRS0001039	1	Completed	7/8/2025	7/8/2025			8
						Total: 21		*148*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Lamb, William (PSN0001154)
Supervisor:
Group: Admin/Office/Supervisor
Job Role(s): Manager

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Conflict Management	CRS0001046	1	Completed	9/22/2025	9/22/2025			9
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
CMOM Conference	CRS0001027	1	Completed	8/5/2025	8/6/2025		13	28
MGT317	CRS0001040	1	Completed	7/9/2025	7/9/2025			16

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Lamb, William (PSN0001154)
Supervisor:
Group: Admin/Office/Supervisor
Job Role(s): Manager

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Water Conference 2025	CRS0001038	1	Completed	3/17/2025	3/20/2025			24
						Total: 13		*85*

Name: Marshall, Eddie (10641)
Supervisor: Moore, Sr., Timothy
Group: Admin/Office/Supervisor
Job Role(s): WD Superintendent

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New license WD "C"	CRS0001049	1	Completed	1/1/2025	12/31/2025		1	60
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
UT-Basic Suervisor Skills	CRS0001042	1	Completed	9/23/2025	9/24/2025			16
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20
						Total: 37		*120*

Name: Matlock, Nate (PSN0001163)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Crew Leader

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Matlock, Nate (PSN0001163)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Crew Leader

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
						Total:		*8*

Name: McNally, Rowdy (PSN0001153)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total:		*8*

Name: Mills, Kelvin (PSN0001106)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Truck Driver

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
CPR	CRS0001039	1	Completed	7/22/2025	7/22/2025			8
Basic Water	WWOL-92	1	Completed	2/4/2025	2/6/2025		20	20

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Mills, Kelvin (PSN0001106)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Truck Driver

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
						Total: 20		*36*

Name: Mitchum, Jeremy (PSN0001088)
Supervisor: Marshall, Eddie
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New License Collection 2	CRS0001047	1	Completed	1/1/2025	12/31/2025		1	120
Fall Safety	CRS0001045	1	Completed	12/8/2025	12/8/2025			8
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
CDL Training	CRS0001037	1	Completed	1/9/2025	1/9/2025			8
						Total: 1		*144*

Name: Penaloza, Miguel (12107)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Truck Driver

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Wastewater	WWOL-59	1	Completed	1/28/2025	1/30/2025		20	20

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Penaloza, Miguel (12107)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Truck Driver

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
						Total: 20		*20*

Name: Ross-Brown, Jadavian (PSN0001143)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Fall Safety	CRS0001045	1	Completed	12/8/2025	12/8/2025			8
						Total:		*8*

Name: Rubio, Ramiro (PSN0001099)
Supervisor: Gomez, Rogelio
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Fall Safety	CRS0001045	1	Completed	12/8/2025	12/8/2025			8
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
CPR	CRS0001039	1	Completed	7/22/2025	7/22/2025			8
CDL Training	CRS0001037	1	Completed	1/9/2025	1/9/2025			8

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Rubio, Ramiro (PSN0001099)
Supervisor: Gomez, Rogelio
Group: Preventive Maintenance
Job Role(s): UMR

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
						Total:		*32*

Name: Runnels, Michael (PSN0001103)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
CPR	CRS0001039	1	Completed	7/8/2025	7/8/2025			8
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total: 16		*32*

Name: Santibanez, Daniel (PSN0001132)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
Utility Safety	WWOL-426	1	Completed	1/28/2025	1/30/2025		20	20

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Santibanez, Daniel (PSN0001132)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
						Total: 40		*40*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Scott, Jacob (PSN0001150)
Supervisor:
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
CPR	CRS0001039	1	Completed	7/15/2025	7/15/2025			8
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total: 20		*36*

Name: Scott, Jerome (PSN0001114)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Staff

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Scott, Jerome (PSN0001114)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Staff

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
Utility Safety	WWOL-426	1	Completed	3/18/2025	3/20/2025		20	20
						Total: 20		*28*

Name: Scott, Leon (PSN0001162)
Supervisor: Gomez, Phillip
Group: Meter Repairmen
Job Role(s): Laborer

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Scott, Tina (PSN0001066)
Supervisor: Moore, Sr., Timothy
Group: Admin/Office/Supervisor
Job Role(s): SR.Utilities,operation Specialist

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Scott, Tina (PSN0001066)
Supervisor: Moore, Sr., Timothy
Group: Admin/Office/Supervisor
Job Role(s): SR.Utilities,operation Specialist

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total: 16		*32*

Name: Tapia, Juan (PSN0001140)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
CDL Training	CRS0001037	1	Completed	1/22/2025	1/22/2025			8
						Total: 20		*28*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Tatum, Brandon (PSN0001160)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Tatum, Brandon (PSN0001160)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*20*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Taylor, Delvon (PSN0001135)
Supervisor:
Group: Repair/Construction
Job Role(s):

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
CPR	CRS0001039	1	Completed	7/8/2025	7/8/2025			8
Basic Wastewater	WWOL-59	1	Completed	1/28/2025	1/30/2025		20	20
						Total: 40		*48*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Taylor, Delvon (PSN0001135)
Supervisor:
Group: Repair/Construction
Job Role(s):

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Taylor, Hosea (PSN0001107)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s): Truck Driver

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Wastewater Collection	WWOL-80	1	Completed	12/16/2025	12/18/2025		20	57
Confined Space Entry	CRS0001026	1	Completed	8/6/2025	8/6/2025			8
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
Utility Safety	WWOL-426	1	Completed	1/28/2025	1/30/2025		20	20
CDL Training	CRS0001037	1	Completed	1/9/2025	1/9/2025			8
						Total: 60		*113*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Tudor, Teresa (PSN0001092)
Supervisor: Marshall, Eddie
Group: Locator
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
New License Collection 2	CRS0001047	1	Completed	1/1/2025	12/31/2025		1	120
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
UT- managing Conflict	CRS0001041	1	Completed	9/22/2025	9/22/2025			8
CPR	CRS0001039	1	Completed	7/8/2025	7/8/2025			8
						Total: 17		*152*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Viramontes, Nicolas (PSN0001159)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*20*

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: Viramontes, Nicolas (PSN0001159)
Supervisor: Cravens, Tim
Group: Repair/Construction
Job Role(s):

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: Waters, Tyrone (12035)
Supervisor: Marshall, Eddie
Group: Preventive Maintenance
Job Role(s): Laborer, Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Completed	7/29/2025	7/30/2025		20	20
						Total: 20		*20*

Enrolled								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Basic Water	WWOL-92	1	Enrolled	7/29/2025			20	20
						Total: 20		*20*

Name: White, Clayton (PSN0001142)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Training Transcript

Filter: Begin: 1/1/2025, End: 12/26/2025

Name: White, Clayton (PSN0001142)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Fall Safety	CRS0001045	1	Completed	12/8/2025	12/8/2025			8
Disaster MGT343	CRS0001043	1	Completed	11/6/2025	11/7/2025		16	16
CPR	CRS0001039	1	Completed	7/15/2025	7/15/2025			8
						Total: 16		*32*

Name: Williams, Reginald (PSN0001144)
Supervisor: Cravens, Tim
Group: All Groups
Job Role(s): Semi Skilled Laborer

Completed								
Course Title	Course Number	Version	Status	Begin Date	Trained Date	Score	Credits	Hours
Utility Safety	WWOL-426	1	Completed	1/28/2025	1/30/2025		20	20
						Total: 20		*20*

Sanitary Sewer Overflow Calculating for TWU

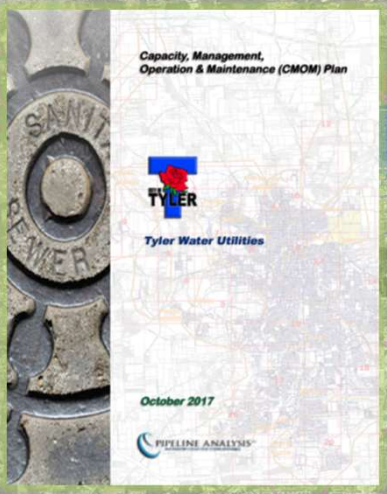
Presented by Temple Williamson, PE
TCEQ Class "A" Operator
December 10, 2021

CITY OF TYLER

PIPELINE ANALYSIS LLC
WASTEWATER COLLECTION ENGINEERS

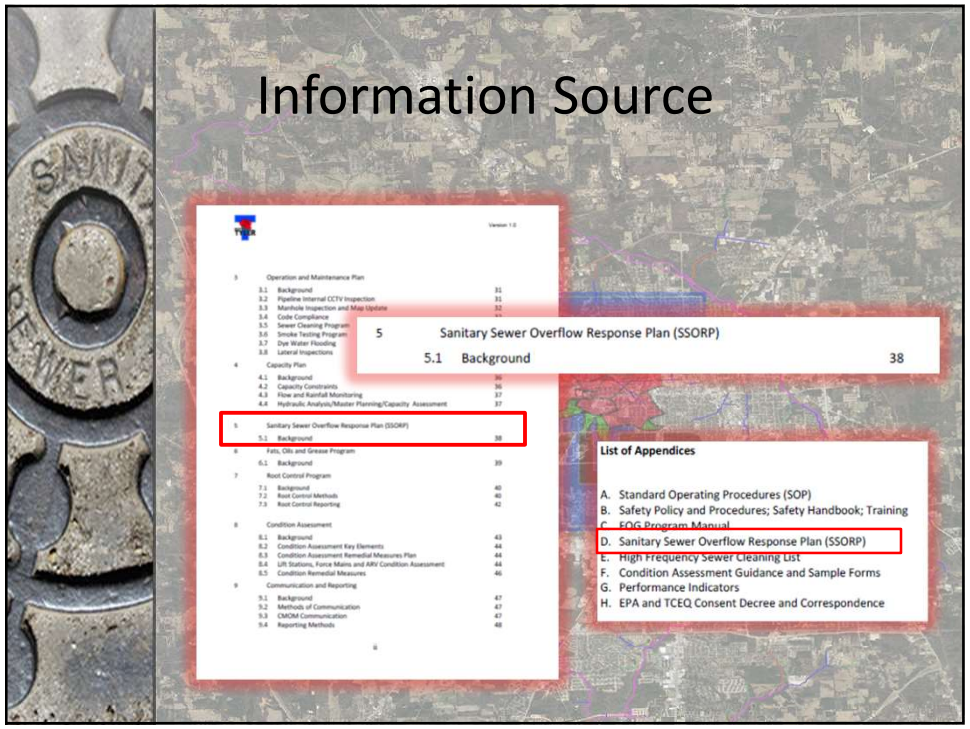
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Information Source



2

Information Source



3

Texas Administrative Code

TITLE 30	ENVIRONMENTAL QUALITY
PART 1	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
CHAPTER 327	SPILL PREVENTION AND CONTROL
RULE §327.32	Reporting Requirements for Certain Accidental Discharges or Spills of Treated or Untreated Wastewater at Wastewater Treatment Facilities or Collection Systems

(e) The responsible person must use one of the following methods for determining the volume of the discharge or spill.

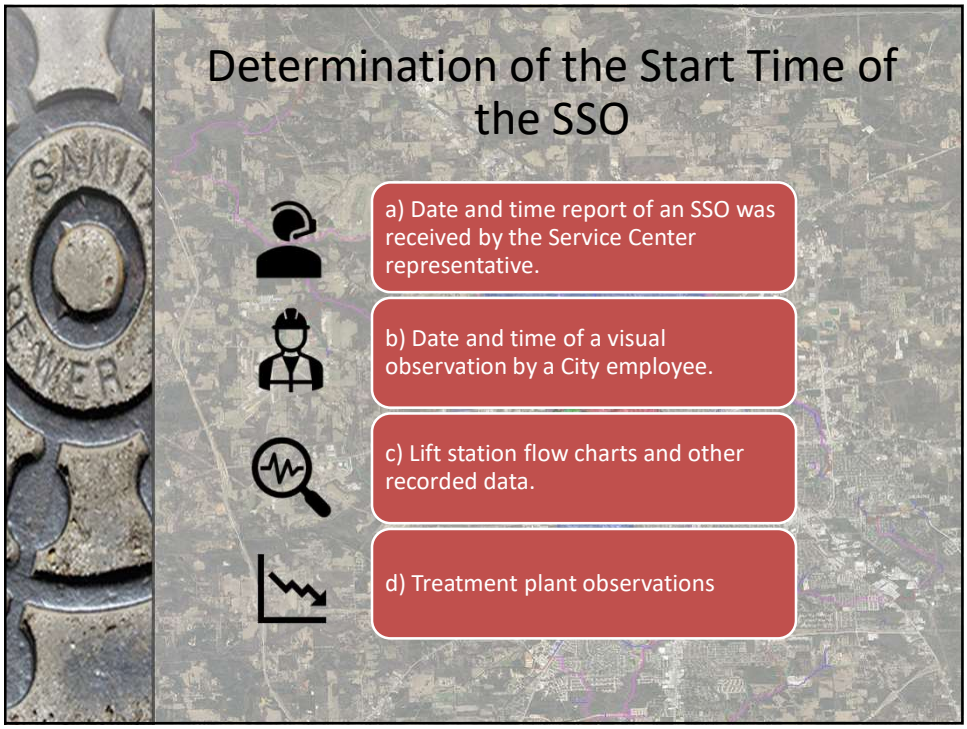
(1) Visual estimate. If the accidental discharge or spill is less than 55 gallons, using a standard five-gallon bucket for reference, estimate the number of buckets that the discharge or spill would fill then multiply by five to obtain the number of gallons discharged or spilled. If the accidental discharge or spill is larger than 55 gallons, using a standard 55 gallon barrel for reference, estimate the number of barrels that the discharge or spill would fill and then multiply by 55 to obtain the number of gallons discharged or spilled.

(2) Measured volume. Identify the length, width, and depth of the contained accidental discharge or spill in feet and calculate the volume by multiplying length by width by depth by 7.5 (the conversion factor from cubic feet to gallons).

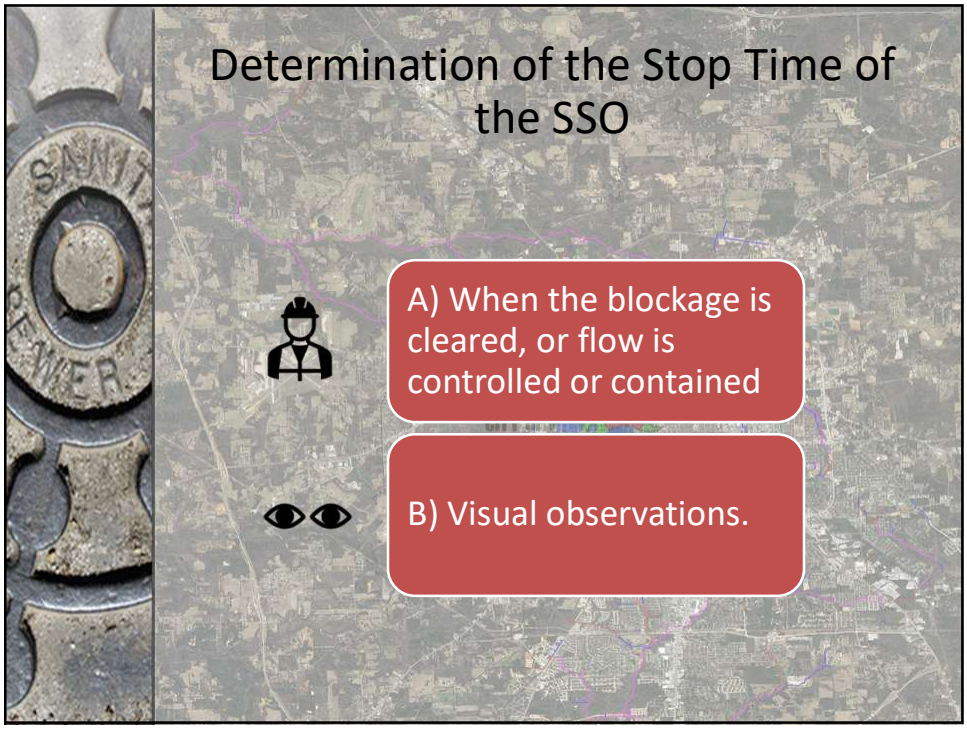
(3) Duration and flow rate. Identify separate estimates for the duration and the flow rate of the accidental discharge or spill. The estimated volume is calculated by multiplying the duration (hours or days) by the flow rate (gallons/hour or gallons/day).

(4) Other methods. The responsible person may use other volumetric calculation methodologies rather than those listed in paragraphs (1) - (3) of this subsection, so long as such methodologies include procedures to identify a duration, flow rate, depth, affected area, and total quantity of each spill (including, as appropriate, reference to estimation tools such as barrels, for example), and such methodology is consistent with standard and accepted industry practices. Such alternative methodologies must be identified in the responsible person's monthly report.

4


Determination of the Start Time of the SSO
a) Date and time report of an SSO was received by the Service Center representative.
b) Date and time of a visual observation by a City employee.
c) Lift station flow charts and other recorded data.
d) Treatment plant observations

5


Determination of the Stop Time of the SSO
A) When the blockage is cleared, or flow is controlled or contained
B) Visual observations.

6

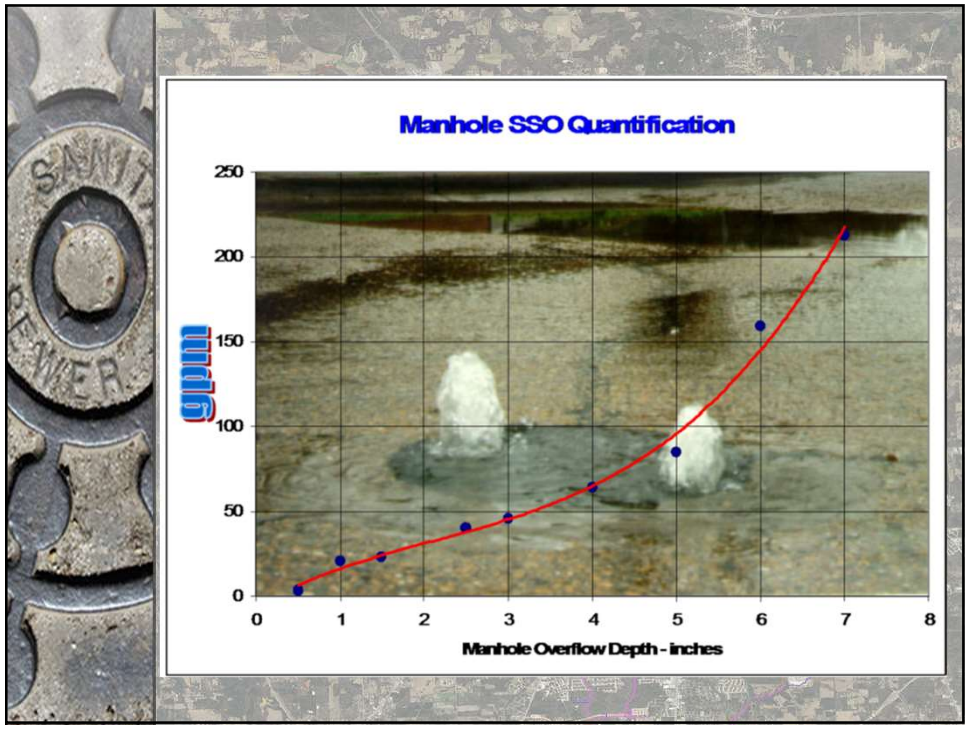
Determining the Volume or Rate of the SSO

When the rate of SSO is known multiply the duration by the rate of flow to determine the volume of the SSO.

When the rate of SSO is not known, investigate the surrounding area for evidence of ponding, obtain dimensions of ponding and calculate volume in gallons. Total volume divided by the appropriate time interval will provide a flow rate.

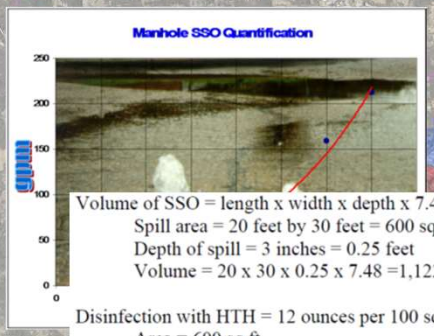
If a manhole is observed overflowing use the chart and photographs in Appendix 4 to estimate the rate of SSO, then multiply by the duration of the SSO.

7



8

Volume & Disinfection



Volume of SSO = length x width x depth x 7.48 = gallons
Spill area = 20 feet by 30 feet = 600 sq.ft.
Depth of spill = 3 inches = 0.25 feet
Volume = 20 x 30 x 0.25 x 7.48 =1,122 gallons

Disinfection with HTH = 12 ounces per 100 square feet
Area = 600 sq.ft.
HTH = 600/100 x 12 ounces = 6 x 12 = 72 ounces of HTH (or 4.5 lbs)

CAUTION: EXCESSIVE USE OF HTH CHLORINE CAN CAUSE FISH KILL OR OTHER NEGATIVE IMPACTS TO THE ENVIRONMENT.

9

Flow Rate for Pipes

SANITARY SEWER FLOW RATES FOR SPILL DETERMINATIONS

Depth of Flow (inches)	Pipe Size								
	6	8	10	12	15	18	21	24	30
1	15	20	25	30	35	40	45	50	100
2	50	60	70	90	95	95	105	125	145
3	90	110	125	135	150	175	185	210	230
4	125	160	180	200	235	260	285	320	350
5	155	190	240	280	315	360	380	445	470
6	180	260	310	355	415	455	500	555	630
7		290	370	435	495	570	620	695	770
8		320	430	500	600	660	760	815	1010
9			485	575	690	800	890	995	1260
10			490	625	775	905	1005	1120	1380
11				695	870	1020	1135	1275	1490
12				715	955	1130	1260	1410	1630
13					1030	1240	1415	1580	1870
14					1070	1345	1520	1690	2110
15					1105	1425	1650	1850	2230
16						1465	1760	1990	2580
17						1500	1980	2110	2730
18						1505	1980	2295	2940
19							2050	2410	3130
20							2115	2530	3330
21							2150	2630	3515
22								2700	3760
23								2765	3900
24								2820	4040
									4120
									4200
									4250
									4320
									4370
									4400

Gallons per Minute @ V=2.0 feet per second (ft/sec) and n=0.013; Adjust accordingly for flat or steep sloped sewers.

	6	8
1	15	20
2	50	60
3	90	110
4	125	160

10

Overflow Picture Chart



11



5 Gallons per Minute

12



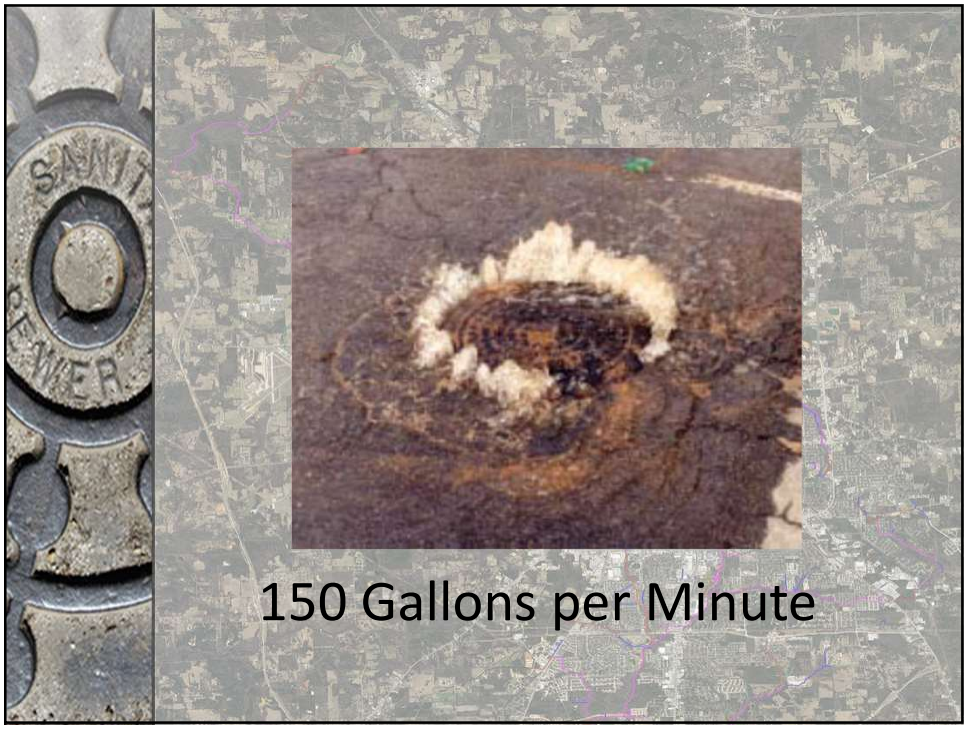
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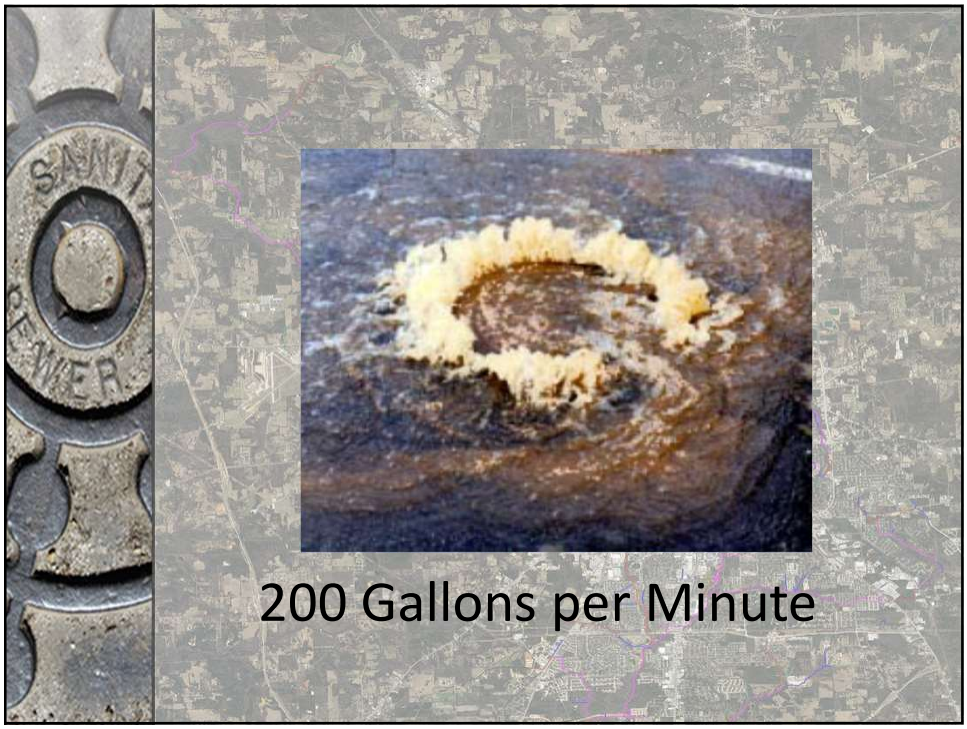
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15



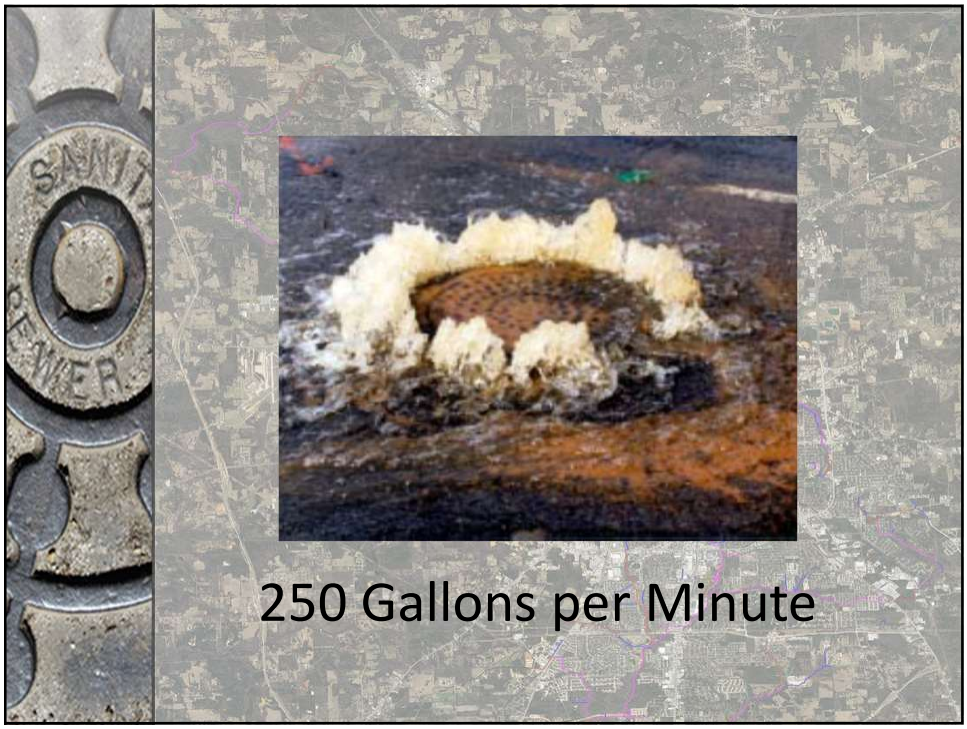
16



17



18



19



20

Summary

- Keys to Determining SSO Volume
  - Start Time
  - Stop Time
  - Volume
    - Visual Estimate
    - Measured Volume
    - Duration and flow rate
- Check with your SSORP Guidelines

21

Questions



22



SAFETY IS FIRST!

"No job is too important not to STOP, PLAN,
and PERFORM it safely."

Employee General Safety Handbook

Rev. 1.0
August 2017

Note: This Safety Handbook provides general safety procedures. Specific questions regarding safety should be addressed by your immediate supervisor.

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INTRODUCTION

Safety is an important part of the employees work and must never be compromised. The purpose of this handbook is to introduce and summarize some of the safety requirements of the City of Tyler as it relates to the wastewater collection system. It does not provide detailed information about every job or operation. The contents constitute general safety requirements to assist employees in the safe performance of daily duties.

Your immediate supervisor will provide you with detailed and regulatory rules that apply to your job and should be used in conjunction with this safety manual.

Please take time to read this handbook even though some sections may not apply to an individual employee's work. All employees must familiarize themselves with the safety procedures so that they may be able to identify and report unsafe and/or hazardous conditions.

SAFETY GUIDING PRINCIPLES

1. Make safety first – both on and off the job!

2. Develop your "Sixth Sense" – your sense of safety. As with your other senses, recognize it as a natural and vital part in the prevention of accidents, which can cause injury or damage to material and equipment.

3. No job is too important not to STOP, PLAN, and PERFORM it safely.

4. Working safely is a condition of employment.

STATEMENT OF SAFETY POLICY

Dear Employee:

Safety begins with each of us. Together, the City of Tyler and our employees strive to create a safe work environment through support of our safety program.

Safety is the responsibility of every individual. Every one of us makes decisions, take actions, and react to situations that can affect our own safety and the safety of our co-workers. A good program with good training instills skills in all of us to improve our decision process and management of safety on the job.

Safety must be a part of every job, in the field and in the office. Each of us is empowered to stop any job that is not performed in a safe manner, and each of us is responsible for immediately reporting any unsafe acts, conditions, or incidents. We should openly discuss and evaluate job procedures to ensure that safety is adequately addressed. We should be observant of the safety of our co-workers, contractors, visitors and the public, as well as our own.

To ensure the success of our safety program, we must all give our full participation and support to the safety policies and procedures that have been developed to protect us. Working safely and in accordance with established safety policies is an absolute requirement for all employees and all levels of management.

Our goal is to establish an accident-free workplace and to create a zero accident standard. This can be done if everyone really believes *SAFETY IS FIRST AT THE CITY OF TYLER,* and everyone works together in a way that makes it happen!

_____

Operations Manager

SAFETY RESPONSIBILITIES

MANAGEMENT'S SAFETY RESPONSIBILITIES:

Management is responsible for providing a place of employment that is free from recognized hazards that could result in injuries or accidents. Since it is impossible for managers to personally observe all employee activities, managers must assure that all supervisors are trained and are aware of their safety responsibilities. Other safety responsibilities include:

1. Provide leadership and direction concerning safety activities.
2. Participate actively in the continuous evaluation of the safety program in conjunction with the city Risk Manager.
3. Set goals concerning safety performance within your divisions.
4. Review losses for potential trends on a regular basis.
5. Enforce all safety rules.
6. Participate in facility and work site safety audits.
7. Participate and support all accident investigation activities.
8. Review accident reports and ensure corrective action is taken.
9. Ensure that monthly safety meetings/training is scheduled each month. Meetings/training shall be documented and forwarded to the city Risk Manager.
10. Provide orientation to all new employees to address the hazards of their position, safety rules, policies/procedures, equipment, etc., that are applicable to the new employee's area of assignment.

SUPERVISOR'S and "EMPLOYEE IN CHARGE" SAFETY RESPONSIBILITIES:

Safety is as much a part of the supervisor's responsibility as is getting the job done efficiently. Among the important safety responsibilities of each and every supervisor are to:

1. become familiar with and enforce the safety rules and regulations that have been established by applicable local, state and federal organizations. These regulations are intended to set minimum standards for safety and the contents of the regulations should be enforced as minimum safety requirements for all activities on our work sites or in our facilities.

2. Correct all reported hazards. Operating under known hazardous conditions will not be tolerated.

3. Make certain that new or inexperienced employees are not permitted to work with power tools, machinery or complex equipment without proper instruction and training.

4. Prohibit employees from working if there are reasonable grounds to suspect that an employee is either mentally or physically unfit to perform the assigned work.

5. Give adequate instructions. Do not assume that an employee knows how to do a job unless you personally have knowledge that the person can perform the task correctly.

6. Ensure tools, equipment and machinery being used in the workplace is in proper working condition.

7. Make sure that proper personal protective equipment is available and used by employees when necessary or required.

8. Always set a good example in safety, such as wearing the proper safety equipment (safety glasses, hard hats, etc.) following policies/procedures, using seat belts, etc.

9. Consistently enforce the requirements of the organization's safety program and any associated

rules or policies.

10. Ensure that all employees have access to a copy of the organization's employee safety handbook as well as the applicable section of the Divisional Safety Policy Manual.

11. Encourage safety suggestions from employees under your supervision.

12. Obtain prompt first aid for injured employees.

13. Investigate equipment damage under $250.00, bad locates, report only and first aid incidents involving your employees.

14. Conduct safety audits of all work areas and facilities on a regular basis in an effort to improve housekeeping, eliminate unsafe conditions and encourage safe work practices.

15. Conduct "tailgate" meetings to cover safety related topics prior to beginning each work assignment.

EMPLOYEE SAFETY RESPONSIBILITIES:

All employees bear a certain amount of responsibility in any safety program. You must be aware that your actions, mental state, physical condition, and attitude directly affect the safety of yourself and your fellow employees. All employees will:

1. Carefully study those safety rules that apply to your duties. Know your job, follow instructions and think before you act. If in doubt about safety, then ask your supervisor for clarification. Do not do anything you are not comfortable doing.

2. Personal Protective Equipment (eye protection, hard hats, gloves, etc.) must be worn on the job site upon commencement of work to protect against unforeseen potential hazards.

3. Work according to good safety practices as posted, instructed, and/or discussed.

4. Refrain from any unsafe act that might endanger yourself or your fellow workers.

5. Utilize all necessary safety devices required for your protection.

6. Report any unsafe situation or act to your supervisor immediately.

7. Assume responsibility for thoughtless or deliberate acts that may cause injury to yourself or your fellow workers.

8. Abide by all policies, procedures, rules, etc. associated with The CITY Safety Program.

9. Never operate equipment that you are unfamiliar with or not trained to use.

10. Refrain from using equipment that is in need of repair.

11. Report all accidents/incidents to your supervisor as soon as they occur.

12. Near miss accidents/incidents must be reported and are crucial in continuing development of safety policies and the safety program.

13. Keep your workplace clean and orderly.

14. Obtain clarification of any work that is not understood or for conditions not covered by this

manual.

15. Assume responsibility for the proper care of tools, equipment, and materials.

SAFETY COORDINATOR RESPONSIBILITIES:

1. Act as an assistant to the Superintendent and Supervisors in evaluating the effectiveness of the safety program.

2. Act as the liaison between Management in developing special control programs to reduce loss.

3. Provide recommendations for reversing adverse loss trends.

4. Attend all Safety meetings, provide written minutes and provide guidance to committee members.

5. Records of safety meeting minutes and agendas, safety meetings/training provided to employees, injury loss records, accident investigation reports and inspections shall be maintained by the Risk Manager with assistance if needed from the Human Resources Department.

5. Annually review the safety program for any changes and updates.

SAFETY COMMITTEE RESPONSIBILITIES:

1. Assist employees, management, and the Risk Manager by providing the guidance necessary to create a safe and accident free environment in which to work.

2. Assist in implementation and continuous update of the safety program to assure the effectiveness of the program in preventing injuries, occupational diseases, vehicle accidents, liabilities and damage to equipment and material.

3. Members will bring employee safety concerns and problems to the Committee for discussion.

4. Review on the job injuries involving medical treatment, vehicle collisions, property damage and near miss incidents by collecting evidence, interviewing employee(s) and witnesses involved, and weighing the evidence.

5. Define the cause of the accident and determine whether or not the accident was preventable.

6. Recommend the necessary corrective actions to prevent recurrence.

7. Participate in facility and work site safety audits.

8. Annually review injuries, mishaps, near misses, property damage, work site inspections and employee safety concerns as determined by the Risk Manager, to assess if injury or hazard trends are developing.

GENERAL SAFETY RULES

1. Each employee shall be required to understand and abide by the city Safety Program.

2. All accidents and near misses, no matter how minor, shall be reported immediately to your Manager or Supervisor.

3. All hazardous conditions, actions and/or practices shall be reported to your Manager or Supervisor.

4. Work areas, including the inside and outside of vehicles and buildings, shall be kept clean and orderly at all times.

5. Employees shall only operate equipment/tools that they are trained and authorized to operate.

6. Smoke only in designated areas.

7. Employees shall use all safety devices and personal protective equipment required for their protection.

8. Employees shall wear clothing and shoes (refer to safety toe boot program) suitable for the particular work they are doing.

9. Employees shall use assisted lifting devices or obtain assistance from a coworker when lifting heavy objects.

10. Guards shall never be removed except when authorized to make repairs or adjustments. Replace guard immediately upon completion of work.

11. Before starting work on any machine or equipment that is out of service, employees shall render the equipment or machine inoperative and attach a lockout device to the equipment control.

12. The use of drugs or alcohol is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances shall be subject to disciplinary action.

13. Any employee taking prescription drugs or over-the-counter drugs that could impair assigned work shall report this fact to the supervisor as required by the Drug and Alcohol Policies.

14. Employees shall not engage in practical jokes or horseplay.

15. Employees shall not ignore or bypass a *danger, warning, caution or notice* sign.

16. Under NO circumstances shall safety be sacrificed in order to complete a job/task faster.

17. Unreported accidents or attempts to cover up accidents or influence investigations will constitute a violation of policy and subject any person involved to disciplinary action up to and including termination.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Prior to using any PPE, employees shall be trained in the proper use, inspection, limitations, maintenance and storage according to manufacturer's recommendations.

2. All employees shall wear clothing suitable for their particular type of work. Loose clothing shall not be worn while working around or near moving machinery or equipment.

3. All city approved special protective clothing or protective devices shall be used by employees when their use is required.

4. Clothing that is soiled by oil or chemicals should be avoided to prevent skin irritations.

5. When work is performed in the vicinity of exposed energized parts of equipment, employees shall remove all exposed conductive articles, such as key or watch chains, rings, wristwatches or bands, if such articles increase the hazards associated with inadvertent contact with the energized parts.

6. Rings or jewelry shall not be worn while climbing on or off structures or vehicles while performing any task where the ring might get caught under or snagged by a projecting item. In addition, rings and wristwatches with metal case and watchbands shall not be worn while working on or near energized equipment or lines.

7. City approved gloves shall be provided to and worn by all employees when work site operations could cause injury to the hands.

8. Gloves and long sleeve cotton shirts shall be worn to protect hands and arms when handling cement, brush, sharp objects, hot materials, acids and other chemicals, or when there is a possible exposure to poison ivy.

9. City approved head protection must be worn on the job site upon commencement of work to protect against unforeseen potential hazards such as impact, falling or flying objects, or from electrical shock and burns.

10. Employees must wear City approved eye and face protection on the job site upon commencement of work to protect against injury from flying objects, glare, liquid splashes, weed eaters, edger, chemicals, grinding, sandblasting, and welding. Eye protection shall be kept in a sanitary and usable condition and shall be replaced when it becomes warped, scratched, or pitted.

11. City approved hearing conservation devices shall be provided to and worn by all employees working in areas where a danger of noise exposure exceeds acceptable levels.

12. Employees shall wear footwear in compliance with the safety toe boot program and suitable to the type of work being performed. Safety boots or shoes shall be worn when required. Wearing of sandals, thongs, tennis shoes, loafers or similar footwear shall not be acceptable during working hours for employees serving in labor, maintenance, construction, or inspection positions.

13. City approved life jackets or buoyant work vests shall be worn by all employees when working over or near water where the danger of drowning exists.

14. City approved respiratory protection shall be worn in areas where dangerous air contamination, chlorine, gasses, vapors, fumes, dust, or other hazardous contaminants exist.

15. Employees required to work in or near the roadway shall wear high visibility clothing, garments, or

reflective vests as stated in the Work zone and Traffic Control Policy.

16. City approved fall protection devices, such as harnesses, lanyards, etc., shall be used by all employees when working in an overhead position which may require use of both hands and when there is a danger of falling 4 feet or more.

MOTOR VEHICLE & EQUIPMENT OPERATION

1. Employees who are authorized to operate The CITY vehicles or personally owned vehicles on CITY business must have a valid Texas Driver's license for the class vehicle they operate and must notify their supervisor immediately should the license be suspended or revoked. CITY driving privileges will be suspended until the problem is resolved.

2. It shall be the responsibility of the employee to inform their supervisor as soon as practical, but not later than five (5) days, of any moving traffic citations received or accidents in which the employee is involved while driving on CITY business.

3. Motor vehicle annual record checks will be conducted on all employees who have driving or motorized equipment operation responsibilities. Should a routine record check be made that does not coincide with the information supplied to the employee's supervisor, the employee may be placing both his job and career with CITY in jeopardy.

4. The vehicle documents should be carried in all CITY owned vehicles.

5. All drivers of CITY vehicles must be familiar with and abide by all applicable state, federal and local traffic regulations.

6. All drivers/operators shall be responsible for the proper care and use of vehicles and motorized equipment. This includes maintaining vehicle/motorized equipment interiors and exteriors, regularly servicing these items and reporting maintenance needs to the supervisor.

7. A driver/operator shall not permit any unauthorized persons to drive, operate or ride in or on a CITY vehicle. Riders shall not be allowed on running boards, tailgates, fenders, bumpers, atop cabs, beds, on tow bars or towed equipment. (Exceptions may include operator trainees and mechanics sharing operator positions.)

8. Every accident involving personal injury or property damage shall be reported to Dispatch Operations immediately and the Wastewater Superintendent or Operations Manager. Mandatory drug and alcohol testing will be completed as soon as possible. Any employee who knowingly avoids such reporting will be subject to disciplinary action up to and including termination.

9. CITY vehicles must be equipped with seat belts (when applicable). Seat belts must be used by the driver and any passenger(s) when the vehicle is in operation. The size of the vehicle or equipment does not excuse the operator from the seat belt requirement. It shall be the responsibility of the driver to see that passengers wear their seat belts at all times.

10. All vehicles shall be equipped with the appropriate safety and emergency equipment, such as fire extinguisher, first aid kit, traffic cones, signs and reflectors. Equipment on all CITY motor vehicles must conform to state, federal, and Department of Transportation (DOT) regulations.

11. Extreme caution shall be exercised when backing any vehicle. If another employee is present, he/she shall act as a "spotter" to assist the driver in backing safely. Drivers shall stop immediately if they lose sight of the "spotter".

12. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk their horn to warn others of the moving vehicle.

13. Unsafe and discourteous driving practices such as disregarding the rights of pedestrians, violating traffic regulations, and deliberate recklessness of any kind are prohibited.

14. Entering or exiting vehicle/mobile equipment while it is in motion is prohibited, as is riding

anywhere on the vehicle/mobile equipment not designed for passengers. Do not get out of vehicle/mobile equipment and leave the motor running, or drive/operate with a door ajar.

15. Personnel should maintain three-points of contact with mobile equipment when entering and exiting to help in maintaining balance if a slip occurs. Many injuries occur as a result of slips and this should help control that exposure. In addition, the condition of handrails, steps, etc. should be inspected regularly.

16. Smoking is prohibited in all CITY vehicles/ mobile equipment and facilities.

17. Gasoline must not be carried inside passenger cars or the cabs of trucks. Gasoline shall be transported in approved safety containers and sealed tight to prevent the leakage of gasoline or gasoline vapors.

18. Garage doors must be opened for ventilation whenever a motor vehicle engine is running to help prevent the accumulation of carbon monoxide gas.

19. Keys shall be removed from unattended vehicles and equipment. Doors should be locked for security purposes when applicable.

20. Driving a vehicle under the influence of alcohol or any controlled substance will not be tolerated.

21. Never attempt to operate CITY vehicle/mobile equipment while taking over the counter medication or prescription drugs that may impair your ability.

22. Picking up hitchhikers is prohibited.

23. Before starting out in your vehicle in the morning, clear all windows of any frost, ice or dew. Cleaning only a small place on a windshield does not allow for proper visibility.

24. Employees must perform an “around the vehicle check” prior to driving off after stopping at a job site, service call, etc.

25. Driving is a full time job. Drivers should not engage in other activities, such as dialing a cellular telephone, updating records, etc. while operating a vehicle. The vehicle should be pulled safely off the road and stopped before performing these activities.

26. Driving at the maximum-posted speed limit can be too fast for safety in some situations. The drivers of all vehicles must use good judgment and proceed at a pace suitable to conditions of the vehicle, road, traffic and weather.

27. All vehicle cabs should be kept clean to reduce distractions to drivers and interference with the operation of the vehicle or equipment.

28. Trucks equipped with mechanical hoists and hydraulic tailgates require special driver instructions and crew cooperation. The supervisor will provide training in the use of such equipment to prevent accidents, injuries, and property damage.

29. When backing any vehicle the operator shall assign a spotter to direct them from outside the vehicle.

30. Before leaving the starting point, all operators must check the materials to be transported to avoid shifting, breaking, or falling of the material. Weight should be properly distributed. Material projecting beyond the body of the truck shall have a red flag. At night, a lighted red lantern must be used.

31. When any type of trailers such as, equipment trailers, air compressors, etc., are being pulled by a CITY vehicle, DOT requirements must be met.

INSPECTION OF VEHICLES AND EQUIPMENT

1. Drivers/operators shall utilize equipment checklists to inspect vehicles and equipment daily. Check windshield wipers, signals, horn, lights, reflectors, tires, fluid levels, etc. to determine if they are in good operating condition prior to operating the vehicle.

2. The driver/operator shall determine that brakes are in good operating condition before using the vehicle or equipment. If brakes are not working properly, they must be corrected before use.

3. The driver/operator shall report all defects promptly to maintenance personnel. Items that affect safety shall be repaired prior to continued use.

OPERATION OF VEHICLES AND EQUIPMENT

1. The operator of a motor vehicle shall clearly signal intention of turning, passing, or stopping.

2. Upon a signal from a vehicle approaching from the rear, the driver of a Utility vehicle shall yield the right-of-way.

3. Drivers shall be prepared to stop and yield the right-of-way in all instances when necessary to avoid an accident.

4. The driver of a vehicle shall be courteous toward other operators and pedestrians. The vehicle shall be operated in a safe manner, and the driver shall yield the right-of-way to pedestrians and other vehicles when failure to do so might endanger any person or another vehicle.

5. The driver shall maintain sufficient distance behind another vehicle to safely stop the vehicle in the clear distance ahead.

6. Drivers shall exercise added caution when driving through residential and school zones.

7. When entering or leaving any building, enclosure, alley or street where vision is obstructed, a complete stop shall be made and the driver shall proceed with caution.

8. Trucks on which derricks or booms are erected above traveling height shall not be moved except under the immediate direction of a designated employee, who shall give his undivided attention to the movement.

9. Before a vehicle is driven under or adjacent to energized equipment, especially in substation areas, the clearance shall be checked, especially that of the radio antenna, in order to ensure that proper clearances will be maintained between the vehicle and energized equipment.

10. All ignition systems shall be turned off and no smoking permitted while refueling.

11. When proceeding down grade, the clutch shall not be disengaged. Trucks, particularly if heavily loaded, shall be in a lower gear on steep grades.

PARKING

1. When vehicles must be parked on the roadway, they shall be parked on the right–hand side facing in the direction of traffic flow, whenever possible.

2. When parking on a roadway, vehicles shall park off the traveled road surface, whenever possible. When vehicles must park closer than 10 feet to the traveled road surface, appropriate warning devices shall be used.

3. Trucks or trailers stopped on any public roadway shall be protected by proper warning lights, reflectors, or red flags in accordance with state or local requirements.

4. Vehicles shall not be parked on bridges or over culverts except when necessary for work.

5. When it is necessary to park on an incline, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear or “park” position, and the parking brake set. The front wheels shall be cut into the curb if a curb is present.

6. When possible, park so that backing is not required.

7. When parking a CITY vehicle it is a requirement that a traffic safety cone be placed at the front or rear of the vehicle on the side of the vehicle facing traffic. The use of a cone for a parked vehicle reminds the driver and the occupants to perform an inspection of the surrounding area before departing. This practice is not required when parking on CITY property.

8. Avoid parking large trucks and equipment in small commercial parking lots (such as fast food restaurants, etc.). Park on public roadway or larger parking lots with open areas.

STOPPING ON ROADWAYS

1. When it is necessary to stop on the roadway, extreme caution shall be used.

2. A beacon shall be used if so equipped.

3. Tail lights/emergency flashers shall be used if the vehicle/mobile equipment is not equipped with beacons.

4. If work is in progress, traffic control devices shall be used in accordance with the State of Texas.

VEHICLE BACKING

1. Avoid backing whenever and wherever possible. Plan routes to eliminate the need for backing.

2. When available, use parallel rather than head in parking.

3. If practical, pull around an area (or block) in the forward direction, rather than risk a blind backup.

4. When a guide is available, all truck drivers including drivers of pick-ups with side boxes, shall use one and only one guide for all backing situations. The driver will require the guide to use hand signals in a position visible to the driver's side mirror. Drivers must check all clearances in any case of doubt about the guide or signals. Should the guide be lost from mirror view, the driver should stop immediately. The driver and guide will both be held responsible in any backing incident.

5. If a spotter is not available, or the driver has any doubt of the guide's instructions, or is not familiar with the area or possible obstructions, he/she should walk around the vehicle prior to backing.

6. Drivers shall not back around corners unless no other means of changing location is available.

7. Drivers shall back slowly and only as far as necessary.

The proper and safe operation of any piece of CITY owned equipment is the sole responsibility of the CITY driver or operator of that piece of equipment.

ELECTRICAL SAFETY



1. Consider all wires as dangerous and do not permit any object being handled to come in contact with electrical lines. The insulation on the wire is no guarantee that it will not cause instant death. Employees other than electricians must never attempt to determine if a wire is energized.

2. All CITY electrical tools, equipment, extension cords etc. shall be inspected on a regular basis. All faulty equipment shall be reported immediately to your supervisor. Lockout or tag the equipment so that others are aware the equipment is damaged. The tool, equipment or cord shall not be used if it has any defects, such as bad insulation, missing grounds, loose prongs, etc.



3. All electrical equipment shall be properly grounded.

4. Extension cords should not be used in wet or damp areas. For adequate protection, a Ground Fault Circuit Interrupter (GFCI) should be used to protect employees in wet or damp locations.

5. All circuit breakers shall be identified as to use. Maintain clear access to electrical panels and main power sources at all times. Electrical panels and boxes should be securely fastened.

6. All electrical panel boards, boxes, disconnects, switchgears, etc. shall be covered or isolated to prevent accidental contact with energized parts and to protect equipment and wiring from potential contamination.

7. Before work begins at a work site, the location of electrical lines (underground and above) shall be determined and precautions taken to prevent accidental contact.

8. Electrical Lockout/Tag out procedures shall be used when circuits or electrical equipment are being worked on.

9. Electrical cables passing through work areas shall be covered or elevated to protect them from damage, which could create a shock hazard.

10. Metal ladders shall not be used when working near electrical circuits.

11. Exposed light bulbs or fluorescent tubes shall be guarded or recessed in reflectors to prevent accidental breakage.

12. To aid in the prevention of electrical shock, 120-volt, single-phase, temporary receptacles used at work sites should be used with a GFCI. If a GFCI is not available, assured equipment grounding conductor program may be used for added protection. Another option in protection from electrical shock involves the use of double-insulated equipment.

13. Because electrical shock can stop the heart and lungs from operating efficiently, be sure that workers involved in activities around hazardous energy levels know cardiopulmonary resuscitation (CPR) and rescue procedures. Any victim of electrical shock should be administered CPR immediately after the electrical shock if heart or lung failure is suspected. The CPR should be continued until the person is revived or medical personnel arrive at the site.

LOCKOUT/TAGOUT PROCEDURES



DEFINITIONS

Lockout and tag out are methods of preventing equipment from being set in motion unexpectedly, which in turn may endanger workers.

Lockout is the placement of a lockout device on an energy-isolating device to ensure that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout device is a device that utilizes a positive means such as a lock, either key or combination type, to hold an energy-isolating device in the safe position thus preventing the equipment from being accidently energized.

Tag out is the placement of a prominent warning device, such as a tag, on an energy-isolating device to indicate that the energy isolating device and the equipment being controlled may not be operated until the tag out device is removed. This method does not offer the physical protection of lockout.

An **energy-isolating device** is a mechanical device that physically prevents the transmission or release of energy. These devices can include, but are not limited to, electrical circuit breakers, disconnect switches, block valves, slip blinds, slide gates, etc.

Energy source refers to any sources of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or any other energy.

An **affected employee** is an employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tag out, or whose job requires him/her to work in an area in which such servicing or maintenance is being performed.

An **authorized employee** is a person who uses locks and/or tags on machines or equipment while performing service or maintenance activities. An authorized employee and an affected employee may be the same person when the affected employee's duties also include performing maintenance or service on a machine or equipment, which must be locked and/or tagged.

EMPLOYEE RESPONSIBILITIES

All CITY equipment should be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Employees should never attempt to operate any switch, valve, or other energy-isolating device that is locked or tagged out. Employees should be trained on the importance of lockout/tag out procedures. Only authorized employees who have been trained in the procedures should be allowed to apply lockout or tag out.

PREPARATIONS FOR LOCKOUT/TAGOUT

Obtain the lockout/tag out procedures for the equipment. After a review of the procedure, determine if changes may be necessary in the procedure.

Identify all affected employees that may be impacted by the impending lockout/tag out.

Obtain necessary supplies, such as locks, tags, etc. that may be needed during the lockout or tag out.

SEQUENCE OF EVENTS TO IMPLEMENT LOCKOUT/TAGOUT

1. Notify all affected employees that servicing or maintenance is required on a machine or

equipment and that the machine or equipment must be shut down and locked out to perform the serving or maintenance.

2. The authorized employee should refer to CITY's written procedures to identify the type and magnitude of the energy that the machine or equipment utilizes. After identifying the type of energy source, the authorized employee should assure that he/she understands the hazards of the energy source and knows the methods to control the energy source.

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress stop button, open switch, close valve, etc.).

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

6. Use lock(s) and/or tag(s) as necessary to prevent the accidental or inadvertent operation of the energy isolating device(s).

7. Any stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, air pressure, steam pressure, gas pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

8. To ensure that the equipment is disconnected from the energy source(s), the authorized employee should follow these listed steps: (a) Check to make sure that no personnel are exposed to possible hazards; (b) Verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the equipment will not operate; and (c) Return the operating control(s) to the "neutral" or "off" position after verifying the isolation of the equipment.

9. The equipment or machine should now be locked out.

SEQUENCE OF EVENTS TO RESTORE MACHINE OR EQUIPMENT TO NORMAL OPERATIONS

1. Check the machine or equipment and the immediate area around the machine or equipment to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the controls are in the "neutral" position.

4. Remove the lockout and/or tag out devices and reenergize the machine or equipment.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for use.

6. Return or file used lockout and/or tag out devices.

EMPLOYEE TRAINING REQUIREMENTS

The employer should provide training to ensure that employees understand the purpose and function of the energy control program and that the knowledge and skills required for the safe application, the employees acquire usage and removal of the energy controls.

Each authorized employee should receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy sources, and the methods and means necessary energy isolation and control. Each affected employee should be instructed in the purpose and use of the energy control procedure.

Other employees, whose work areas may or may not be in an area where energy control procedures may be utilized, should be instructed about the procedure, and about the prohibition relating to attempts to restart or reenergize machine or equipment which are locked out or tagged out.

BLOODBORNE PATHOGEN/BIOLOGICAL HAZARD SAFETY

1. Due to potential hazards associated with blood borne pathogens, bacteria, funguses, parasites and viruses that can cause infections and diseases such as hepatitis and AIDS, care shall be taken by CITY employees to eliminate contact with blood and body fluids and minimize exposure to sewage.

2. Universal precautions (treating all body fluids as potentially infectious) must be observed at all times.

3. Preventative immunizations and vaccinations shall be offered to affected employees.

4. Use of appropriate gloves and eye protection may be necessary to prevent potentially infectious materials from passing through or reaching an employee's work clothes, street clothes, undergarments, skin, eyes, mouth or other mucous membranes. A specialized mask for administering CPR shall be used.

5. Employees shall wash hands and other contaminated body areas and remove all contaminated clothing immediately after administering first aid or contact with sewage.

6. Employees shall immediately report all exposures to blood and body fluids to their supervisor so post-exposure care can be initiated.

7. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures, or contact with blood or potentially infectious materials. Tools and materials should be decontaminated after use.



8. Infectious waste generated by rendering first aid shall be placed in closable, leak-proof containers with proper labels and must be disposed of in a proper manner.

9. Cuts and abrasions shall be promptly treated using appropriate first aid measures.

ACCIDENT/INCIDENT INVESTIGATIONS

All work-related accidents or incidents that result in or could potentially have resulted in injury or property damage must be investigated.

1. The employee will report all injuries, illnesses or incidents. Failure to do so will constitute a violation of policy and subject the involved parties to disciplinary action up to and including termination.

2. The supervisor will contact the 911 and the Service Center immediately, secure the scene and ensure injury treatment is rendered if needed. Medical treatment is necessary for severe chest pains, traumatic injuries, and loss of consciousness or severe dizziness.

3. The supervisor or members of the safety committee will conduct the investigation immediately.

4. Notify the Department leader within 24 hours and obtain the accident reporting form.

4. The final accident investigation report should be completed and submitted to the Risk Management Department within two business days of the incident.

FIRST AID EQUIPMENT



Every vehicle is equipped with first aid kits. CITY employees shall be familiar with the location, contents, and the instructions given with the first aid kit. Each employee shall learn how to use this equipment so they can render treatment when needed.

The contents of the first aid kits shall be inspected each month and expended items replaced. Personal medication shall not be kept in first aid kits.

Where the eyes or body may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided for emergency use.

TREATMENT

Each CITY division has personnel qualified to administer First Aid and CPR. If an injury requires outside medical attention, arrangements for promptly obtaining that care and treatment are normally made by the supervisor if possible. Serious injuries and illnesses will be treated at the most appropriate and accessible hospital.

WORKING ALONE

The term “Working Alone” can be defined as:

Any person working alone in any environment where there are no other workers present and who are not available to respond effectively to assist during any emergency.

Supervisors shall review each worksite under their control to identify individuals who work alone and ensure all reasonable and practical steps are taken to protect the health and safety of those workers.

The steps that follow should be adhered to by employees when working after-hours and/or weekends.

1. Employees shall notify Service Center at the beginning of a job and provide the following information:
   - Unit number
   - Method of communication (cell phone, radio, pager, etc.)
   - Location and duration of job (If there is a change in the location or duration employee shall contact Service Center. If several locations are to be made, a list should be provided to Service Center in the order the employee will make each location and contact made after all locations have been made)

2. If an employee does not contact Service Center within the expected time, Dispatch will attempt contact three (3) times within a fifteen (15) minute period

3. If the employee does not respond Service Center will contact the employee’s Supervisor to determine if emergency response is required

<u>Options for the Supervisor</u>:

1. Report to the scene and contact Service Center within five (5) minutes or less after making location

2. Service Center may request a “welfare check” from CITY Crew Members on duty or local Law Enforcement

3. Service Center may contact 911 (If this option is used, the following information is required):
   - Exact location
   - Type of injury/illness

EMERGENCY PROCEDURES

Preplanning for a potential emergency situation at CITY is most valuable. All employees shall be aware of the medical services available and how to obtain them. This information will be covered in orientation and reviewed annually in division safety meetings. Emergency phone numbers and evacuation routes shall be posted in or near all work areas. Employees shall familiarize themselves with the emergency exits, alarm signals, and escape procedures when working inside a building or structure.

GENERAL EVACUATION



If you are asked to evacuate, hear the alarm, or are notified to do so, you should:

1. Stop all work.
2. Shut off electrical equipment and machines, if possible.
3. Walk to the designated exit, including emergency exits with crash bar assemblies. Push the bar and exit the building.
4. Exit quickly. Do not stop for personal belongings.
5. After exiting the building, move immediately to designated relocation areas and wait there for further instructions.
6. Do not re-enter the facility until you are instructed to do so.
7. Do not go to your car and leave unless instructed to do so.
10. If you are not working at your normal workstation or area, exit the building and relocate with your group at the designated location as soon as possible.

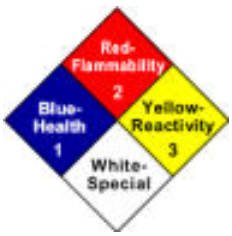
HAZARDOUS MATERIALS PROGRAM

RIGHT TO KNOW

Just as The CITY is interested in your safety from physical hazards, it is also concerned about other aspects of your health and safety. Our use of chemicals at home and at work can present health problems if recommended precautions are not followed. Most chemicals have made our lives more comfortable and productive. However, most have some other effects that could be of concern.

CITY has established a Hazardous Materials Communication Program. This program is designed to insure that while on the job you will be given training and information for the safe handling, use, storage, and disposal of any chemical you may encounter on the job. Training will include where hazardous materials exist, how to read and interpret material data safety sheets and labels and where material data safety sheets are located.

Employees using chemicals have a responsibility to keep informed and seek information from their supervisor. The goal of the program is to make each of us more aware of potential hazards.







CONFINED SPACE SAFETY

1. All potential hazards shall be evaluated prior to entry into a confined space.

2. Only CITY employees who have been properly trained on the hazards associated with confined space work shall be allowed to enter a confined space.

3. If work is to be performed in a confined space, a written permit system shall be followed. The entry supervisor shall complete the written permit prior to entry to ensure that all safety equipment is in place and acceptable entry conditions are present.

4. Before any entrance cover to a confined or enclosed space is removed, it shall be determined that there are no temperature or pressure differences, or other hazardous conditions that may cause injury to the employees removing the cover.

5. No smoking shall be permitted in a confined space or near the entrance/exit area.

6. When covers are removed from confined or enclosed spaces, the opening shall be guarded by a railing, temporary cover, or other temporary barrier.

7. Before an employee enters a confined space, the internal atmosphere shall be tested for oxygen content, flammable gases and vapors, and potential toxic air contaminants. Approved and calibrated testing equipment shall be used to measure the concentration of the various gases.

8. Before entering, if an oxygen deficiency is found, or if flammable or toxic gases or vapors are detected, the space shall be continuously tested and forced ventilation shall be used to maintain oxygen at a safe level and to prevent a hazardous concentration of flammable or toxic gases and vapors.

11. Electric welding, gas welding, cutting, or any other hot work shall not be performed on the interior, exterior, or near the openings of any confined or enclosed space that may contain flammable or explosive gases or vapors until the space has been properly cleared. Monitoring shall be continuous during any hot work activities.

12. If a hazard-increasing work activity is to take place in a confined or enclosed space (i.e., welding, painting, working with solvents and coating), the air in the space shall be continuously tested for the presence of flammable or toxic gases and vapors or insufficient oxygen. Forced ventilation shall be used as required.

13. Before employees are allowed to enter a confined space, all electrical and mechanical energy sources that could affect the employees working in the space shall be physically rendered inoperative, locked out, and tagged. If required, the space shall be drained, vented, and cleaned.

14. A properly trained attendant shall be stationed outside the confined space. The attendant shall maintain continuous communication with the employees authorized to be in the confined space. The attendant shall be able to recognize confined-space hazards and changing conditions in the confined space that could affect employees in the space. In the event of an emergency, the attendant shall not enter the confined space but shall be able to summon emergency and rescue services.

15. All employees required to enter a confined or enclosed space shall be equipped with a body harness and lifeline monitored by a properly trained attendant. Other personal protective equipment and rescue devices may also be required depending on the situation.

16. Compressed gas cylinders, other than breathing air, shall not be taken into a confined space.

17. While work is being performed in an enclosed space, a person with CPR and basic first aid training shall be immediately available to render emergency assistance if there is reason to believe that a hazard may exist in the space or if a hazard exists because of traffic patterns in the area of the opening used for entry.

18. Necessary rescue personnel and equipment shall be available in the event of an emergency.

19. Safe access to the confined space shall be maintained at all times. If possible, all cords, hoses, leads, etc., shall be routed through an entrance other than the employee access into the confined space.

20. Employees whose job duties and responsibilities include entering confined spaces should familiarize themselves with the Confined Space Policy.

21. Training for atmospheric monitoring personnel shall include proper use of monitoring instruments, including instruction on the following:
    - proper use of the equipment;
    - calibration of equipment;
    - sampling strategies and techniques; and
    - exposure limits (PELs, TLVs, LELs, UELs, etc.).

22. Training for Attendants shall include the following:
    - procedures for summoning rescue or other emergency services; and
    - proper utilization of equipment used for communicating with entry and emergency/rescue personnel.

23. Training for Emergency Response Personnel shall include:
    - rescue plan and procedures developed for each type of confined space that is anticipated to be encountered;
    - use of emergency rescue equipment;
    - first aid and CPR techniques; and
    - work location and confined space configuration to minimize response time.

24. The Confined Space Entry Permit is the most essential tool for assuring safety during entry in confined spaces with known hazards, or with unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, an entry permit will be completed. A standard entry permit shall be used for all entries and must be completed BEFORE entering any confined space.

25. A confined space that may contain a hazardous atmosphere shall be tested for residues of all identified or suspected contaminants. The evaluation testing should be conducted with specified equipment to determine that residual concentrations at the time or testing and entry are within acceptable limits. Results of testing shall be recorded by the person performing the tests on the permit. The atmosphere of the confined spaces shall be considered to be within acceptable limits when the following conditions are maintained:
    - oxygen: 19.5 percent to 23.5 percent;
    - flammability: less than 10 percent of the Lower Flammable Limit (LFL);
    - toxicity: less than recognized American Conference of Governmental Industrial Hygienists (ACGIH) exposure limits or other published exposure levels [i.e., OSHA Permissible Exposure Limits (PELs) or National Institute of Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs)].
    - Ventilation equipment is installed and operating

26. Means for safe entry and exit shall be provided for confined spaces. Each entry and exit point(s) shall be evaluated by the Utility Superintendent to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

27. Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space.

TRENCHING AND EXCAVATION SAFETY

1. Before opening an excavation, all interferences such as trees, sidewalks, and foundations shall be removed or supported as necessary to protect employees and the public.

2. The estimated location of utility and other underground installations that may be encountered during excavation work shall be determined before opening the excavation.

3. When excavation operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means.

4. While the excavation is open, underground installations shall be protected, supported, or removed to safeguard employees.

5. Employees exposed to vehicular traffic shall wear “high visibility” vests or clothing.

6. A stairway, ladder, ramp, or other safe means of egress shall be located in trench excavations that are 4 feet or more in depth so as to require no more than 25 feet of lateral travel for employees. Ladders must extend 3 feet above the surface and be tied off if necessary.

7. No employee shall be permitted underneath loads handled by lifting or digging equipment. Employees shall be required to stand away from any vehicle being loaded or unloaded to avoid being struck by any spillage or falling materials.

8. All mobile equipment (front-end loaders, bulldozers, and dump trucks) shall be equipped with a warning device such as a back-up alarm. When mobile equipment is operated adjacent to an excavation, a warning system shall be utilized such as barricades, hand or mechanical signals, or stop logs. If possible, the grade should be sloped away from the excavation.

9. In excavations deeper than four feet with the potential for a hazardous atmosphere or oxygen deficiency, air testing shall be conducted before employees can enter an excavation and as often as necessary to ensure the atmosphere remains safe. Ventilation or respiratory protection may be needed to protect employees from harmful atmospheres.

10. Daily inspections of the excavations and adjacent areas and protective systems shall be made by a competent person for evidence of situations that could result in a possible cave-in, failure of protective systems, hazardous atmospheres or other hazardous conditions. An inspection shall be conducted prior to the start of work, when there are changes in weather conditions, if the excavation has been left unattended for a period of time (such as lunch), and as needed.

11. Employees shall not work in excavations in which there is accumulated water or in an excavation in which water is accumulating unless adequate precautions have been taken to protect employees. The precautions necessary to protect employees adequately can include special support or shield systems, water removal, or the use of a body harness and lifeline.

12. Surface water shall be prevented from entering an excavation by utilizing diversion ditches, dikes, or other suitable means.

13. Excavations subject to run-off from heavy rains shall require an inspection by a competent person.

14. Excavated earth (spoil), materials, tools, and equipment shall be placed no closer than two feet from the edge of the excavation.

15. Where employees or equipment are required or permitted to cross over excavations, walkways or bridges with standard guardrails shall be provided.

16. When excavations are left open, warning devices, barricades, or guardrails shall be placed to adequately protect employees and the public.

17. At the end of the workday, as much of the excavation as practical shall be closed.

18. Mechanical excavating equipment that is parked or operating on streets or highways shall be protected by proper warning devices.

19. Each employee in an excavation shall be protected from cave-ins by an adequate protective system (sloping, benching, shoring, or shielding), unless excavations are made entirely in stable rock, or are less than five feet deep and examination of the ground by a competent person provides no indication of a potential cave-in.

20. When choosing a protective system, a competent person shall take into consideration soil type, vibration sources, previously disturbed soil, layered soil, presence of water, heavy equipment work adjacent to the excavation, limited work area, and other hazard-increasing conditions.

21. Sloping, benching, shoring or shielding for excavations greater than 20 feet deep shall be designed by a registered professional engineer.

22. A “competent person” as used in this section shall mean one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

TEXAS 811



The dig safely program stresses that safe excavation is a four step process:

1. Call before you dig. Dial 811, 24 hours a day, 7 days a week.

2. Emergency excavation may begin immediately, with reasonable care. The excavator must call when reasonably possible.

3. Respect the marks. Excavators are encouraged to outline the excavation area in white paint to aid in the location process. During the project, it is the excavator’s responsibility to make sure the marks remain visible. If the marks are obliterated, the excavator must call the DIG TESS Center for re-mark. Take photos of the locate marks prior to starting excavation.

4. DIG Safely. Once the work begins, it is up to the excavator to use safe accepted digging practices staying 18 inches on either side of utility markings. Hand digging is recommended when working within 18 inches of the mark. Regardless of how careful the preparation has been, the excavator must work in a prudent and careful manner.

WORK ZONE TRAFFIC CONTROL

Work zone safety is the adequate safeguarding or protecting of pedestrians, motorists, utility workers and equipment by the use of adequate barriers, warning signs, lights, flags, traffic cones, high level standards, barricades, rope, flaggers, etc. on approaches to work areas, excavations, open manholes, parked equipment, etc.

Work zone traffic control is accomplished by the use of informative and protective devices, keeping in mind that a safe installation requires the use of these devices in relation to the location of the workers and equipment involved. The use of these devices must be coupled with proper planning, design, installation, inspection, maintenance and the use of good common sense. It is of utmost importance that the work area be properly identified and that warning devices clearly convey the message to the traveling public well in advance of arrival at the work area.

The public must be warned in advance, then regulated and guided through or around the work area. Proper work area protection shall be planned to ensure the safety and protection of the public, the worker, and the equipment.

1. If street construction or repair work is to be done, preparations will be made to ensure vehicle and pedestrian safety before work is allowed to begin.

2. If traffic is affected by the operation, proper signs must be used in advance of the work area, and the traffic control signs in and around the affected area are to be correctly placed and maintained for the duration of the period when work is being performed and traffic obstructions exist.

3. When barricades and signs are used overnight, supervisors will examine the work area for proper placement at the end of the workday.



4. All employees working in or near the roadway will wear CITY approved reflective vests and hard hats while at the work site.

5. Lighted barricades will be used whenever possible for overnight protection.

6. Where traffic must be periodically stopped or obstructed by workers or equipment in a traveled portion of a roadway, a flagger wearing a reflective vest may be stationed. If lack of manpower exists, the roadway must be closed and the traffic detoured.

7. Flaggers will be used to slow or direct traffic where the approach to the work area does not provide adequate visibility to drivers. The use of sign paddles (Stop/Slow) is preferred and should be used if available.

8. All plates used to cover holes in the street on a temporary basis are to be spiked in place.

9. In any case where streets are significantly obstructed or closed for any period of time, the police, fire and other relevant departments will be notified of the situation and told approximately how long the closure will be in effect.

10. When pedestrian traffic is impeded, barricades, restrictive tape, rope or other restraint will be used to keep the public from the work site.

11. Holes in the sidewalk or parkway which must be left open will have perimeter protection. Protection of these areas will be in the form of physical barriers and warnings signs.

MATERIAL HANDLING AND LIFTING SAFETY

1. Before starting to lift or carry, check to ensure that the walkway is clear of all obstacles. Cautiously test the object to check its weight and center of gravity.

2. Before lifting, face the object and get as close as you can with feet slightly apart. Remember, bend at your knees not at your waist.

3. Maintain the natural curve of the back by looking forward and using abdominal muscles for support.

3. Use your legs to bring you to a standing position. Make the lift smooth and under control.

4. When carrying an object, grip it firmly and hold it as close to your body as possible.

5. Keep the load directly in the front of the body, both hips and shoulders facing forward. Do not twist your body when lifting or setting an object down.

6. If necessary, obtain assistance in lifting heavy objects by utilizing additional personnel, power equipment or other types of assisted lifting devices.

7. When two or more persons carry a heavy object that is to be lowered or dropped, there shall be a pre-arranged signal for releasing the load.

8. When two or more persons are carrying an object, each employee, if possible, should face the direction in which the object is being carried. Crouch or squat with the feet close to the object to be lifted; secure good footing; take a firm grip; bend the knees; keep the back vertical; and lift by bending at the knees and using the leg and thigh muscles. Employees shall not attempt to lift beyond their capacity. Caution shall be taken when lifting or pulling in an awkward position.

9. Material shall not be thrown from place to place or person to person.

10. A safety line or tag line should be attached to help control loads as they are lifted to elevated work areas.



FIRE EXTINGUISHER AWARENESS

1. Employees shall be familiar with both the location and the operation of all fire protection equipment in the vicinity of their work area.

2. Fire extinguishers should be “wall-mounted” in an easily accessible location not more than five feet above floor level. If an extinguisher cannot be easily seen, a sign indicating the extinguisher’s location should also be posted. Except for actual use or inspection purposes, employees shall not move or remove such equipment without proper authority.

3. Fire extinguishers shall not be blocked or hidden behind material or machines.

4. Fire extinguishers shall be visually inspected at least once a month and service inspected annually.

5. Employees should know the classes of fires and the proper extinguishing agent to be used. Employees shall be trained on the primary fire exposures in their immediate work area.

6. Class A-for fires in paper, wood, or cloth
   Class B-for flammable liquid fires
   Class C-for electrical fires
   Class D-for combustible metal fires

   A multi-purpose “ABC” fire extinguisher will extinguish most types of fires.

7. Remember how to operate most extinguishers:

   PULL - the pin.
   AIM - at the base of the fire.
   SQUEEZE - the handle.
   SWEEP - from side to side.



TOOL SAFETY

1. All tools shall be of an approved type and maintained in good condition.

2. All tools shall be examined prior to use to ensure adequate working condition.

3. Defective tools shall be tagged to prevent their use and removed from the job site.

4. Employees shall always use the proper tools for the job.

5. Employees shall be trained on the correct use, hazards and limitations of tools used in the workplace.

6. Gloves should be worn when they provide protection to the employee without increasing the chances of the employee becoming entangled at the point of operation.

7. Tools shall not be left unsecured in elevated places. Tethering is recommended in areas where tools may fall to a lower level.

8. Impact tools, such as chisels, hammers and punches that become mushroomed or cracked shall be dressed or replaced.

9. Chisels and punches, etc. shall be held with a safe holding device, such as vice grips or pliers to avoid injury to employee's hand.

10. Wrenches with sprung or damaged jaws shall not be used.

11. Wooden handles that are loose, cracked or splintered shall be replaced, not taped or lashed.

12. Power tools shall be disconnected from any power source while repairs or adjustments are being made.

13. Carrying and storing tools:

    a. Never carry sharp tools in your pockets unless the edges are protected.

    b. Do not carry tools in your hands while climbing a ladder. Hoist them with a rope or use an approved utility belt.

    c. Protect your tools from falling when working from a scaffold, ladder or other elevated work areas.

14. Do not leave tools lying around where they may cause a trip/fall hazard. Tools no longer needed for the job shall be returned to their proper location.



LADDER SAFETY

1. Wooden ladders shall not be painted so as to obscure a defect in the wood; only a clear, nonconductive finish shall be used.

2. All ladders shall be inspected regularly. Ladders with weakened, broken, or missing steps, broken side rails, or other defects shall be tagged and removed from service.

3. Ladders and scaffolds shall be sufficiently strong for their intended use.

4. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked, or guarded.

5. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.

6. Only one employee shall work from a ladder at one time (except for hook-type ladders). If two employees are required, a second ladder shall be used.

7. Only CITY supplied ladders shall be used by employees. The minimum standard for ladders used by CITY shall be Type 1A.

8. Ladders shall not be used as scaffold platforms unless specifically designed for that purpose.

9. Boxes, chairs, etc., shall not be used as ladders.

12. Portable metal ladders and other portable conductive ladders may not be used near exposed energized lines or equipment except in very specialized situations.

13. The use of stepladders above 20 feet is prohibited and the use of extension ladders above 24 feet is strongly discouraged.

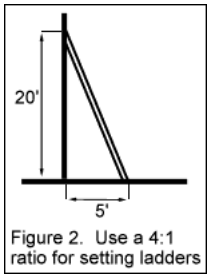


Figure 2. Use a 4:1 ratio for setting ladders

STRAIGHT & EXTENSION LADDERS

1. Portable straight ladders shall be equipped with nonskid bases or shoes.

2. Ladders should be set at a 4:1 angle.

3. Straight ladders shall not be climbed beyond the third step from the top.

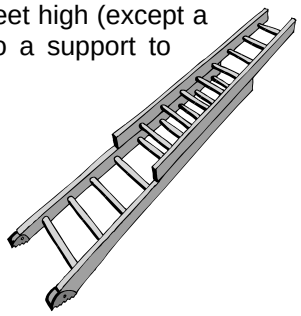
4. When working from a portable ladder, the ladder must be securely placed, held, tied, or otherwise made secure to prevent slipping or falling.

5. When dismounting from a ladder at an elevated position (such as a roof) the employee shall ensure that the ladder side rails extend at least 3 feet above the dismount position, or that grab bars are present.

6. Employees shall belt off to a ladder whenever both hands must be used for the job or a possibility of the employee falling from an elevated position exists.

7. Ladders shall not be spliced together to form a longer ladder, unless specifically designed to be used as a section ladder.

8. A ladder shall not be placed against an unsafe support.
9. When an employee is working on a straight or extension ladder more than 10 feet high (except a platform ladder), another person shall hold the ladder or it should be tied to a support to prevent it from falling.



STEP LADDERS

1. The top step shall not be used, except for platform ladders.

2. Stepladder legs shall be fully spread and the spreading bars locked in place.

3. Stepladders shall not be used as straight ladders.

4. When an employee is working on a stepladder more than 10 feet high (except a platform ladder), another person shall hold the ladder or it should be tied to a support to prevent it from falling.

MATERIAL STORAGE SAFETY

Bins and Shelves

1. Material shall be stored in such a manner that it will be safe from damage. Special care must be taken to assure that stored material poses no hazard to anyone working around it. Only lightweight material should be stored on top shelves.

2. Bins or shelves shall never be used as ladders.

3. Materials shall not be stored on the floor, in front of shelving.

Stacking Material

1. When material is stacked all possible precautions must be taken to assure that it will remain stable. The lower level must be blocked or tied to prevent slipping. The height of a stack of material should remain within reasonable limits.

2. When unloading and/or stacking poles or pipe, great care should be exercised to maintain a safe work environment. Do not stand on poles or pipe. Watch for pinch points, and stay out of the path of equipment during unloading. Avoid any contact with creosote, while unloading poles.

Flammable Material

1. Under no circumstances shall flammable materials be stored in an area where heat or potential ignition sources may affect the stability of the material.

2. All flammable materials shall be stored in a location that will not endanger life or property. Containers will be clearly and appropriately marked, in accordance with fire safety standards. In addition, storage facilities shall have a sign identifying the materials as “flammable”.

3. Storage of open containers of flammable materials is prohibited. Container covers must be promptly replaced. Smoking will not be permitted inside any warehouse facility, or outside near flammable or combustible materials in the equipment yard.

4. Flammable liquids shall be used only for their designed purposes. Gasoline shall not be used for cleaning purposes or for starting or kindling fires.

5. All solvents should be kept in approved, properly labeled containers. Gasoline and other solvents of this class shall be handled and dispensed only in Underwriters Laboratories (UL) approved, properly labeled (yellow letters) red safety cans.

6. When pouring or pumping gasoline or other flammable liquids from one container to another, metallic contact shall be maintained between the pouring and receiving containers. Transferring of flammable liquids from one container to another shall be accomplished only in properly ventilated spaces free from ignition sources.

7. Strict adherence shall be paid to “No Smoking” and “Stop your Motor” signs at fuel dispensing locations.

Housekeeping

1. Work locations including vehicles, buildings, shops, yards, offices, cabs, etc. shall be kept clean and orderly at all times.

2. Combustible materials, such as oil-soaked rags, waste and shavings shall be kept in approved metal containers with metal lids. Containers shall be emptied as soon as practical.

3. Both clean rags and used rags shall be kept in metal or metal lined bins having metal covers.

4. Permanent floors and platforms shall be kept free of dangerous projections or obstructions and shall be maintained reasonably free from oil, grease, or water. Where the type of operation produces slippery conditions, mats, grates, cleats or other methods shall be used to reduce the hazard from slipping.

5. Stairways, aisles, permanent roadways, walkways and material storage areas in yards shall be kept reasonably clear and free from obstructions, depressions and debris.

6. Materials and supplies shall be stored in an orderly manner so as to prevent their falling or spreading and to eliminate tripping and stumbling hazards.

7. Rubbish and unused clothing shall not be allowed to accumulate in lockers.

8. Paper and other combustible materials shall not be allowed to accumulate, and weeds or other range vegetation shall not be permitted to grow in or around storage areas, shops, substations, pole yards, buildings, fuel tanks or other structures.

9. Batteries shall be stored in a well-ventilated area protected from sparks or open flames.

10. All personnel will practice good housekeeping. Scrap material will be disposed of properly and the work area should be free of any loose material.

Smoking

Open flames shall not be permitted in areas where flammables or combustibles are present. Smoking will only be allowed in designated smoking areas and never in the vicinity of flammable materials. The absence of “No Smoking” signs shall not be considered authorization for smoking in hazardous locations.

SMOKING IN CITY VEHICLES IS PROHIBITED.



SHOP SAFETY

1. All rotating pulleys, gears, shafts and belts on compressors, motors, etc. shall be properly guarded. No equipment or machinery shall be operated while required guards are not in place.

2. Drain valves on air compressors should be opened frequently to prevent the accumulation of liquid.

3. Safety-relief valves will be installed on all compression tanks. These valves will be tested periodically to ensure their proper operation.

4. Never use compressed air to clean your hands or to blow dirt from clothing or your body.

5. When using compressed air for cleaning purposes, it must be kept at a level below 30 pounds per square inch (PSI).

6. If compressed gas cylinders are stored inside a building, the area will be kept dry and well ventilated. Oxygen and fuel gas cylinders must be stored separately.

7. Cylinder carts, other than those designed to hold cylinders in an upright position, are prohibited. Upright cylinder carts must be equipped with a chain, bar or some other device that will act to stabilize the cylinders. If gauges are not attached to the cylinders, valve caps must be in place.

8. Signage similar to the following must be posted in any cylinder storage areas. “DANGER - NO SMOKING, MATCHES, OR OPEN FLAMES".

9. Radial bench saws shall be equipped with a hood guard, forward travel stop and the head shall automatically return to starting position when released.

10. A face shield and safety glasses shall be worn while grinding. Any grinding equipment without proper safety features is not allowed in the work place. Abrasive wheels shall only be used on machines that have guards that cover the spindle end, nut and flange projections.

11. Grinder work rests must be designed to be adjustable to compensate for wheel wear. Work rests should be adjusted with a maximum clearance of 1/8" to help prevent work from jamming. Tongue guards must also be adjusted to within 1/8".

12. When replacing abrasive wheels, follow the manufacturer's directions for proper installation and inspection. All grinding wheels must be inspected prior to installation to insure that the RPM rating of the wheel is correct for the grinder’s RPM.

13. Identify and label all electrical control devices, such as circuit breakers, fuses, disconnects, etc.

14. All electrical outlets, including wall receptacles, extension cords, etc. must have an independent, third-wire ground system.

15. All electrical tools and equipment shall be effectively grounded unless the tool is an approved double-insulated type.

16. All electrical junction boxes shall have protective covers. All such boxes must have sufficient access space.

17. Stored materials should be stacked in such a manner as not to create a hazard. Stack containers, boxes, parts, etc. in an orderly fashion to ensure stable stacking heights.
18. Heavy bulky materials should be stored on lower shelves to minimize chances of injury due to

falling objects.

19. Elevated storage platforms over four (4) feet in height from floor level shall have standard handrails (includes a mid-rail and a top handrail) and toe boards. The handrails will be constructed of metal or wood sufficient to withstand 200 pounds of top rail pressure.

20. Proper signage, such as "NO SMOKING" signs, will be installed in all areas where flammable or easily combustible materials are stored.

21. Hooks used on hoisting equipment shall be equipped with a safety latch to help prevent dropping of any lifted load.

22. The hoisting capacity of any hoisting equipment shall be printed clearly on the frame in lettering that is large enough to be read from ground level. All cranes shall be inspected on at least a monthly basis to assure their proper operation and condition.

23. All shops shall have at least two accessible exits for emergency evacuations.

24. Any doors not designated as exits, but may be mistaken for exits should be clearly marked "NOT AN EXIT".

25. All exits shall be identified by a clearly visible, illuminated, "EXIT" sign.

26. Only approved containers are to be used for the storage of flammable and combustible materials. Approved containers can be identified by the presence of a label from a certifying organization such as Underwriters Laboratories.

27. Safety cans shall be painted red and clearly marked to identify the contents. Only approved pumps or self-closing faucets are to be used for dispensing flammable or combustible liquids.

28. No guard shall be removed from any machine or piece of equipment except to perform required maintenance. Guards removed to perform maintenance operations shall be replaced immediately after the completion of the work.



YARD STORAGE SAFETY

1. All vehicles shall have the emergency brake set when parked on a slope or down grade. Consideration should also be given to the use of chocks in these situations.

2. All vehicles and equipment shall be parked in a position that does not require backing whenever possible. When backing a truck or machinery in the yard, use a spotter to assist you into position.

3. Proper personal protective equipment should be evaluated before performing any work in the yard. It is not possible to identify all personal protective equipment that may be required due to the various types of assignments in that area.

4. Miscellaneous tools, equipment and material should be stored on pallets instead of being placed on the ground when able. Pallets should be stacked in a way that ensures their stability. Stability may be influenced by many items such as the stability of the ground, the height of the stacked material, the configuration of the stacking, etc.

5. Always roll pipe or pole's from the ends or from behind to avoid placing your body in the pipe or pole's path.

6. All pipe racks will be fitted with pipe stops to prevent pipe roll-off. Stripping should also be used at the ends of the pipe to act as spacers.

7. All aboveground fuel storage tanks should be protected on all four sides with heavy-duty guard posts and crash rails. Emergency cut-off switches shall also be installed near the pumping equipment and a fire extinguisher should be readily accessible.

8. A diking system capable of holding the volume of the above ground storage tank should be constructed to help control potential spills.



COMPRESSED GAS CYLINDER SAFETY

1. Never attempt to lift compressed gas cylinders with an electromagnet. Where cylinders must be handled by a crane or derrick, as on work sites, the cylinders shall be lifted in a cradle or suitable platform, not by the valve protector cap. Do not lift with slings or chokers. Extreme care must be exercised to prevent dropping or bumping of the cylinders.

2. Cylinders, whether full or empty, shall be stored in a rack, chained or otherwise secured to prevent them from falling.

3. Do not use cylinders as rollers, supports or for any other use other than its designed purpose.

4. Cylinders shall have their contents properly identified. Empty cylinders shall be plainly marked “EMPTY” or “MT”, and the valves shall be closed.

5. Oxygen cylinders in storage shall not be stored near flammable or highly combustible materials, such as oil, grease, fuel, and other fuel gas cylinders, etc. In addition, no cylinders shall be stored in areas where there is an exposure to direct sunlight.

6. Welding or cutting of any pipeline, tank, empty container or piece of equipment shall not be performed until it is assured that the object is free from flammable materials or an explosive mixture of gases. Before welding or cutting begins, the hazardous materials shall be removed or it shall be vented to the atmosphere to prevent a possible explosion from the expansion of trapped gases.

7. Cylinders shall not be placed where they might become part of an electric current or within five feet of an electrical outlet. Cylinders shall not be allowed to come in contact with energized conductors, ground wires from electrical equipment or welding machines.

8. Valves of compressed gas cylinders shall be opened slowly and with the proper wrench.

9. Before the regulator is removed from a cylinder, the valve shall be closed and all pressure released from the regulator. Use regulators and pressure gauges only with gases for which they are designed and intended. Do not attempt to repair or alter cylinders, valves or attachments. Any changes in the cylinders shall only be performed by the supplier or manufacturer.

10. Leaking cylinders shall not be used. Such cylinders shall be taken away from sources of ignition and the supervisor notified. Leaking compressed gas cylinders shall be taken out of service immediately and handled as follows:

    a. Close the valves and take the cylinder outdoors well away from any source of ignition.
    b. Properly tag or mark the cylinder.
    c. If the leak occurs at a fuse plug or other safety device, take the cylinder outdoors well away from any potential ignition source and open the cylinder valve slightly to allow the contents to escape slowly. Tag the cylinder to warn others. (The environmental and health effects of the contents must be evaluated prior to allowing the cylinder to bleed-down.)
    d. Post warnings against approaching with lit cigarettes or other potential ignition sources.
    e. Promptly notify the supplier and follow their instructions for handling/returning the cylinder.

11. Do not remove or change the marks and/or numbers stamped on compressed gas cylinders. In addition, any labels shall be left in place for identification purposes.

12. Cylinders that are heavy or difficult to carry by hand may be rolled on their bottom edge, but they

should never be dragged.

13. Do not tamper with safety devices in valves or on cylinders.

14. Consult the supplier of the gas or the appropriate Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS) when there are doubts concerning the proper handling of a compressed gas cylinder or its contents.

15. When cylinders are transported:
    a. Load to allow as little movement as possible.
    b. Secure them to prevent violent contact or falling.
    c. Remove regulators and put valve protection caps in place.

CHLORINE SAFETY



The following provides general information on Chlorine Safety and is provided for information only. Proper training and certifications are required when working with chlorine cylinders.

Chlorine is used in water and wastewater facilities. It is hazardous; may cause irritation of the throat, nose and eyes and in large concentrations, it can cause dizziness, uncontrollable coughing, vomiting, unconsciousness and even death. It is important for the personnel to be aware of these dangers and the proper use of emergency equipment and handling of chlorine containers.

Chlorine handling requires proper planning and use of proper procedures in changing cylinders and containers and operating the equipment. The following list provides preventive actions which will help minimize the effects of an emergency.

1. **Only** trained workers should be allowed to handle chlorine.

2. Avoid dropping or bumping containers.

3. Store and chain 150 lb. Cylinders in an upright position.

4. Do not remove protective valve caps while in storage or standby.

5. Chlorine valves should be opened slowly and carefully using a wrench of proper size and length.

6. Chlorine valves need only to be turned one full turn counter clockwise to permit maximum discharge from the cylinder. Chlorine valves can normally be opened by striking the end of the wrench with the heel of the hand. If a valve doesn't open in this manner, return the container to the supplier for replacement.

7. Disconnect the chlorine container when empty and test the new container for leaks after connections with a strong solution of aqueous ammonia (white fumes of ammonium chloride are emitted if a leak is present).

8. Self-contained breathing apparatus should be worn by personnel (at least two individuals present) when entering chlorine room where a leak is suspected.

9. New lead washer should be installed with each new chlorine cylinder.

10. Emergency drills using self-contained breathing apparatus and chlorine repair kits shall be conducted twice a year.

WELDING AND CUTTING SAFETY

1. Welding and cutting shall only be performed by experienced and properly trained personnel.

2. The work area shall be inspected for potential fire hazards before any cutting or welding is performed.

3. When welding or cutting in elevated positions, precautions shall be taken to prevent sparks and hot metal from falling onto people or material below.

4. Suitable fire extinguishing equipment shall be immediately available at all locations where welding and cutting equipment is used.

5. Proper strikers shall be used in lighting torches. Matches and cigarette lighters shall not be used.

6. A fire watch shall be maintained whenever welding or cutting is performed in locations where combustible materials present a potential fire hazard. A fire check should be made of the entire area after completion of welding or cutting activities.

7. Machinery, tanks, equipment, shafts or pipes that could contain explosive or flammable materials shall be thoroughly cleared and decontaminated prior to the application of heat.

8. In dusty or gaseous spaces where there is a possibility of an explosion, welding or cutting equipment shall not be used until the space is adequately ventilated.

9. Adequate ventilation or approved respiratory equipment shall be used while welding in confined spaces or while cutting, brazing or welding zinc, brass, bronze, stainless steel, galvanized or lead coated materials.

10. Welders shall wear clothing made of fire resistant fabrics, gloves, appropriate footwear, sleeves and a buttoned collar. All protective clothes and equipment should be worn in a manner that provides the most efficient protection from slag or other hot material.

11. When using an arc welder, use No. 10 or No. 12 shade lenses. When using acetylene torches for welding or cutting, use No. 5 or No. 6 shade lenses.

12. Regular shaded safety glasses do not provide adequate protection for welding or cutting operations.

13. Proper eye protection in the form of safety glasses and a face shield should be worn during any portable grinding activities. Safety glasses should also be worn during any slag chipping activities.

GAS WELDING

1. Suitable eye protection, protective gloves and clothing shall be worn during welding or cutting operations or while cleaning scale from welds. Helpers or attendants shall wear proper eye protection. Other employees shall not observe welding operations unless they use approved eye protection.

2. Matches shall not be used to light a torch. A torch shall not be lit on hot work.

3. When gas-welding equipment is not in use, the cylinder valves shall be closed and the pressure in the hose released.

4. Gas hoses shall not be positioned so they create tripping/slipping hazards.

5. Always inspect oxygen or fuel gas hoses for leaks, burn spots, worn places, or other defects before pressurizing.

ELECTRIC WELDING

1. No electric welding machine, either AC or DC shall be operated until the frame or case of the machine is electrically grounded for protection from potential shock hazards.

2. All ground and electrode lead cables will be inspected before use for bad or damaged connectors. Only connectors designed for joining or connecting will be used for that purpose.

3. Welders shall wear an approved welding helmet, proper protective gloves and fire-resistant clothing during welding activities. Proper eye protection in the form of safety glasses and/or a face shield should be worn by the welder and any helpers in the area when chipping slag, grinding, etc. Other employees shall not observe electric welding operations unless they use approved eye protection.

4. Welders shall wear proper eye protection to guard against flying particles when the helmet is raised.

5. Welding screens shall be used whenever practical to help control potential ultraviolet light exposures to other personnel in the area.

6. Welding machines will be placed at least 4 feet apart.

7. Firefighting equipment should be placed in the immediate area and a fire watch used as necessary to control any fire potential.

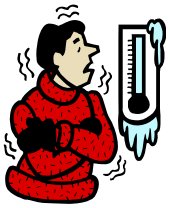


COLD AND HEAT RELATED ILLNESSES AWARENESS

Cold Related Illnesses

Hypothermia is when the body's temperature drops below normal causing uncontrollable shivering, weakness, drowsiness, disorientation, unconsciousness, and even death. Persons working outdoors during the winter months should follow the guidelines listed below:

1. Dress in layers.
2. Keep dry.
3. Work with co-workers when possible.



Heat Related Illnesses

Heat stroke, heat exhaustion, heat cramps and heat rash are health related problems associated with working in hot environments. Heat related illnesses could be caused by prolonged exposure to hot temperatures, limited fluid intake, or failure of temperature regulation mechanisms in the brain.

The most serious health disorder associated with working in a hot environment is heat stroke. Symptoms of heat stroke include hot dry skin, no sweating, high body temperature, rapid heartbeat, mental confusion or a loss of consciousness. While medical help is being called, the victim should be moved to a cool area and his/her clothing soaked with cool water. Vigorous fanning of the body will increase cooling. Death can occur if prompt first aid and medical help is not given.

Heat exhaustion occurs as a result of excess fluid loss and failure to replace the minerals and fluid lost during sweating. Signs of heat exhaustion include extreme weakness or fatigue, giddiness, nausea or headaches. The skin is clammy and moist and the body temperature is relatively normal. The best treatment for heat exhaustion involves resting in a cool place and drinking plenty of fluids.

Heat cramps are painful muscle spasms, which are caused by excessive fluid and salt loss. Such cramps can be treated by consuming fluid replacement beverages.

Heat rash is likely to occur in hot and humid environments where sweat cannot be easily evaporated from the skin surface. It can be prevented by resting in a cool place and allowing the skin to dry.

By following a few basic precautions, health problems associated with working in hot environments can be prevented:

1. Those unaccustomed to working in the heat should be given time to adjust to work in a hot environment.

2. Wear light, loose fitting clothing and protect yourself by wearing a hat. Sunscreen should also be used when prolonged exposures to sunlight may be possible.

3. Drink plenty of fluids to help prevent dehydration. Eight to ten (8-10) ounces of fluid are recommended every ten to fifteen (10-15) minutes when working in extremely hot or humid conditions. Beverages containing caffeine should be avoided.

4. Alternate work and rest periods. Heavy work should be scheduled for the cooler parts of the day if possible.

5. Employees will be educated on the symptoms, treatments and preventive measures for heat related problems.



PESTICIDE/HERBICIDE SAFETY



1. When applicable, all employees who apply pesticides or herbicides shall be licensed.

2. Before using any pesticide or herbicide, employees shall read the label carefully and follow the directions and precautions.

3. Pesticides shall be stored in a properly labeled, tightly sealed container and under lock and key at all times. The building, room, or structure shall be clearly marked with pesticide warnings.

4. Before handling any pesticide/herbicide, the user should review the material safety data sheet and label to identify any personal protective equipment that will be needed to prevent a possible exposure.

5. Mix the pesticides/herbicides in a well-ventilated, well-lit area. Mix only at recommended rates and apply only at specified dosages.

6. Check application equipment for leaking hoses or connections, plugged or worn nozzles, and examine the filter to ascertain that it is free of debris.

7. Employees shall avoid contact with skin or inhalation of mists or spray.

8. Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS) shall be maintained and kept near material and storage locations.

9. Spray equipment shall be cleansed daily when using oil-based solutions.

10. Pesticides/herbicides shall not be stored or disposed of where they could contaminate people, property or waterways.

11. Empty containers shall be disposed of in a safe manner.

12. Pesticides/herbicides should only be applied under favorable time and weather conditions.

13. Do not eat, drink or use tobacco products while handling pesticides/herbicides.

CHAIN SAW SAFETY

1. Employees operating powered trimming equipment shall, as a minimum, wear safety glasses and/or face shields and hearing protection. Other personal protective equipment such as chaps, gloves, fall protection, etc. should also be evaluated to gauge its need.

2. When starting a chain saw, it shall be placed on or against a solid support.

3. The operator shall grip the chain saw with both hands during the entire cutting operation.

4. The saw bumper shall be against the tree or limb before starting a cut.

5. Chain saw operators shall regularly clear the immediate area around their work to make certain that brush/limbs will not interfere with the chain saw or operator.

6. Chain saws shall not be modified in such a way to allow locking of controls in the “on” position.

7. The chain saw engine or motor shall be stopped when:

   a. Working on any part of the chain or cutting bar.
   b. Being moved from one location to another.
   c. The unit is unattended.



8. Gasoline driven chain saw engines shall be stopped when being refueled. If gasoline is spilled on the chain saw during refueling, it shall be wiped off before the engine is started.

9. A gasoline driven chain saw shall not be used above shoulder level.
   Employees shall not approach the chain saw operator within the reach of the saw blade while it is in operation.

10. Ropes, pulleys, etc. should be used as necessary to lower larger limbs that may endanger persons and property if allowed to “free-fall”.

11. The proper use of fall protection and/or ladders should be reviewed with all employees prior to working from a position other than ground level.

FORKLIFT SAFETY

1. Forklifts shall only be operated by authorized persons who have been properly trained in their use. This training should be documented and consistently used with all authorized operators and trainees.

2. The operator is responsible for inspecting the equipment before it is used. The brakes and controls shall also be tested by the operator prior to use. (Needed repairs shall be reported immediately and taken out of service.)

3. Equipment shall be operated at a safe speed for existing conditions. Go slowly around corners. Avoid holes, loose material etc.

4. Hard hat, safety glasses and seat belt shall be worn when operating a forklift with rollover protection.

5. Clearances shall be checked in all directions, particularly overhead clearances.

6. Forklifts shall not be fueled while the engine is running.

7. Forks shall be placed under the load as far as possible. Loads should not be raised or lowered while traveling. Loaded or empty, forks should be carried as low as possible, but high enough to clear uneven surfaces. (Usually about 6-12 inches on level surfaces.)

8. Operators shall always face the direction of travel and also keep their arms and legs inside operator's compartment.

9. Load limits as specified by the manufacturer shall not be exceeded.

10. Do not travel with the load raised as this causes the center of gravity to rise, which may affect the tipping potential.

11. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.

12. A secured platform specifically designed for that purpose must be used when lifting personnel.

13. Unattended forklifts (operator 25 feet away or forklift not in his view) shall have the load fully lowered, controls neutralized, power shut off and brakes set.

Equipment with internal combustion engines shall not be operated in enclosed areas for long periods of time so as not to exceed the allowable levels of carbon monoxide.



BACKHOE/LOADER SAFETY

1. Operators shall be adequately trained and qualified to operate the equipment. The operators shall become thoroughly familiar with the equipment before using it and they must understand the contents of the operator's manual.

2. The operator is responsible for inspecting the equipment before it is used. The brakes and controls shall also be tested by the operator prior to use. (Needed repairs shall be reported immediately and removed from service.) Observe proper maintenance and repair of all pivot pins, hydraulic cylinders, hoses, snap rings and main attachment bolts daily.

3. Hardhat, safety glasses and seat belt shall be worn on all equipment with rollover protection.

4. Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.

5. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

6. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.

7. Employees shall never be allowed to ride in the bucket or use the bucket for an elevated platform.

8. Walk around the equipment to observe for children and others before starting up. If available, a spotter shall be used when backing the equipment.

9. Keep bystanders in the clear while operating the equipment. No one is allowed in a ditch while a backhoe is excavating.

10. Locate underground utility lines and overhead power lines before starting to dig. (Always contact utility companies to physically locate any underground lines.) Extreme caution shall be used when operating a backhoe within 10 feet of an overhead electrical line. Operators shall use every precaution available, including hand digging, to avoid damaging underground utilities.

11. Never attempt to lift loads in excess of the equipment’s capacity.

12. Never allow anyone to get under the equipment or reach through the lift arms while the bucket is raised.

13. Relieve the pressure in any hydraulic lines before disconnecting them to make repairs. Any hydraulic implements that are not relieved shall be physically blocked to protect against mashing injuries during maintenance or repair activities. Physical blocks may include safety stands, timbers, cinder blocks, etc. that can withstand the force.

14. Use care at all times to maintain proper stability. Drive at safe speeds over rough ground, on slopes, when crossing ditches and when turning corners.

15. To prevent upsets when operating on a slope avoid using the full reach and swinging a loaded bucket to the downhill side.

16. Always center and raise the boom before moving to a new location.
17. Do not attempt to exit the equipment while it is still in motion. Apply the parking brake and shut

down the engine before leaving equipment.

18. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.

19. Park the equipment on level ground when possible. As a minimum, the bucket should be lowered, the brakes set, the transmission engaged and engine killed when parking.

20. Use care in attaching towing lines to the equipment. Pulling from the tractor rear axle or any point above the axle may cause an accident.

21. Slow moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.



DUMP TRUCK SAFETY

1. Employees or other individuals shall not be carried in the bed for transportation purposes.

2. Employees shall not remain in the cab when the bed is being loaded unless the cab is protected against impact.

3. Check overhead clearances before raising the bed. Be aware of overhead electrical lines.

4. Be sure hoist is not engaged before moving the truck.

5. Loose material shall be covered to prevent blowing debris and spillage.

6. Close windows during loading/unloading to control dust accumulation inside the cab.

7. Operators of dump trucks must possess a valid Commercial Drivers License.

8. Operators are responsible for cleaning debris, mud, rocks, etc. from the bed, fenders and other body parts that may become dislodged during travel.

9. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

10. All mirrors should be maintained in clean, good working condition and adjusted to assist the operator in viewing obstructions or other vehicles.

11. Operators should maintain “three points of contact” with the equipment when entering or exiting the cab. This will allow the operator to regain their balance if a slip occurs.

TRACTOR/SHREDDER SAFETY

1. The operator shall wear a securely fastened seat belt if the tractor/shredder is equipped with rollover protection.

2. Guards around chains, shafts, pulleys, gears, etc. shall always remain in place while the equipment is in operation.

3. Use caution when operating near slopes, cuts, depressions, drop-offs, soft shoulders, ditches, etc. Operators shall constantly watch for hidden objects and uneven ground. Hazardous areas shall be pre-cleaned and special hazards removed prior to mowing.

4. Use care when entering traffic areas, crossing railroad tracks, etc.

5. Operators should maintain “three points of contact” with the equipment when entering or exiting. This will allow the operator to regain their balance if a slip occurs.

6. Back-up alarms are a useful warning device and should be used when possible, especially on larger vehicles and equipment that may severely restrict your view to the rear of the vehicle. If an alarm is not present, the operator should honk his horn to warn others of the moving vehicle. Back-up alarms should be operable at all times.

7. Only the operator shall be allowed on the equipment during operation, unless a seat is provided for another occupant.

8. Lubrication activities or mechanical adjustments shall not be attempted while the equipment is running if there is a possibility of contacting a pulley, belt, shaft, etc. that is in motion.

9. Take sharp turns at low speed.

10. Proper personal protective equipment shall be worn at all times. On a tractor with an uncovered cab, the operator should as a minimum wear safety glasses and hearing protection. Other personal protective equipment such as gloves, face shields, hard hats, sleeves, boots, etc. should be evaluated for individual jobs. Sunscreen should also be used in areas where the operator may be exposed to sunlight for long periods of time.

11. Slow-moving placards and other warning devices should be used to help other motorists in spotting the slow-moving vehicle from a safe distance.



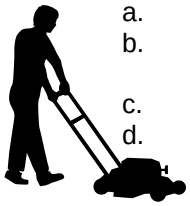
GROUNDS MAINTENANCE SAFETY

Power Lawn Mowers and Edger

1. All power lawn mowers shall be equipped with adequate guards, which shall remain in place while the mower is in use.

2. Prior to making adjustments, inspections, or repairs, the employees shall permit the mower to come to a complete stop. A spark plug wire shall be removed if necessary for energy control.

3. When operating a mower or edger, the employee shall:



   a. Remove any rocks, pieces of wire or other foreign objects from the area.
   b. Avoid directing the discharge opening toward themselves or other individuals in the vicinity.
   c. When mowing on a slope or incline, mow across the face of the slope.
   d. Wear proper personal protective equipment for the task being performed. Necessary personal protective equipment may include safety glasses, goggles, face shields, hearing protection and work boots.

Chippers

1. Chippers shall never be parked directly under the tree being trimmed.

2. If the chipper is parked on or near the roadway, advance warning signs, flaggers, cones, etc. shall be used to identify and protect the work area.

3. Spectators shall never be allowed to stand near the machine while feeding brush into the chipper.

4. Employees shall never place hands or other parts of the body into the brush chipper while the chipper is in operation.

5. The battery cables shall be disconnected prior to performing any task that may potentially put you in contact with the cutting blades.

6. Tools or other metallic objects shall not be used to push brush into the chipper.

7. The ignition key shall be removed when the chipper is left unattended.

8. Hard hat, safety glasses and hearing protection will be worn by all employees near the chipper and other personal protective equipment may be necessary depending on the activity. In addition, workers must be aware of entanglement hazards involving loose fitting clothes, gloves, etc.

9. Employees shall be familiar with emergency “shut off” procedures and ensure that the emergency shut-off is operational prior to use.

POISON IVY, OAK OR SUMAC AWARENESS

1. Sensitivity to these plants can vary and some people who do not appear sensitive may develop sensitivity on later exposures.

2. Exposures to poison ivy, poison oak or sumac are greatest in the spring and summer months when the oil (urushiol) is most abundant.

3. Onset of the rash is from a few hours to several days after exposure. The skin becomes red; blisters appear, usually accompanied by itching. As symptoms progress, swelling and fever may develop.

4. Common poison ivy can be recognized by its three green, glossy leaflets that turn yellow in the fall.

5. Western poison oak can be recognized by its vine form and three leaflets that are green or brown in color with yellow veins and brownish/yellow stems. In addition, the leaves are covered with hair on the underside and there are groups of hairy, yellowish berries.

6. Poison sumac is recognizable as a woody shrub or small tree, five to twenty five feet tall and containing seven to thirteen leaflets per stem. The leaves turn red in the fall. Poison sumac has cream-colored berries that hang in loose groups from the branches.

7. If you are going to be in areas where you know poison oak or ivy is likely to grow, wear long pants and long sleeves, and if practical, gloves and boots. Your best protection is to identify the plant and avoid contact. For highly sensitive persons, a barrier cream can provide even greater protection.

8. Be aware that the plant's oily resin sticks to almost all surfaces and can even be carried in the wind (on particles of dust) when there is a fire burning.

If you think you have contacted poison ivy, follow these simple procedures:

1. Wash all exposed areas with cold running water as soon as you can. If this is done within five minutes, the water should neutralize or deactivate the urushiol in the plant's oil before it can bond with your skin and create a rash. Soap is not necessary and may even spread the oil.

2. If possible, change clothes. Wash all clothing outside with a water hose before taking it into the work area or home to prevent the oil from being transferred to furniture or rugs. Resinous oils can last on tools and clothing for months unless properly cleaned or laundered.

3. Mild rashes can be treated with lotions and by soaking in an oatmeal bath or covering the rash with wet compresses. Contact a physician for treatment of severe cases or if the irritation is not cleared up in three or four days.

PAINTING SAFETY RULES

1. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS).

2. Personal protective equipment, as recommended by the manufacturer, shall be used when applying the products.

3. Any spray painting must be done with an adequate amount of clearance from any potential sources of ignition. When possible, painting should be performed in isolated areas where ignition sources do not exist or are very minimal.

4. Proper ventilation and/or adequate respiratory protection must be addressed before any application begins.

5. Any flammable substances, such as paints, thinners, etc., must be stored in proper storage areas or in a UL listed metal storage cabinet.

6. Any flammable substances removed from their original containers shall be stored in UL listed storage containers, if the original container will not meet the requirements.

7. Bond metal containers when transferring flammable liquids, especially those that are known Class I flammable liquids. Refer to Material Safety Data Sheets for flammability information.

8. Use the proper type of respirator at all times when applying toxic paints. If questions arise as to the toxicity of the paint, refer to the applicable Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS). Do not use toxic paints or any paint products that require the use of a respirator.

9. Never have more than one day's supply of flammable substances outside of an approved storage area.

10. Clean up all spills promptly and in accordance with the requirements on the Safety Data Sheets (SDS).

11. Dispose of oily, paint or solvent-soaked rags in metal containers with tight fitting lids to prevent possible chemical reactions that may result in “spontaneous combustion”.

12. Use properly designed and erected ladders, scaffolds, elevated mobile work platforms, etc., when painting above ground level. Do not work or place elevated equipment within 10 feet of power lines.

13. When using spray guns and compressed air:

    a. Follow all rules concerning the safe handling of combustible and flammable materials.
    b. Exercise caution in the handling of compressed air equipment.
    c. Adjust and regulate the air pressure on the spray gun before starting work.
    d. Clean the spray gun and other equipment thoroughly after each use.

14. Read and follow the manufacturer's directions carefully when applying any finishing materials, such as lacquer, enamel, paint, etc. If questions arise as to the hazards of the substance, refer to the applicable Safety Data Sheets (SDS), formerly known as Material Safety Data Sheets (MSDS).

15. PPE, as recommended by the manufacturer, shall be worn when applying the products.

OFFICE SAFETY

1. Employees shall walk cautiously up and down stairs and use handrails whenever possible. Avoid using both hands to carry objects up and down the stairs.

2. Caution shall be exercised when walking around blind corners, walk to the right side of hallways and corridors when turning corners. Open doors cautiously to prevent hitting someone who may be on the other side.

3. Desk drawers and file cabinets shall be kept closed when not in use.

4. Only one drawer of a file cabinet shall be pulled out at a time.

5. Boxes, chairs, buckets, etc. shall not be used in place of ladders.

6. The floor shall be kept clear of tripping hazards such as telephone cords, electrical extension cords, paper cartons, etc.

7. Employees mopping or waxing floors shall place warning signs to alert co-workers of the potential for slippery floors. In addition, all liquid spills shall be cleaned up immediately and signs put in place until the hazard is alleviated.

8. Material shall be stored on shelves in a manner to prevent falling; heavy objects shall be placed on lower shelves.

9. Hallways and aisles shall be kept clear of obstructions.

10. All emergency exits, electrical panels, fire extinguishers, and emergency equipment shall be kept clear of all obstructions.

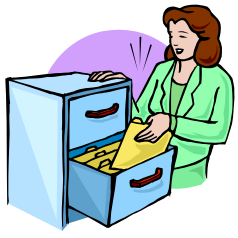
11. Solvents or other toxic substances shall be used only with adequate personal protection or in well-ventilated areas. Safety Data Sheets (SDS) should be accessible to all employees who are using these substances.

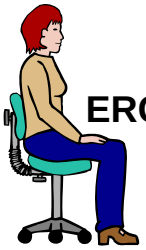
12. Employees shall not attempt to clean, oil or adjust any machine that is running. If the machine is not equipped with a starting switch that can be locked in the “off” position, it shall be disconnected from the power source.

13. Unsafe electrical cords, faulty equipment, or any other hazardous condition shall be reported and taken out of service until the repairs are completed.

14. Broken glass and other sharp objects shall not be placed in wastepaper containers.

15. Do not attempt to move heavy desks or equipment alone. Sufficient help should be available whenever desks or furniture needs to be relocated.





ERGONOMICS AWARENESS

Work Stations

Chairs should be easily adjustable and provide good lumbar support. If feet cannot rest firmly on the ground, a footrest may be provided. Chairs with a five-point base are recommended due to the stability that is provided.

Sufficient legroom must be allowed for seated operators.

Position the monitor directly in front of the operator. The operator's eyes should be level with the top of the screen. Viewing distance between the user's eyes and the screen should be approximately 16 to 22 inches.

The equipment or sources of light should be positioned so that glare or bright reflections on the display screen are minimized.

Adjust the height of the chair and/or keyboard so that the shoulder-elbow-arm angle is approximately 70-90 degrees.

Keyboard heights and placement should be adjustable. Use a cushioned palm rest if needed to keep user's hands and fingers in the same plane as the forearm and avoid resting wrists and forearms on sharp table edges.

Work surface heights should range from 23 to 28 inches for seated workstations. In addition, your work area should be well organized with routine operations within easy reach and easily accessible.

Document holders should be placed adjacent to and at the same height as the display screen.

Operators should adjust positions frequently and get up and move around to help avoid fatigue.

Lighting, Noise and Heat

Adequate but not excessive heat should be provided.

Windows should be equipped with adjustable blinds.

Use task lighting where extra illumination is required.

Noise above 85 to 90 decibels (dB) may be harmful to workers. When exposed to high noise levels, employees shall utilize hearing protection equipment to ensure proper working conditions.

Whenever possible, isolate noisy machines and equipment in a remote location.

Tailor work practices to prevent heat/cold-related disorders. Employees exposed to hot environments must know the appropriate medical steps to counteract potentially life threatening situations such as hypothermia, heat stroke, heat exhaustion, and heat cramps.

Materials Movement

Appropriate equipment should be readily available and used to eliminate or minimize the physical demands of the process on the people involved. Whenever possible, people should be engineered out of the flow of materials.
Where mechanical means cannot be used, seek assistance from another person in lifting heavy or

unwieldy objects.

Repetitive lifting tasks should be eliminated or minimized if possible. Tasks should be designed so that twisting while lifting or carrying is not required.

The area in which material movement tasks are performed should be designed for optimal materials handling. Footing should be comfortable and stable and should not be slippery or sticky. Space should be provided to insure adequate room to work. The work area should have adequate lighting and provide workers with clear sight lines.

Employees shall be taught the correct ways to lift, push or pull objects and to modify workloads to make moving objects safer.

Hand Work and Use of Tools

Activities should be performed keeping the elbows at right angles to the body and avoid bent wrists when using the arms to apply force. Also extreme inward or outward rotation of the arms and wrists should be avoided.

Minimize repetitive motion and the amount of force needed to perform work.

Analyze each job to ensure the correct tool is being used. Good tool design promotes efficiency and reduces cumulative trauma disorders.

Hand tool handles should be insulated against electricity, heat, and cold.

All surfaces with which arms, elbows, and other body parts are in contact should be rounded or padded to avoid mechanical contact stresses on the nerves.

Where workers use hand tools that vibrate, hazards may be reduced by decreasing exposure time or isolating equipment vibration.

TIPS FOR PREVENTING WORKPLACE VIOLENCE

1. Recognize signs that may precede violence in your co-workers or customers and report them to your supervisor. Be cautious when you deal with a person who:

   a. Makes verbal threats on the job about getting "even" with co-workers or with your employer for disciplinary action or dismissal
   b. Regularly threatens or intimidates others
   c. Claims people are out to get him or her
   d. Talks a lot about weapons-and may own them
   e. Holds grudges
   f. Blames others for problems or setbacks
   g. Gets angry very easily and often
   h. Is defensive when criticized



2. Report the following behavior to you supervisor:

   a. A customer that becomes unusually angry with you because of perceived slow service, perceived poor product quality or lack of information
   b. A customer who talks abusively when making a telephone complaint
   c. A customer who threatens you or co-workers

3. Respond effectively to a threatening or violent situation:

   a. Take all threats seriously.
   b. Stay calm and be polite. Look the person in the eye and do not argue or threaten.
   c. Address each customer with a friendly greeting when you are on the phone or meeting the customer in person.
   d. Be courteous at all times.
   e. Notify the police if you are frightened or use a warning signal to alert co-workers.
   f. Ask your employer for training to help you deal with the public

4. Protect yourself and co-workers on the job:

   a. Keep security and police department numbers near your phone.
   b. Know how to use an alarm or alert staff to possible danger.
   c. Develop a "danger signal" you can use to alert others to possible danger.
   d. Meet visitors in the lobby and escort them to your work area.
   e. Report any unusual packages to appropriate personnel, do not open them.
   f. Lock purses and personal belongings in a desk or locker.
   g. Report signs of a break-in and missing items immediately.

5. Follow security policies and procedures:

   a. Keep locked doors locked, do not prop them open.
   b. Wear nametags or badges when required.
   c. Do not share access cards or entry codes.
   d. Do not allow non-employees (including ex-employees) to avoid sign-in and other visitor entry procedures
   e. Do not engage in fistfights or other aggressive behavior at work.
   f. Do not bring a weapon to work or leave one in your car.
   g. Do not drink or use drugs at work, or work under the influence.
   h. Report all threats and security violations.

6. Take special precautions when working late or alone:

a. Inform someone that you are working late.
b. Lock the door to your work area if you are alone.
c. Work near a phone.
d. Work with lights on.
e. Avoid using dark stairways or halls.
f. If working with others, try to leave and walk to transportation together.
g. Have your car keys ready as you leave the building.
h. Check under and inside your car before unlocking it.
i. Lock your car as soon as you are seated in it.
j. Walk confidently and quickly to show that you know where you are going and what you are doing.
k. Try to run away from an attacker if possible.
l. Yell if you are being attacked to alert others.
m. Give an attacker money or jewelry on demand.

AGGRESSIVE ANIMAL AWARENESS

1. Any employees who may encounter an aggressive animal during the performance of their normal duties should exercise reasonable care to avoid contact, and follow the procedure below where practical.

2. Call Dispatch immediately if you contact an aggressive animal and request Dispatch contact animal control.

3. Clear the area of other people while waiting for animal control. Crowds may scare the animal and cause it to attack.



4. Call for the animal's owner or handler.

5. Do not run away unless you are certain of quickly reaching a place of safety.

6. Back away slowly while continuing to speak in a firm, calm voice.

7. Back against any available object to prevent an attack from the rear if more than one animal is present.

8. Do not back an animal into a corner, as this may cause it to attack.

9. Under no circumstances may animals be kept as pets on CITY property.

10. Care should be taken not to use excessive force in defending yourself against an aggressive animal.

Appendix C

FOG Program Manual

City of Tyler
Fats, Oil and Grease (FOG) Program Manual and Policies

This document is intended to be reviewed with the CMOM Plan. Performance indicators will be compiled, and FOG Program modifications may be implemented to optimize program results.

Rev. January 2026

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Section 1 Introduction

Approximately 500 food service establishments (FSE) are monitored by NetHealth. To keep its sewer system functioning properly the city has implemented a Fats, Oils, and Grease (FOG) Control Program to minimize blockages in the sewer lines that may cause sanitary sewer overflows (SSOs) that could affect public health or cause contamination of receiving streams. The FOG program will be managed by the Tyler Water Utilities Industrial Pretreatment, but will coordinate efforts with NetHealth, as required, to address FOG within the collection system. Figure 1 presents the Organization Chart showing the coordination between Tyler Water Utilities and NetHealth.

The FOG educational and outreach program consists of providing promotional and educational materials for the public and FSE. TWU coordinates with NetHealth to expand the FOG program in the area of grease interceptor inspection.

City ordinances impose various requirements for sewer system users including the installation and maintenance of grease interceptors, sand traps, and related Grease Reducing Device (GRD) within the sewer system. Grease traps generally refer to small under the counter devices. A grease interceptor is generally a large outside, normally underground, multi-compartment tank that reduces the amount of FOG in wastewater before discharge into the wastewater collection system. Regular City inspections minimize the discharge of FOG and educate facilities regarding program requirements. Those facility managers/owners found to be non-compliant will be re-educated on the requirements. In some cases, enforcement actions may be initiated, which may result in suspension or termination of service, facility closure, injunctive relief, civil penalties or criminal prosecution in accordance with approved City ordinances (See Section 2).

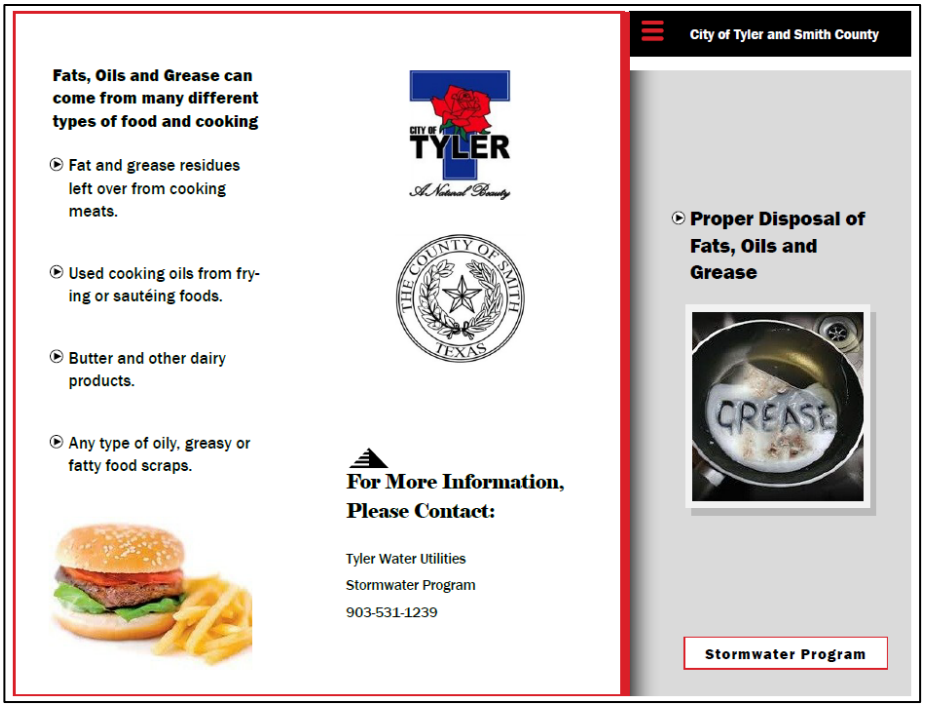
By working together with users of the City's sewer system to reduce the amount of FOG that enters the sewer system, the city can minimize blockages, cleaning costs, odors and the potential for SSOs.

The purpose of this document, City of Tyler FOG Program Manual and Policies, is to provide a written summary of the City's FOG Control Program. The various components of the FOG Control Program include:

- Public and Commercial education and outreach
- Provisions for proper FOG disposal
- Legal Authority to prohibit discharges
- Requirements to install and maintain GRDs
- Development and implementation of source control measures
- Coordination with Operations Manager on FOG related problems

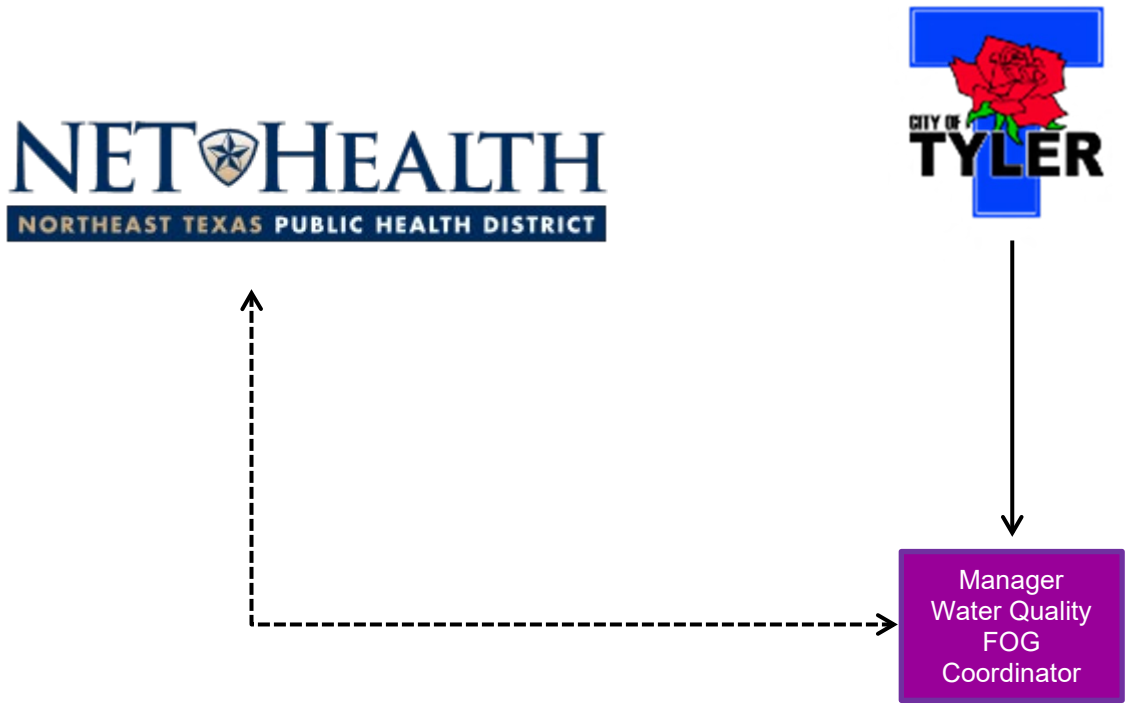
Key program elements are:

1. Permits and Ordinances
2. Inspections
3. FOG Best Management Practices
4. FOG Haulers
5. Education and Outreach
6. Enforcement
7. FOG Program Performance Indicators



Example public outreach brochure for proper FOG disposal.

Figure 1
FOG Program Coordination



Section 2 FOG Policy Statement

I. POLICY

It is the policy of the City of Tyler to implement and enforce the FOG discharge requirements contained in the City of Tyler's adopted ordinances.

The intent of this policy is to ensure compliance with the City's ordinances and provide specific standards for oil and grease interceptors' location, type and size, installation, construction, and maintenance.

It is the role of the City of Tyler to limit the excessive introduction of FOG into the sewer system which may have the potential to create hazardous conditions in the collection system, treatment plant inhibitions, increased treatment cost, regulatory fines and other costs for the City.

Food service establishments (FSEs) and other facilities that have GRDs shall provide a means of preventing FOG discharges to the City's sewer system. Where a GRD currently exists or is required by the City, it shall be maintained for continuous, satisfactory and effective operation by the manager/owner at his expense. GRDs shall be of a type and capacity approved by the City and shall be located as to be accessible for cleaning and inspection.

II. ORDINANCES

City Council adopted the 2021 International Plumbing Code (IPC) with revisions. The following provisions of the City of Tyler Code of Ordinances (for complete ordinances see https://codelibrary.amlegal.com/codes/tyler/latest/overview) provide the legal authority for the enforcement of the City's FOG Control Program (See Appendix 2 for detailed excerpts):

Key City of Tyler Code of Ordinances Summary

- Chapter 6 Building and Structures; Sec. 6-70.
- Chapter 10 Tyler Unified Development Code; Sec. 10-76. Mobile Food Units and Food Truck Parks
- Chapter 19 Utilities; Sec. 19-73. General sewer use requirements
- Chapter 19 Utilities; Sec. 19-315. Discharge Prohibitions

All terms used in this Manual are as defined in the City's ordinances. In the case of conflict between this Manual and the City's ordinances, the City's ordinances shall prevail.

III. GENERAL REQUIREMENTS

A. FSEs shall have, if required, GRDs approved by the City.

B. All FSEs' grease-handling facilities shall be subject to review, evaluation, and inspection by City representatives during normal working hours. Results of inspections will be made available to the facility manager/owner. City representatives may lend assistance by providing educational materials and minimal compliance actions.

C. FSEs receiving unsatisfactory evaluations or inspections may be subject to penalties or other corrective actions as provided for in the City's ordinances.

D. FSEs who continue to violate the requirements of the City's FOG Control Program may be subject to termination of water and sewer service.

E. FSEs whose operations cause or allow excessive grease to discharge or accumulate in the city sewer system or overflow into the storm sewer system may be liable to the city for costs related to City service calls for line blockages, line cleanings, line and pump repairs, etc. including all labor, materials, and equipment. Failure to pay all service-related charges may also be grounds for termination of water and sewer service.

F. Regularly scheduled maintenance of GRDs and equipment is required to ensure adequate operation. As a component of proper maintenance of GRDs, the FOG generator (represented by the manager/owner) shall be responsible for the approved removal and disposal of grease in accordance with City ordinances and this Manual, and shall maintain on-site records of dates, and means of disposal. The need for cleaning is a function of the load of FOG plus the capacity of the GRD. The load of FOG varies, depending on the type of facility, the FOG management practices utilized by the facility, and the ability of waste hauler to accept and dispose of the waste product. The following summarizes the required cleaning of GRDs:

1) GRDs shall be cleaned (consisting of skimming the surface, pumping the solids and pumping the greasy water) and pumped dry a minimum of once every 90 days unless a variation from this policy is authorized. In addition, grease traps and grease interceptors shall be cleaned as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease trap/interceptor; to ensure the discharge is in compliance with local discharge limits.

2) Grease traps and grease interceptors shall be completely cleaned a minimum of every ninety (90) days, or more frequently when:

    a. Twenty-five (25) percent or more of the wetted height of the grease trap or grease interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils or greases.
    b. The discharge exceeds other pollutant levels established by the City; or

c. The downstream wastewater pipes show evidence of grease deposits; or
d. There is a history of non-compliance.

G. No waste or wastewater pumped from the GRD is to be reintroduced back into the interceptor or sewer system. This is a violation of the City's ordinances and can result in enforcement action.

H. Any FSE whose effluent discharge to the sewer system is determined by the city to cause interference in the conveyance or operation of the sewer system may be required to sample its GRD discharge and have it analyzed for oil and grease at the expense of the manager/owner of the FSE. Results of such analyses shall be reported to the City.

I. NetHealth is responsible for permitting new and remodeled food establishments, and Building Services is responsible for approving design and construction of GRDs. Inquiries regarding sizing and design criteria should be directed to Building Services (refer to Ordinance Sec. 19-123 Sizing). Restaurants or food related projects require NetHealth approval prior to the Building Services Department approving and releasing permits for construction.

J. FSEs should adopt procedures for handling sources of floatable FOG originating within their facility. A notice should be posted at a prominent place in the facility-advising employees of the procedures to be followed. If FOG handling information is not visible, address this concern.

K. The City may render advice or make suggestions regarding the minimization of waste.

IV. CONSTRUCTION STANDARDS

A. New Facilities

1. All new FSEs shall be required to install a GRD as required by City ordinances. GRD shall be in-ground, multi-chamber style and be located outside and approved by NetHealth and Building Services. Grease interceptors and sampling ports shall be adequately sized. The current sizing and requirements are presented in the 2021 International Plumbing Code adopted by the City and Ordinance Sec.19-123. Information on sizing of GRD's can be found in Appendix 1 and 2.
2. No new FSEs will be allowed to initiate operations until GRDs are installed and approved by the city.
3. Building Services is responsible for ensuring that GRDs are designed for direct accessibility from the surface for servicing, inspection, maintenance and that the GRD basket, screen or other intercepting device is properly sized and is removable for cleaning.
4. The GRD should be located 25 feet or closer to the kitchen to prevent settling or suspension of FOG.
5. Verify the GRD has not been installed backwards, check for proper

connections, verify inlet and outlet port is installed, two manholes for proper inspection, etc.

B. Existing Facilities

1. In the event an existing FSE's GRDs discharge grease due to being either under-designed or substandard in accordance with this Policy and/or Ordinance, the owner(s) will be notified in writing of the deficiencies and required improvements and given a compliance deadline to achieve compliance.
2. Sizing of "under-the-counter" grease trap units will be in accordance with recommended ratings for commercial grease traps.
3. City approval of grease trap design must be obtained prior to installation.
4. The location of "under-the-counter" units must be as near the source of the wastewater as physically possible.
5. In maintaining grease traps/interceptors, the owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain dates and means of disposal, which are subject to review by City representatives.
6. The use of enzymes, grease solvents, emulsifiers, etc. is prohibited.

C. New FSE in Existing Buildings

1. New FSEs located in existing buildings will be required to comply with the Construction Standards applicable to new FSEs.
2. Where physically impossible to install "outdoor" units, "under-the-counter" units may be allowed upon prior approval by Building Services of unit type, size, location, etc. so long as consistent with the manufacturer's instructions.

V. EXCEPTIONS

Under certain circumstances, the interceptor size and location may need special exceptions to this Policy. If an exception to this Policy is requested, the facility must demonstrate and certify by a licensed Texas Professional Engineer that the size and location will not cause the facility any problems in meeting the City's discharge requirements.

The intent of this Policy is to ensure compliance with the City's ordinances establishing its FOG Control Program. This Policy is in no way intended to discourage development, but rather to protect the facilities and the City's infrastructure as it relates to the City's sanitary and storm water sewer systems. All variances must be approved in writing, and it is the responsibility of the manager/owner to maintain a copy of the variance.

VI. ENFORCEMENT AND PENALTIES

Enforcement of this Policy shall be in accordance with the provisions of applicable City ordinances. Failure to comply with this Policy may be grounds for civil penalties and /or discontinuance of service. Additionally, failure to comply may lead to revocation of the FSE's food service permit. Penalties for violations are detailed in the municipal code.

This Policy may be modified or changed by the City at any time in accordance with the requirements of the applicable municipal, state and federal law upon City Council approval of ordinance amendments.

Any questions concerning this Policy should be directed to:

Sarah Elkins
Industrial Pretreatment Coordinator
903-595-7286
selkins@tylertexas.com

VII. PROGRAM MONITORING AND PERFORMANCE INDICATORS

Performance indicators have been established and will be monitored for the City's FOG Control Program on a regular basis. These key performance indicators will be used for monitoring the effectiveness of various CMOM components. For a listing of all key performance indicators refer to CMOM Program Appendix G. Key FOG program performance indicators include:

1. Number of Inspections (FSE) per year
2. Number of Re-inspections per year
3. Number of Violations per year

Other data collected on the causes of SSOs, such as grease, will be monitored and evaluated during CMOM Program reviews.

Section 3 Fats, Oils and Grease

FOG is discharged from the sinks and drains of generating facilities, such as FSEs, as well as residences. These discharges can accumulate in sewer lines and cause blockages in the private service lateral, or the city-owned mainline sewers and lift stations. FOG blockages can cause backup of sewage into homes or businesses and may even result in SSOs.

Implementation of the City's FOG Control Program as documented in this manual will ensure proper handling and disposal of FOG by grease generating facilities and monitor compliance with regulations that have been adopted. Many factors contribute to FOG accumulation including facility operational procedures and equipment. A major potential source for FOG is food preparation facilities such as restaurants, cafeterias, meat markets, etc. Wastewater with high concentrations of FOG tend to congeal and harden in sanitary sewers and thereby restrict pipeline flow capacity over time. City ordinances regulate these facilities and limit the FOG they may discharge to the sewer system. There are approximately 500 FSE's located within the City of Tyler (see Listing in Appendix 8). The total number of FSE's will change from month to month.

Facilities that utilize rotisseries, fryers and kettles will generally produce larger quantities of FOG and if not properly captured and disposed off-site will significantly contribute to FOG accumulation in the collection system.

Reference information on best management practices (BMP) for kitchen management are presented in Appendix 3. The City's outreach program includes various materials and publications to assist facility owners in training employees in proper FOG management and are presented in Appendix 4.

Those facilities with a large number of sinks and drains in the food preparation and clean-up areas will have a higher potential to introduce FOG into the sewer system. All sinks and drains should be connected to a properly sized grease trap. Employees should be trained to use the proper sink and drain when handling waste grease.

Disposal of residual food scraps should be by scraping them into the garbage. Allowing food scraps to be washed down drains will increase the likelihood of FOG accumulations in the sanitary sewer with an increased possibility of sewer blockage. Scraping utensils should be provided by facilities to encourage employees to scrape food scraps into the garbage for disposal. The FSE is responsible for training and providing policy to employees.

Customer seating available at a monitored facility is an indicator of potential FOG discharge. Facilities with high occupancy will tend to serve more meals resulting in higher FOG production. Such facilities are likely to create high accumulation in downstream sewer lines if proper grease trap maintenance is not performed.

Section 4 Education and Outreach

The City of Tyler has prepared various FOG related educational and outreach materials for distribution to FSEs, residents, and other groups such as trade organizations, schools, etc. (refer to Appendix 4). NetHealth develops various outreach materials and programs in support of the food service health inspections. These materials are available to the FSE inspectors for distribution and education of facility employees and management. Outreach and education on flushable wipes and towels have been added to the program.

The city may target residential and/or commercial areas of the city where grease related blockages are being observed on a higher frequency. Targeted FSEs in the area may be scheduled for inspection and/or residential areas (including multi-family housing) may be blanketed with literature and outreach materials.

A key element of the City's FOG Control Program is centered around an ongoing public outreach to residents and facility owners and employees on the importance of FOG control. Educational materials such as informational fact sheets, residential grease containers, news articles, City Website, Texas State Department of Health on-line training materials and DVD training materials are used to educate the public and facility owners/employees. TWU staff performs inspections and work with facility managers to ensure compliance and that Best Management Practices ("BMP's") are being implemented. Appendix 3 presents a resource of educational materials distributed by various municipalities for education and outreach.

The use of kitchen BMPs is of great importance in reducing FOG and the practices are relatively easy to implement at minimal costs. Facility manager/owner should train employees on proper methods of grease disposal. The training of FSE employees should include a review of BMPs. To assist the facility in training employees, the various materials describing best management practices is distributed at no cost to the facility. Best management practices that each facility is expected to implement include:

1. Scrape grease and food waste from plates and pots into the solid waste trash before washing
2. Install drain screens on all sinks and floor drains to collect solids for disposal in the trash
3. Monitor grease abatement devices (grease interceptors, etc.) and clean regularly
4. Limit garbage disposal usage to non-greasy food materials
5. Use absorbent materials to prevent grease spills from entering drains
6. Use educational materials for training of all new employees
7. Post educational materials at key locations to minimize FOG discharges

Grease interceptors are devices that are designed to separate FOG from the wastewater. Figures 2 and 3 present typical grease trap and interceptor construction. Both outdoor in-ground grease interceptors and indoor type grease interceptors are utilized within the City of Tyler. New construction requires, unless given an exemption, outside grease traps. The determination as to whether a grease interceptor is required is regulated by the City's ordinances and plumbing code (See Appendix 2 and Section 2). The ordinance states:

Sec. 19-74. –Pretreatment of wastewater.

2. b. Additional pretreatment measures.

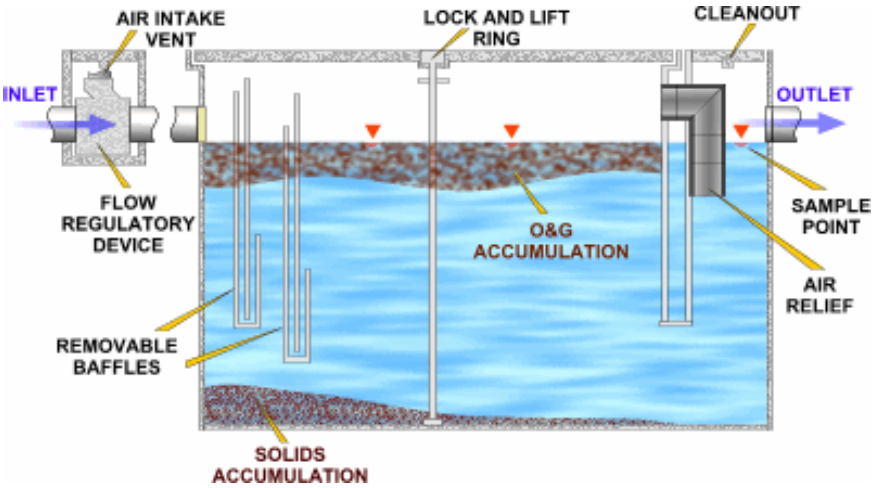
1. Whenever deemed necessary, the Manager may require industrial users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial waste streams, and such other conditions as may be necessary to protect the POTW, and determine the industrial user's compliance with the requirements of this division.

2. Grease, oil, and sand interceptors shall be provided as required by the City Plumbing Code or as determined by the Manager. All interception units shall be of type and capacity specified by the plumbing code and shall be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly by the owner, at his expense in accordance with the requirements of the City's Grease Trap Ordinance

Note that the City of Tyler incorporates in its ordinance, by reference, the International Plumbing Code, 2021 edition. Chapter 10, Section 1003 of the IPC code (Traps, Interceptors and Separators) and City Ordinance Sec. 19-123 Sizing, address grease interceptor sizing requirements. Administrative authority to enforce the 2021 IPC is included in the ordinance:

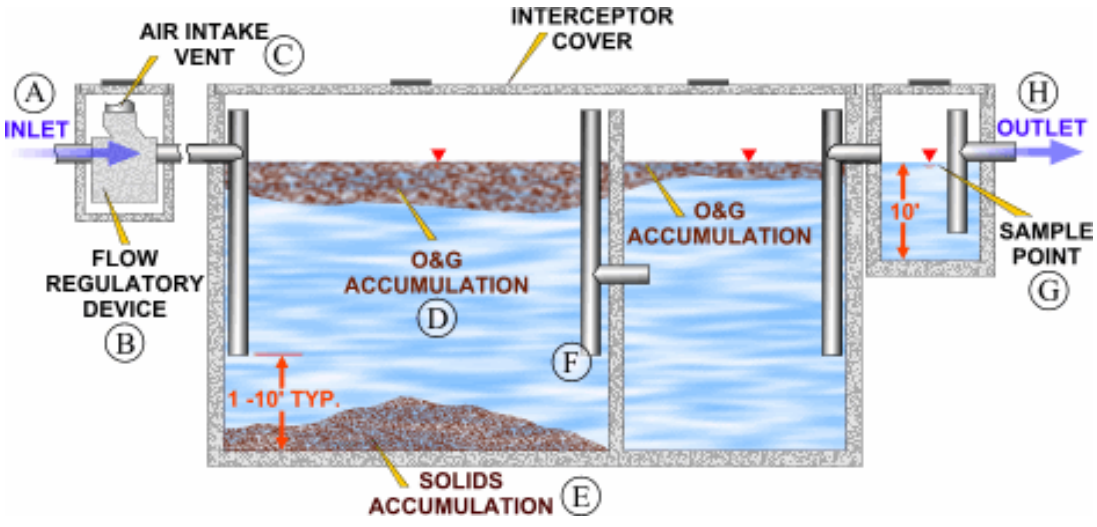
Sec. 19-126. Inspection, Enforcement.
Sec. 19-81. Administrative enforcement remedies.
Sec. 19-82. Judicial enforcement remedies.
Sec. 19-83. Termination of sewer service.
Sec. 19-84. Supplemental enforcement action.

Figure 2
Example Grease Trap Construction



Size: Approximately 2 feet

Figure 3
Example Grease Interceptor Construction



Size: Approximately 8 feet

Factors that may be considered when evaluating the need for a grease interceptor include:

- Anticipated daily water use
- Location of dishwasher
- Location of water softener system
- Type of food preparation equipment (kettles, fryers, grills, woks, etc.)
- Hours of operation
- Number of seats
- Dishwasher size and use
- Installation of grease limiting devices by the FSE

In general, new facilities to be constructed under a building permit will be required to properly size and install in-ground or under sink grease interceptors depending on projected waste volumes. Facilities that undergo modifications or significant change in operations will be reevaluated and may be required to increase the grease interceptor size or modify maintenance operations to address increased FOG loadings.

Any in-ground grease interceptor that separates FOG, solids and water will require appropriate City approval of the design and cleaning schedule. Proper sizing will ensure sufficient retention times to allow particles to rise or settle before passing out the effluent and into the collecting sewer line. Once the grease interceptor contains over 25% grease or solids, it fails to provide separation and subsequently solids and grease are discharged into the sewer system in violation of City ordinance. Grease interceptors must be regularly cleaned prior to them filling to capacity. Cleaning is generally needed at a minimum every 90 days. The cleaning frequency may require shortening if the City determines from inspection (25% rule) or sampling that the current maintenance cleaning schedule is inadequate. The use of chemical additives to disperse FOG is not allowed.

Facilities may have approved GRDs that are located within the facility. Such devices are generally limited to small FOG generators or where in-ground structures are not feasible or where anticipated flows are low. Regardless, such facilities must be properly designed for the anticipated use and approved by the city.

The city will review and approve the sizing and installation of all GRDs. The type and installation must conform to City ordinances, including the plumbing code. Scheduled maintenance of all GRDs is required. Maintenance of the GRD must be conducted in accordance with the manufacturer's guidelines, this Policy, and at a frequency that prevents FOG and solids from entering the downstream sewers. Where applicable, wiper blades and internal components should be inspected and changed when worn and solids collection baskets should be emptied on a daily basis. Larger facilities should monitor the grease interceptor and have scheduled service to remove FOG and solids. Facilities may minimize the cost of FOG disposal by implementing applicable BMPs.

Even with proper operation and maintenance of GRDs, it may be necessary to periodically clean the service line lateral pipe(s). Over time, FOG that is not collected will deposit in the lateral. Depending on the volume of FOG and lateral pipe size, cleaning of the service line

may be required to provide reliable service. If the facility experiences slow sewage flow or blockages, and the GRD is functioning properly, then periodic cleaning of the service line may be required to ensure reliable service. TWU staff may assist the facility in determining if periodic service lateral cleaning is necessary to provide reliable service.

It is the FOG generator who is responsible for implementing appropriate BMP's, employee training and properly operating and maintaining its GRD. The city will perform periodic inspections and re-inspections as necessary to ensure compliance with City ordinances. The goal of the FOG Control Program is to minimize sewer system blockages and potential SSOs/Spills associated with FOG discharges into the sewer system. If a facility is found to be deficient in the FOG Control Program requirements, then the city will work with that facility to correct deficiencies. The city will encourage facilities and residents to limit discharges of FOG and will work with them to address City concerns. However, if a facility or resident continues to discharge FOG, the City has the right to enforce additional FOG abatement measures, including fines for ordinance violations.

Section 5 Inspection, Sampling and Waste Hauling Protocols

I. BACKGROUND AND PURPOSE

The City of Tyler FOG inspection frequencies are determined by a performance-based system. Figure 4 presents the inspection process. Performance is determined during FSE inspections and is related to compliance with the FOG ordinance. If an FSE is out of compliance, a higher frequency of inspections will occur until the FSE becomes compliant. As the FSE maintains its compliance, the frequency of inspections will be reduced. For those FSEs who maintain their compliance, a minimal inspection frequency will be assigned. For those FSEs in compliance, the inspection frequency goal is once every 12 months. For FSEs that are found to be out of compliance during their inspection, they will be placed on a more frequent inspection depending on the nature of the compliance issue. For out of compliance FSEs, if during the next inspection, the FSE has come into compliance, the inspection frequency may be reduced. And if during the next inspection, the FSE is still in compliance, it will be returned to the 12-month frequency.

No FSE shall discharge or cause to be discharged into the sewer system FOG that exceeds a concentration level adopted by the City or that may accumulate and/or cause or contribute to blockages in the sewer system or at the sewer system lateral which connects the FSE to the sewer system.

GRD operation and maintenance is critical to effectiveness and performance. Each FSE is required to maintain the GRD in satisfactory operating condition. To ensure the GRD is working as it was designed, the following practices are used for FOG inspection and control:

A. Content Removal

Normal maintenance must include the complete removal of the contents of the GRD including floating material, wastewater (grey water), settled solids and grease accumulation on the sides of the GRD at a maximum interval of 90 days unless a variance has been given. A more frequent removal may be required based on observation and 25% rule. Decanting or discharging of removed waste or wastewater back into the GRD from which the waste or wastewater was removed or any other GRD or portion of the collection system for the purpose of reducing the volume to be disposed, is strictly prohibited. No FOG that has accumulated in a GRD is allowed to pass into any sewer lateral, sewer system, storm drain or public right of way during maintenance activities.

B. Prohibition of Additives

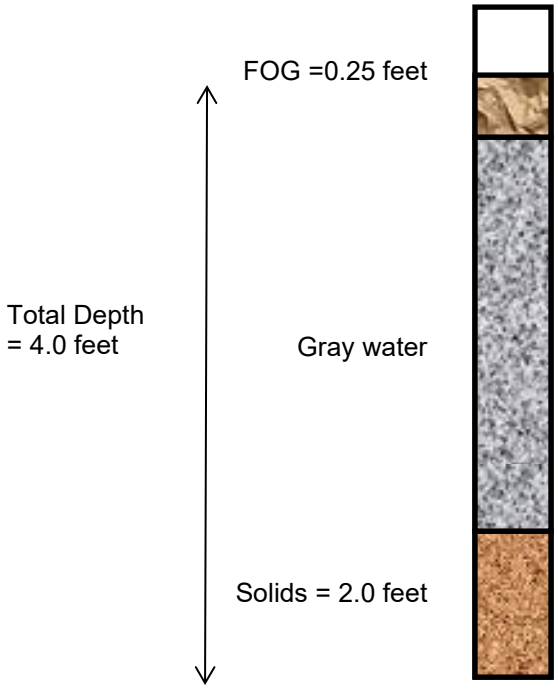
The introduction of additives such as bacteria, enzymes, emulsifiers, or similar agents designed for the purpose of emulsifying or controlling FOG discharge into GRDs, or associated plumbing is strictly prohibited.

C. Waste Hauler

All FSEs are responsible for ensuring that all recovered contents of the GRD are removed by a City of Tyler permitted and TCEQ licensed liquid waste hauler and disposed of at an approved facility.

D. 25% Rule Maintenance Frequency

Unless otherwise authorized by the TWU Manager Water Quality or designee, all GRDs must be pumped out completely by a TCEQ licensed waste hauler, permitted by the City of Tyler, whenever the accumulation of grease and solids is 25% of the GRD overall liquid depth or at least every 90 days whichever is more frequent. Exception to this minimum frequency of pumping may be made with special written approval from the TWU Manager Water Quality or designee for generators of small quantities of grease waste. The 25% rule is a requirement for GRDs to be maintained such that the combined FOG and solids accumulation does not exceed 25% of the design hydraulic depth of the GRD. This is to ensure that the maximum hydraulic retention time and required available hydraulic volume is maintained to effectively intercept and prevent FOG discharged to the sewer system. Following is an example calculation for determining compliance with the 25% rule:



Total FOG on top of interceptor =0.25 feet
Total solids at bottom of interceptor = 2.0 feet
Total depth of interceptor contents = 4.0 feet
Percentage of FOG + solids:

$$\frac{\text{(FOG) + (solids)}}{\text{Depth of Interceptor}} = \frac{(0.25' + 2.0')}{4.0'} = \frac{2.25'}{4.0'} = \mathbf{56\%}$$

The 25% rule has been exceeded and the FSE needs to increase pump out frequency.

E. Grease Deposits in Mainline Sewer

Mainline sewers with elevated grease deposits may be identified by TWU crews. Such areas of the city may undergo stepped-up inspections of FSEs to identify the source(s) of elevated grease that were observed in the mainline sewers.

II. INSPECTION PROCESS

The following provides a general description of the inspection process. Appendix 5 contains the Standard Operating Procedure and Grease Trap Inspection Report Form.

A. Pre-inspection preparation. The goal is to inspect each FSE on a 12-month basis. The inspector will need to obtain the prior inspection results and note previous violations and compliance issues.
B. Go to restaurant during probable hours of operation. No appointment or notice is required prior to your visit. Confirm that the actual address and FSE name matches the address from the scheduled inspection.
C. Special note: If restaurant is part of a strip mall, see section below.
D. Prepare an Inspection Sheet (Appendix 5). Log the restaurant name, address and location ID. Note the days and hours of operation.
E. Enter the restaurant and identify yourself as a TWU inspector for the City of Tyler. Ask for a manager. If no manager is on site, ask for the person currently in charge. Be prepared to provide your city identification if asked.
F. Identify yourself to the manager and ask to see the GRD records. It is helpful to have an example grease hauling manifest available to show the manager. Tell the manager that you will need to see the last twelve months of records.
G. Check the records. Make sure the manifest form is utilized. On the inspection form, log the dates pumped for the last 12 months (from each record), company name, and GRD size.
H. Restaurant documentation: Summarize type of drainage system, oil/grease recycling bin, permit issuance and expiration date, permit history, permit limits (FOG, pH, temperature, detention time)
I. GRD data: Type/size, number of GRDs, onsite location (inside and outside), new installations, structural repairs
J. Inspect immediately downstream manhole to determine the grease accumulations, debris and if low flow
K. Make sure the hauler is TCEQ licensed to haul and dispose of grease and is on the City of Tyler approved hauler list and is properly permitted. If not, verify that hauler has not recently been licensed or permitted. If not permitted, then notify the manager that the hauler is not permitted to haul in Tyler.
L. Inspect the inlet and outlet chambers and GRD structural condition

M. Note the restaurant manager's name, get a signature and date, get a phone number, and whether or not food is fried on site. Fill out the form as completely as possible and return the restaurant hauling records to the manager.
N. Confirm GRD is in compliance with the 25% rule.
O. Plan a sampling event if noncompliance is observed or probable. Based on the information, tell the manager approximately when you will be sampling the facility. (For a 90-day GRD maintenance schedule, sampling should be no shorter than 60 days after last pumping.)

III. STRIP MALLS

Strip malls may require special handling since piping and occupancy changes can make inspection difficult. Shared grease interceptors are also possible.

A. Strip malls are variable as to what is required, sometimes each store has a water meter and pays its own water and wastewater bill.
B. If a strip mall has only one master GRD then the strip mall will require testing as one unit representing all connected FSEs. Check prior inspection notes in the files to identify special requirements.

IV. SAMPLING PROTOCOL (As needed)

Periodically the need for sampling (Oil and Grease, pH, etc.) may arise to ensure compliance. Note that FOG clings to sample equipment, therefore, FOG analytical results may not be representative of the actual waste stream. When sampling is necessary the following general guidelines should be followed where possible along with 40CFR136 sampling guidelines:

A. Grab sample is the only method recognized for compliance monitoring.
B. Collection is with a wide mouth glass or stainless-steel vessel that is dipped to take a sample.
C. Sampling ports need to be large enough for the vessels used. The use of Teflon tubing to obtain samples is allowed.
D. Sanitary tee sample collection is the least preferred method if a sample vault cannot be installed or if it is not large enough to accommodate the 1L sample jars.
E. Utilize the proper Chain of Custody form (Appendix 5) for samples. Note that the laboratory performing the analysis can normally provide chain of custody forms.
F. Collect samples and refrigerate.

G. Take the samples and Chain of Custody to the laboratory for analysis. Keep the copy and staple it to the inspection form.

V. SAMPLING DIFFICULTIES

Each sample location will be slightly different, and the inspector should attempt to determine the best location to obtain a representative sample for analysis. Sampling problems that may occur are summarized below:

A. If a cleanout is blocked with grease report the problem to the restaurant for them to have the grease removed.
B. GRD overflows. Report any overflow, regardless of size, to Public Services for immediate evaluation of cause and responsibility. Provide as much detail as possible.
C. No GRD installed. Create an NOV for the restaurant. Deliver the NOV along with appropriate BMP outreach material. Notify restaurant that they need to hire a licensed plumber to size an interceptor and then submit plans to NetHealth and the City for approval and permit issuance and then have interceptor installed.
D. Cannot get sample with auto-sampler at any time. After many and varied attempts, write “No Sample” on the form. Make plans to go back and find out why no sample can be taken.
E. If auto-sampler loses suction, check the probe for blockage. If not blocked, change tubing. Make sure the battery is fully charged.

VI. MANIFEST BOOKS

A hauler must be licensed with the TCEQ, permitted by the City of Tyler and utilize a written manifest book in compliance with TCEQ.

VII. OTHER INSEPCTIONS

Other inspections may take the form of Closed-Circuit Television Inspection (CCTV) performed by City crews or by contractors hired to perform such inspections. The responsibility of maintaining the public owned sewer system belongs to the City of Tyler. TWU performs mainline cleaning when blockages occur, but private lateral blockages are the responsibility of the property owner. Some blockages may be the result of FOG accumulation. Where recurring grease blockages are noted, TWU may initiate public outreach for residents and apartments upstream of the blockage and/or call for inspection of facilities tributary to the chronic blockage. TWU may also generate a work order to perform CCTV inspection to determine if secondary causes for the blockage are present. Root intrusion, dropped pipe joint, protruding service line, line sag, etc. may actually be the primary cause for the blockage and appropriate repair action taken. CCTV inspection may identify a facility service lateral as the source of the excessive FOG and thereby create stepped up inspections and/or enforcement action.

Section 6 FOG Enforcement Procedures

The following protocol will be used by TWU staff as reference material and guidelines during inspections and follow-up enforcement actions (Figure 4 presents a flow chart showing the inspection process).

The need for GRD cleaning is a function of the load of FOG plus the capacity of the grease trap/interceptor. The load of FOG varies, depending on the type of facility, the FOG management practices utilized by the facility, and the ability of waste hauler to accept and dispose of the waste product. The following summarizes the required cleaning of grease interceptors:

- Grease traps and grease interceptors shall be cleaned as often as necessary to ensure that sediment and floating materials do not accumulate to impair the efficiency of the grease trap/interceptor and to ensure the discharge is in compliance with local discharge limits.
- Grease traps and grease interceptors subject to these standards shall be completely evacuated a minimum of every ninety (90) days (unless a written variance has been obtained), or more frequently when:
  - ✓ Twenty-five (25) percent or more of the wetted height of the grease trap or grease interceptor, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils or greases; or
  - ✓ The discharge exceeds any pollutant levels established by the City; or
  - ✓ The downstream wastewater pipes show evidence of grease deposits.
  - ✓ There is a history of non-compliance.

A. Permitted Grease Haulers - Grease haulers are required to be permitted under City ordinance.

B. Required Manifest - Restaurants are required to complete and maintain a disposal manifest (also known as a trip ticket) for the disposal of their wastes. Manifest requirements:

(1) Persons who collect and transport, or transport and dispose liquid waste shall maintain a record of each individual collection, transportation, and disposal transaction.
(2) The records of each transaction shall be maintained in the form of a manifest.
(3) The manifest forms used must provide sufficient information to monitor the pickup and disposal of the liquid waste.
(4) A manifest must be used for the disposal of grit trap wastes, grease trap waste, and septage.
(5) The city may approve the further use of the manifest for other authorized waste transport and disposal.
(6) The city may make administrative modifications of the manifest form used in individual cases.

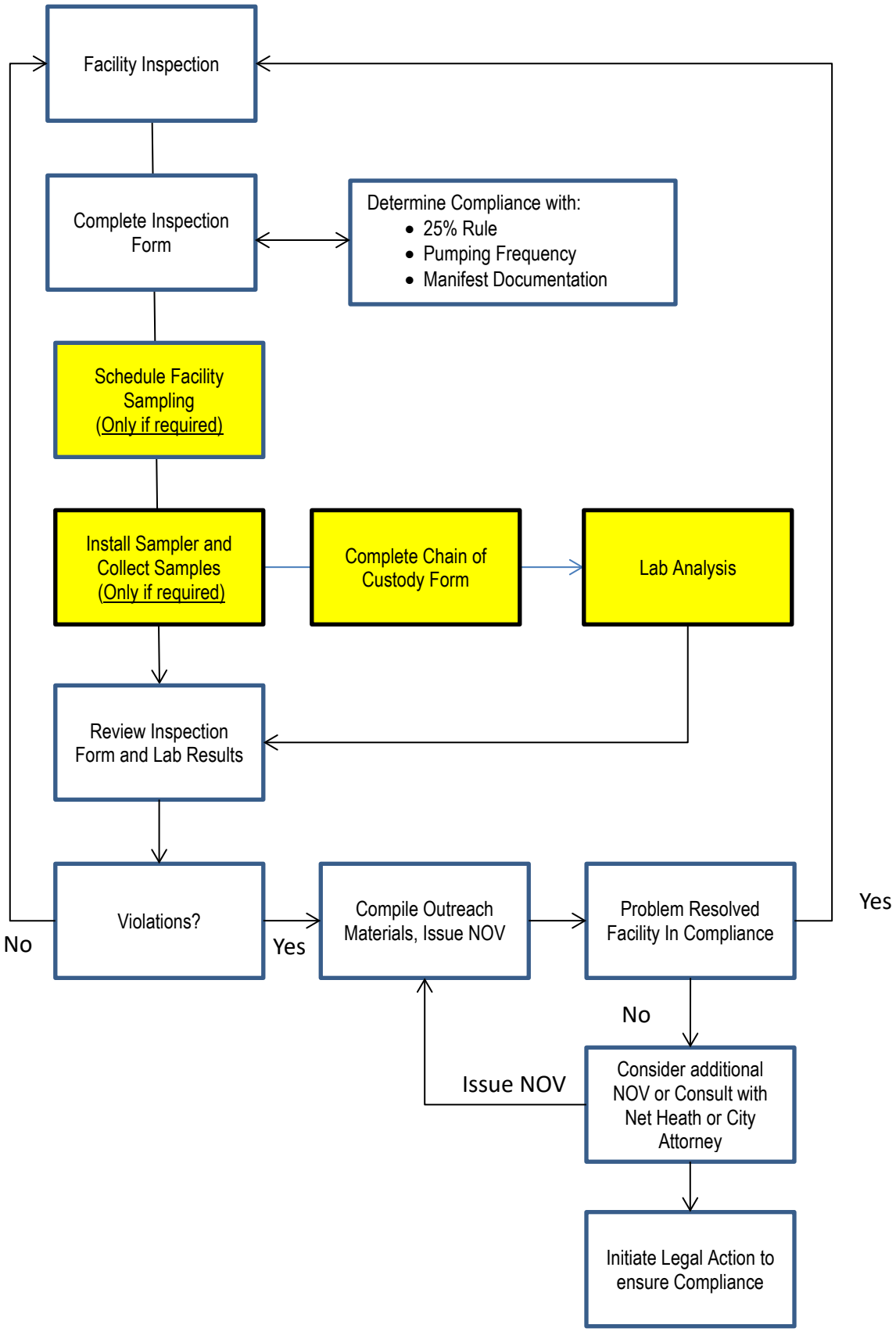
Manifests contain the following information:

(1) Liquid waste generator information.
   a. Name of generator.
   b. Generator's address and telephone number.
   c. Tank or trap capacity.
   d. Date and time of generator's transfer of liquid waste to transporter.
   e. Signature

(2) Transporter information.
   a. Name of transporter
   b. Transporter's address and telephone number.
   c. TCEQ registration number.
   d. Type and source of liquid waste removed.
   e. Number of gallons removed from tank or trap.
   f. Date and time of receipt of liquid waste from generator.
   g. Vehicle driver's name and signature.

(3) Disposal facility information.
   a. Name of disposal facility.
   b. Name of disposal facility's owner.
   c. Location of the disposal facility.
   d. Mailing address of the disposal facility, if different than the location.
   e. Disposal facility's TCEQ permit number.
   f. Number of gallons received.
   g. Date and time of delivery.
   h. Disposal facility representative's name and signature.

Figure 4
Inspection Flow Chart



C. Manifest distribution.

Manifests shall be maintained as labeled on the individual copies in each manifest book, but shall be generally as follows:

Generator - One (1) copy of the manifest shall have the generator and transporter information completed and shall be given to the generator at the time of liquid waste pickup.

Disposal facility - The copy of the manifest shall be given to the facility receiving the liquid waste.

Transporter - The transporter will retain the copy of the manifest

Local authority - A copy of the completed manifest shall be available for TWU.

D. Responsibilities of FOG generators:

General responsibilities:

(1) With respect to those liquid wastes for which a generator is responsible, the generator of liquid waste shall:

a. Know or ascertain the contents, characteristics, and classifications of liquid wastes generated
b. Have liquid waste removed from the premises by a transporter holding the proper state, federal and local permits or registrations required for the collection and transportation the liquid wastes.
c. Make a determination that the liquid waste to be hauled under this article is not a hazardous waste.
d. Verify from the completed manifest or by other means that the liquid wastes have been disposed of properly

(2) A generator of grease trap waste or grit trap waste shall have traps serviced as frequently as required by the city's plumbing code, in order to prevent bypass or overflow, and to insure proper operation of the trap.

(3) A generator of grit trap waste, grease trap waste, septage, or any other liquid waste shall sign the manifest presented by the transporter and shall keep a copy on site for a period of five (5) years.

(4) TWU personnel may periodically inspect the generator's copy during normal business hours to ensure compliance.

E. FOG Test Limits and Prohibited Discharges

When a FOG test result exceeds the 25% Rule (see item 7 below), a written Notice of Violation (NOV) is issued and delivered to the establishment. (See Appendix 7).

F. Notice of Violation (NOV)

Whenever TWU finds that any user has violated or is violating the ordinance, a wastewater discharge permit or directive issued hereunder, or any other pretreatment requirement, the Manager Water Quality or his designee may serve a written notice of violation and direction for remedial action. Within thirty (30) days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the user to TWU. TWU may prescribe in the notice of violation and direction for remedial action plan, the minimal compliance actions and responses required of the violator. Submission of this plan in no way relieves the user of liability for any violations occurring before or after receipt of the notice of violation and directive for remedial action plan. Nothing in this section shall limit the authority of TWU to take any action including emergency actions or any other enforcement action, without first issuing a notice of violation and directive for remedial action plan. The following describes the order of severity in issuing NOV and enforcement activities:

1. Issue first NOV to be accompanied by outreach materials
2. Issue second NOV
3. Initiate enforcement action (probable cause affidavit; warrant; water shut off)

Section 7 Data Management, Letters, Surcharge and NOV Notification

I. BACKGROUND AND PURPOSE

Software specifically developed to manage the FOG program was purchased by TWU. BMP Compliance Group software has enhanced FOG inspection capabilities, automated maintenance scheduling, and support for electronic pump-out manifests from facilities & haulers. Violations are also tracked utilizing the BMP Compliance Group software. The FSE data may be maintained either electronically or in physical files. Letters and reports are generated which contain the FSEs tested in a given period, along with location ID, and the laboratory results for the BOD and TSS concentrations. Surcharges to FSEs are based on the TSS and BOD concentrations. Notice of Violation (NOV) letters are generated based on GRD cleaning frequency violations, subject enforcement protocol to have manifest receipts on site, exceeding the 25% rule. Appendix 7 presents example letters and correspondence. See Appendix 8 for list of monitored establishments.

II. NOTICE OF VIOLATION (NOV)

TWU's goal is to work with facilities to correct deficiencies without implementing fines or initiating other enforcement actions. However, if the event or major violation has not been corrected by previous NOV, TWU may initiate enhanced enforcement actions including public health violations or prohibited discharge violations. These penalties can be assessed through an administrative process with opportunity for appeal. The city has several enforcement options including:

- The city may impose civil penalties as specified by ordinance for each food service violation
- The city may impose civil penalties for each day of continuance of violation in violation of the prohibited discharges to the public sewer system
- The city may seek injunctive relief in the form of closing a facility to prohibit the discharge of FOG; and
- The City may seek equitable relief to recover the costs of investigation, corrective services or other expenses incurred by the City.

Appendix 1

Grease Interceptor Sizing

Appendix 1 contains information on sizing of grease interceptors and is for information only. Specific sizing will be site specific. Staff may prepare future guidance documents based on experience.

CHAPTER 10
TRAPS, INTERCEPTORS AND SEPARATORS

User note:

About this chapter: Chapter 10 regulates the design of fixture traps, methods for preventing evaporation of trap seals in traps and the required locations for interceptors and separators. The trap seal of a trap is an essential feature of a drainage system to prevent odors from the drainage piping from entering the building. The discharge of various processes, such as cooking and laundry, creates the need for equipment to retain detrimental greases and solids from entering the drainage systems.

SECTION 1001
GENERAL

1001.1 Scope. This chapter shall govern the material and installation of traps, interceptors and separators.

SECTION 1002
TRAP REQUIREMENTS

1002.1 Fixture traps. Each plumbing fixture shall be separately trapped by a liquid-seal trap, except as otherwise permitted by this code. The vertical distance from the fixture outlet to the trap weir shall not exceed 24 inches (610 mm), and the horizontal distance shall not exceed 30 inches (610 mm) measured from the centerline of the fixture outlet to the centerline of the inlet of the trap. The height of a clothes washer standpipe above a trap shall conform to Section 802.4.3. A fixture shall not be double trapped.

Exceptions:

1. This section shall not apply to fixtures with integral traps.
2. A combination plumbing fixture is permitted to be installed on one trap, provided that one compartment is not more than 6 inches (152 mm) deeper than the other compartment and the waste outlets are not more than 30 inches (762 mm) apart.
3. Floor drains in multilevel parking structures that discharge to a building storm *sewer* shall not be required to be individually trapped. Where floor drains in multilevel parking structures are required to discharge to a combined *building sewer* system, the floor drains shall not be required to be individually trapped provided that they are connected to a main trap in accordance with Section 1103.1.

1002.2 Design of traps. Fixture traps shall be self-scouring. Fixture traps shall not have interior partitions, except where such traps are integral with the fixture or where such traps are constructed of an *approved* material that is resistant to corrosion and degradation. Slip joints shall be made with an *approved* elastomeric gasket and shall be installed only on the trap inlet, trap outlet and within the trap seal.

1002.3 Prohibited traps. The following types of traps are prohibited:

1. Traps that depend on moving parts to maintain the seal.
2. Bell traps.
3. Crown-vented traps.
4. Traps not integral with a fixture and that depend on interior partitions for the seal, except those traps constructed of an *approved* material that is resistant to corrosion and degradation.
5. "S" traps.
6. Drum traps.

   Exception: Drum traps used as solids interceptors and drum traps serving chemical waste systems shall not be prohibited.

1002.4 Trap seals. Each fixture trap shall have a liquid seal of not less than 2 inches (51 mm) and not more than 4 inches (102 mm), or deeper for special designs relating to accessible fixtures.

1002.4.1 Trap seal protection. Trap seals of *emergency floor drain* traps and trap seals subject to evaporation shall be protected by one of the methods in Sections 1002.4.1.1 through 1002.4.1.5.

1002.4.1.1 Potable water-supplied trap seal primer valve. A potable water-supplied trap seal primer valve shall supply water to the trap. Water-supplied trap seal primer valves shall conform to ASSE 1018. The discharge pipe from the trap seal primer valve shall connect to the trap above the trap seal on the inlet side of the trap.

1002.4.1.2 Reclaimed or graywater-supplied trap seal primer valve. A reclaimed or graywater-supplied trap seal primer valve shall supply water to the trap. Water-supplied trap seal primer valves shall conform to ASSE 1018. The quality of reclaimed or graywater supplied to trap seal primer valves shall be in accordance with the requirements of the manufacturer of the trap seal primer valve. The discharge pipe from the trap seal primer valve shall connect to the trap above the trap seal, on the inlet side of the trap.

1002.4.1.3 Wastewater-supplied trap primer device. A wastewater-supplied trap primer device shall supply water to the trap. Wastewater-supplied trap primer devices shall conform to ASSE 1044. The discharge pipe from the trap seal primer device shall connect to the trap above the trap seal on the inlet side of the trap.

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1002.4.1.4 Barrier-type trap seal protection device. A barrier-type trap seal protection device shall protect the floor drain trap seal from evaporation. Barrier-type floor drain trap seal protection devices shall conform to ASSE 1072. The devices shall be installed in accordance with the manufacturer's instructions.

1002.4.1.5 Fixture drain connection for trap priming. A *fixture drain* from a lavatory or hand sink shall serve as a method of providing trap seal protection for an *emergency floor drain*, a trench drain, or a floor sink where such fixtures are located in the same room. A *fixture drain* from a drinking fountain shall serve as a method of providing trap seal protection for an *emergency floor drain*, a trench drain, or a floor sink where such fixtures are in the same room or in a room adjacent to the room having the drinking fountain. The *fixture drain* shall not be routed on or above the surface of the floor and shall connect to the floor drain, trench drain, or floor sink at a point that is below the *flood level rim* and above the inlet to the trap of the receiving fixture.

1002.5 Size of fixture traps. Fixture trap size shall be sufficient to drain the fixture rapidly and not less than the size indicated in Table 709.1. A trap shall not be larger than the drainage pipe into which the trap discharges.

1002.6 Building traps. Building (house) traps shall be prohibited.

1002.7 Trap setting and protection. Traps shall be set level with respect to the trap seal and, where necessary, shall be protected from freezing.

1002.8 Recess for trap connection. A recess provided for connection of the underground trap, such as one serving a bathtub in slab-type construction, shall have sides and a bottom of corrosion-resistant, insect- and verminproof construction.

1002.9 Acid-resisting traps. Where a vitrified clay or other brittleware, acid-resisting trap is installed underground, such trap shall be embedded in concrete extending 6 inches (152 mm) beyond the bottom and sides of the trap.

1002.10 Plumbing in mental health centers. In mental health centers, pipes and traps shall not be exposed.

SECTION 1003
INTERCEPTORS AND SEPARATORS

1003.1 Where required. Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the *public sewer*, the private sewage system or the sewage treatment plant or processes.

1003.2 Approval. The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. Wastes that do not require treatment or separation shall not be discharged into any interceptor or separator.

1003.3 Grease interceptors. Grease interceptors shall comply with the requirements of Sections 1003.3.1 through 1003.3.8.

1003.3.1 Grease interceptors and automatic grease removal devices required. A grease interceptor or automatic grease removal device shall be required to receive the drainage from fixtures and equipment with grease-laden waste located in food preparation areas, such as in restaurants, hotel kitchens, hospitals, school kitchens, bars, factory cafeterias and clubs. Fixtures and equipment shall include pot sinks, prerinse sinks; soup kettles or similar devices; wok stations; floor drains or sinks into which kettles are drained; automatic hood wash units and dishwashers without prerinse sinks. Grease interceptors and automatic grease removal devices shall receive waste only from fixtures and equipment that allow fats, oils or grease to be discharged. Where lack of space or other constraints prevent the installation or replacement of a grease interceptor, one or more grease interceptors shall be permitted to be installed on or above the floor and upstream of an existing grease interceptor.

1003.3.2 Food waste disposers restriction. A food waste disposer shall not discharge to a grease interceptor.

1003.3.3 Additives to grease interceptors. Dispensing systems that dispense interceptor performance additives to grease interceptors shall not be installed except where such systems dispense microbes for the enhancement of aerobic bioremediation of grease and other organic material, or for inhibiting growth of pathogenic organisms by anaerobic methods. Such microbial dispensing systems shall be installed only where the grease interceptor manufacturer's instructions allow such systems and the systems conform to ASME A112.14.6. Systems that discharge emulsifiers, chemicals or enzymes to grease interceptors shall be prohibited.

1003.3.4 Grease interceptors and automatic grease removal devices not required. A grease interceptor or an automatic grease removal device shall not be required for individual dwelling units or any *private* living quarters.

1003.3.5 Hydromechanical grease interceptors, fats, oils and greases disposal systems and automatic grease removal devices. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be sized in accordance with ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be designed and tested in accordance with ASME A112.14.3, ASME A112.14.4, CSA B481.1, PDI G101 or PDI G102. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in accordance with the manufacturer's instructions. Where manufacturer's instructions are not provided, hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in compliance with

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ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101.

1003.3.5.1 Grease interceptor capacity. Grease interceptors shall have the grease retention capacity indicated in Table 1003.3.5.1 for the flow-through rates indicated.

TABLE 1003.3.5.1
CAPACITY OF GREASE INTERCEPTORS[a]

TOTAL FLOW-THROUGH RATING (gpm)	GREASE RETENTION CAPACITY (pounds)
4	8
6	12
7	14
9	18
10	20
12	24
14	28
15	30
18	36
20	40
25	50
35	70
50	100
75	150
100	200

For SI: 1 gallon per minute = 3.785 L/m, 1 pound = 0.454 kg.

a. For total flow-through ratings greater than 100 (gpm), double the flow-through rating to determine the grease retention capacity (pounds).

1003.3.5.2 Rate of flow controls. Grease interceptors shall be equipped with devices to control the rate of water flow so that the water flow does not exceed the rated flow. The flow-control device shall be vented and terminate not less than 6 inches (152 mm) above the flood rim level or be installed in accordance with the manufacturer's instructions.

1003.3.6 Automatic grease removal devices. Where automatic grease removal devices are installed, such devices shall be located downstream of each fixture or multiple fixtures in accordance with the manufacturer's instructions. The automatic grease removal device shall be sized to pretreat the measured or calculated flows for all connected fixtures or equipment. *Ready access* shall be provided for inspection and maintenance.

1003.3.7 Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems. The required capacity of gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be determined by multiplying the peak drain flow into the interceptor in gallons per minute by a retention time of 30 minutes. Gravity grease interceptors shall be designed and tested in accordance with IAPMO/ANSI Z1001. Gravity grease interceptors with fats, oils, and greases disposal systems shall be designed and tested in accordance with ASME A112.14.6 and IAPMO/ANSI Z1001. Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in accordance with manufacturer's instructions. Where manufacturer's instructions are not provided, gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in compliance with ASME A112.14.6 and IAPMO/ANSI Z1001.

1003.3.8 Direct connection. The discharge piping from a grease interceptor shall be directly connected to the sanitary drainage system.

1003.4 Oil separators required. At repair garages where floor or trench drains are provided, car washing facilities, factories where oily and flammable liquid wastes are produced and hydraulic elevator pits, oil separators shall be installed into which oil-bearing, grease-bearing or flammable wastes shall be discharged before emptying into the building drainage system or other point of disposal.

Exception: An oil separator is not required in hydraulic elevator pits where an *approved* alarm system is installed. Such alarm systems shall not terminate the operation of pumps utilized to maintain emergency operation of the elevator by fire fighters.

1003.4.1 Separation of liquids. A mixture of treated or untreated light and heavy liquids with various specific gravities shall be separated in an *approved* receptacle.

1003.4.2 Oil separator design. Oil separators shall be listed and labeled, or designed in accordance with Sections 1003.4.2.1 and 1003.4.2.2.

1003.4.2.1 General design requirements. Oil separators shall have a depth of not less than 2 feet (610 mm) below the invert of the discharge drain. The outlet opening of the separator shall have not less than an 18-inch (457 mm) water seal.

1003.4.2.2 Garages and service stations. Where automobiles are serviced, greased, repaired or washed or where gasoline is dispensed, oil separators shall have a capacity of not less than 6 cubic feet (0.168 m^3) for the first 100 square feet (9.3 m^2) of area to be drained, plus 1 cubic foot (0.028 m^3) for each additional 100 square feet (9.3 m^2) of area to be drained into the separator. Parking garages in which servicing, repairing or washing is not conducted, and in which gasoline is not dispensed, shall not require a separator. Areas of commercial garages utilized only for storage of automobiles are not required to be drained through a separator.

1003.5 Sand interceptors in commercial establishments. Sand and similar interceptors for heavy solids shall be designed and located so as to be provided with *ready access* for cleaning, and shall have a water seal of not less than 6 inches (152 mm).

1003.6 Clothes washer discharge interceptor. Clothes washers shall discharge through an interceptor that is provided with a wire basket or similar device, removable for cleaning, that prevents passage into the drainage system of solids $^1/_2$ inch (12.7 mm) or larger in size, string, rags,

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buttons or other materials detrimental to the public sewage system.

Exceptions:

1. Clothes washers in individual dwelling units shall not be required to discharge through an interceptor.
2. A single clothes washer designed for use in individual dwelling units and installed in a location other than an individual dwelling unit shall not be required to discharge through an interceptor.

1003.7 Bottling establishments. Bottling plants shall discharge process wastes into an interceptor that will provide for the separation of broken glass or other solids before discharging waste into the drainage system.

1003.8 Slaughterhouses. Slaughtering room and dressing room drains shall be equipped with *approved* separators. The separator shall prevent the discharge into the drainage system of feathers, entrails and other materials that cause clogging.

1003.9 Venting of interceptors and separators. Interceptors and separators shall be designed so as not to become air bound. Interceptors and separators shall be vented in accordance with one of the methods in Chapter 9.

1003.10 Access and maintenance of interceptors and separators. *Access* shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.

SECTION 1004
MATERIALS, JOINTS AND CONNECTIONS

1004.1 General. The materials and methods utilized for the construction and installation of traps, interceptors and separators shall comply with this chapter and the applicable provisions of Chapters 4 and 7. The fittings shall not have ledges, shoulders or reductions capable of retarding or obstructing flow of the piping.

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Appendix 2
FOG Ordinances Excerpts
and
Net Health Order 2024-2
(Retail Food Protection Program)

Note: All current City Ordinances can be found at: https://codelibrary.amlegal.com/codes/tyler/latest/overview
Net Health at: https://mynethealth.org/

Sec. 19-73. General sewer use requirements

a. Prohibited discharge standards. No industrial user shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions apply to all industrial users of the POTW whether or not they are subject to categorical pretreatment standards or any other federal, state, or local pretreatment standards or requirements. Wastes prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW, except that any floor drains connected to the POTW located in a process or material storage area may be allowed by the Manager provided proper controls are in place. No industrial user may contribute the following substances to the POTW:

7. Any discharge of fats, oils, or greases of animal or vegetable origin in a concentration greater than one hundred (100) mg/l.

Sec. 10-76. Mobile Food Units and Food Truck Parks

c. Operational Requirements

12. Any unauthorized connection to the water system and/or unauthorized dumping of grease into the sanitary sewer system in conjunction with the operation of a mobile food unit in any way is strictly prohibited and is unlawful.

d. Food Truck Parks

3. Violations, Suspension/Revocation, and Enforcement. Any permit issued by the City will become void should the holder's Northeast Texas Public Health District permit be suspended or revoked. The on-site manager for a Food Truck Park or property allowing a transient Mobile Food Unit is required to ensure that no more than the maximum number of Mobile Food Units is located on the site at any given time. Failure to comply with this numerical limitation authorizes the Building Official or designee to suspend and/or revoke the Certificate of Occupancy. The Planning Director is authorized to revoke and withhold Transient Vendor Permits for vendors and/or locations at their discretion if there are documented repeated violations of this section. The Director of

Utilities in accordance with Tyler City Code Chapter 19 is authorized to discontinue water service to any property in violation of unauthorized connection to the sewer system and/or unauthorized dumping of grease into the sanitary sewer system. City Code Enforcement Department personnel, Planning Department personnel, Building Inspections personnel, and Police Department personnel have full and complete authority to enforce all provisions of this section and have authority to issue citations for violations thereof. (Ord. No. 0-2014-113; 12/10/14)

Sec. 17-90. Mobile Food Unit Street Vending Pilot Program

g. Any unauthorized connection to the water system and/or unauthorized dumping of grease into the sanitary sewer system in conjunction with the operation of a mobile food unit in any way is strictly prohibited and is unlawful.

2021 International Plumbing Code Excerpt

Chapter 3 General Regulations

SECTION 302 EXCLUSION OF MATERIALS DETRIMENTAL TO THE SEWER SYSTEM

302.1 Detrimental or dangerous materials. Ashes, cinders or rags; flammable, poisonous or explosive liquids or gases; oil, grease or any other insoluble material capable of obstructing, damaging or overloading the building drainage or *sewer* system, or capable of interfering with the normal operation of the sewage treatment processes, shall not be deposited, by any means, into such systems.

CHAPTER 10
TRAPS, INTERCEPTORS AND SEPARATORS

User note:

About this chapter: Chapter 10 regulates the design of fixture traps, methods for preventing evaporation of trap seals in traps and the required locations for interceptors and separators. The trap seal of a trap is an essential feature of a drainage system to prevent odors from the drainage piping from entering the building. The discharge of various processes, such as cooking and laundry, creates the need for equipment to retain detrimental greases and solids from entering the drainage systems.

SECTION 1001
GENERAL

1001.1 Scope. This chapter shall govern the material and installation of traps, interceptors and separators.

SECTION 1002
TRAP REQUIREMENTS

1002.1 Fixture traps. Each plumbing fixture shall be separately trapped by a liquid-seal trap, except as otherwise permitted by this code. The vertical distance from the fixture outlet to the trap weir shall not exceed 24 inches (610 mm), and the horizontal distance shall not exceed 30 inches (610 mm) measured from the centerline of the fixture outlet to the centerline of the inlet of the trap. The height of a clothes washer standpipe above a trap shall conform to Section 802.4.3. A fixture shall not be double trapped.

Exceptions:

1. This section shall not apply to fixtures with integral traps.
2. A combination plumbing fixture is permitted to be installed on one trap, provided that one compartment is not more than 6 inches (152 mm) deeper than the other compartment and the waste outlets are not more than 30 inches (762 mm) apart.
3. Floor drains in multilevel parking structures that discharge to a building storm *sewer* shall not be required to be individually trapped. Where floor drains in multilevel parking structures are required to discharge to a combined *building sewer* system, the floor drains shall not be required to be individually trapped provided that they are connected to a main trap in accordance with Section 1103.1.

1002.2 Design of traps. Fixture traps shall be self-scouring. Fixture traps shall not have interior partitions, except where such traps are integral with the fixture or where such traps are constructed of an *approved* material that is resistant to corrosion and degradation. Slip joints shall be made with an *approved* elastomeric gasket and shall be installed only on the trap inlet, trap outlet and within the trap seal.

1002.3 Prohibited traps. The following types of traps are prohibited:

1. Traps that depend on moving parts to maintain the seal.
2. Bell traps.
3. Crown-vented traps.
4. Traps not integral with a fixture and that depend on interior partitions for the seal, except those traps constructed of an *approved* material that is resistant to corrosion and degradation.
5. "S" traps.
6. Drum traps.

   Exception: Drum traps used as solids interceptors and drum traps serving chemical waste systems shall not be prohibited.

1002.4 Trap seals. Each fixture trap shall have a liquid seal of not less than 2 inches (51 mm) and not more than 4 inches (102 mm), or deeper for special designs relating to accessible fixtures.

1002.4.1 Trap seal protection. Trap seals of *emergency floor drain* traps and trap seals subject to evaporation shall be protected by one of the methods in Sections 1002.4.1.1 through 1002.4.1.5.

1002.4.1.1 Potable water-supplied trap seal primer valve. A potable water-supplied trap seal primer valve shall supply water to the trap. Water-supplied trap seal primer valves shall conform to ASSE 1018. The discharge pipe from the trap seal primer valve shall connect to the trap above the trap seal on the inlet side of the trap.

1002.4.1.2 Reclaimed or graywater-supplied trap seal primer valve. A reclaimed or graywater-supplied trap seal primer valve shall supply water to the trap. Water-supplied trap seal primer valves shall conform to ASSE 1018. The quality of reclaimed or graywater supplied to trap seal primer valves shall be in accordance with the requirements of the manufacturer of the trap seal primer valve. The discharge pipe from the trap seal primer valve shall connect to the trap above the trap seal, on the inlet side of the trap.

1002.4.1.3 Wastewater-supplied trap primer device. A wastewater-supplied trap primer device shall supply water to the trap. Wastewater-supplied trap primer devices shall conform to ASSE 1044. The discharge pipe from the trap seal primer device shall connect to the trap above the trap seal on the inlet side of the trap.

1002.4.1.4 Barrier-type trap seal protection device. A barrier-type trap seal protection device shall protect the floor drain trap seal from evaporation. Barrier-type floor drain trap seal protection devices shall conform to ASSE 1072. The devices shall be installed in accordance with the manufacturer's instructions.

1002.4.1.5 Fixture drain connection for trap priming. A *fixture drain* from a lavatory or hand sink shall serve as a method of providing trap seal protection for an *emergency floor drain*, a trench drain, or a floor sink where such fixtures are located in the same room. A *fixture drain* from a drinking fountain shall serve as a method of providing trap seal protection for an *emergency floor drain*, a trench drain, or a floor sink where such fixtures are in the same room or in a room adjacent to the room having the drinking fountain. The *fixture drain* shall not be routed on or above the surface of the floor and shall connect to the floor drain, trench drain, or floor sink at a point that is below the *flood level rim* and above the inlet to the trap of the receiving fixture.

1002.5 Size of fixture traps. Fixture trap size shall be sufficient to drain the fixture rapidly and not less than the size indicated in Table 709.1. A trap shall not be larger than the drainage pipe into which the trap discharges.

1002.6 Building traps. Building (house) traps shall be prohibited.

1002.7 Trap setting and protection. Traps shall be set level with respect to the trap seal and, where necessary, shall be protected from freezing.

1002.8 Recess for trap connection. A recess provided for connection of the underground trap, such as one serving a bathtub in slab-type construction, shall have sides and a bottom of corrosion-resistant, insect- and verminproof construction.

1002.9 Acid-resisting traps. Where a vitrified clay or other brittleware, acid-resisting trap is installed underground, such trap shall be embedded in concrete extending 6 inches (152 mm) beyond the bottom and sides of the trap.

1002.10 Plumbing in mental health centers. In mental health centers, pipes and traps shall not be exposed.

SECTION 1003
INTERCEPTORS AND SEPARATORS

1003.1 Where required. Interceptors and separators shall be provided to prevent the discharge of oil, grease, sand and other substances harmful or hazardous to the *public sewer*, the private sewage system or the sewage treatment plant or processes.

1003.2 Approval. The size, type and location of each interceptor and of each separator shall be designed and installed in accordance with the manufacturer's instructions and the requirements of this section based on the anticipated conditions of use. Wastes that do not require treatment or separation shall not be discharged into any interceptor or separator.

1003.3 Grease interceptors. Grease interceptors shall comply with the requirements of Sections 1003.3.1 through 1003.3.8.

1003.3.1 Grease interceptors and automatic grease removal devices required. A grease interceptor or automatic grease removal device shall be required to receive the drainage from fixtures and equipment with grease-laden waste located in food preparation areas, such as in restaurants, hotel kitchens, hospitals, school kitchens, bars, factory cafeterias and clubs. Fixtures and equipment shall include pot sinks, prerinse sinks; soup kettles or similar devices; wok stations; floor drains or sinks into which kettles are drained; automatic hood wash units and dishwashers without prerinse sinks. Grease interceptors and automatic grease removal devices shall receive waste only from fixtures and equipment that allow fats, oils or grease to be discharged. Where lack of space or other constraints prevent the installation or replacement of a grease interceptor, one or more grease interceptors shall be permitted to be installed on or above the floor and upstream of an existing grease interceptor.

1003.3.2 Food waste disposers restriction. A food waste disposer shall not discharge to a grease interceptor.

1003.3.3 Additives to grease interceptors. Dispensing systems that dispense interceptor performance additives to grease interceptors shall not be installed except where such systems dispense microbes for the enhancement of aerobic bioremediation of grease and other organic material, or for inhibiting growth of pathogenic organisms by anaerobic methods. Such microbial dispensing systems shall be installed only where the grease interceptor manufacturer's instructions allow such systems and the systems conform to ASME A112.14.6. Systems that discharge emulsifiers, chemicals or enzymes to grease interceptors shall be prohibited.

1003.3.4 Grease interceptors and automatic grease removal devices not required. A grease interceptor or an automatic grease removal device shall not be required for individual dwelling units or any *private* living quarters.

1003.3.5 Hydromechanical grease interceptors, fats, oils and greases disposal systems and automatic grease removal devices. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be sized in accordance with ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be designed and tested in accordance with ASME A112.14.3, ASME A112.14.4, CSA B481.1, PDI G101 or PDI G102. Hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in accordance with the manufacturer's instructions. Where manufacturer's instructions are not provided, hydromechanical grease interceptors; fats, oils, and greases disposal systems and automatic grease removal devices shall be installed in compliance with

ASME A112.14.3, ASME A112.14.4, ASME A112.14.6, CSA B481.3 or PDI G101.

1003.3.5.1 Grease interceptor capacity. Grease interceptors shall have the grease retention capacity indicated in Table 1003.3.5.1 for the flow-through rates indicated.

TABLE 1003.3.5.1
CAPACITY OF GREASE INTERCEPTORS[a]

TOTAL FLOW-THROUGH RATING (gpm)	GREASE RETENTION CAPACITY (pounds)
4	8
6	12
7	14
9	18
10	20
12	24
14	28
15	30
18	36
20	40
25	50
35	70
50	100
75	150
100	200

For SI: 1 gallon per minute = 3.785 L/m, 1 pound = 0.454 kg.

a. For total flow-through ratings greater than 100 (gpm), double the flow-through rating to determine the grease retention capacity (pounds).

1003.3.5.2 Rate of flow controls. Grease interceptors shall be equipped with devices to control the rate of water flow so that the water flow does not exceed the rated flow. The flow-control device shall be vented and terminate not less than 6 inches (152 mm) above the flood rim level or be installed in accordance with the manufacturer's instructions.

1003.3.6 Automatic grease removal devices. Where automatic grease removal devices are installed, such devices shall be located downstream of each fixture or multiple fixtures in accordance with the manufacturer's instructions. The automatic grease removal device shall be sized to pretreat the measured or calculated flows for all connected fixtures or equipment. *Ready access* shall be provided for inspection and maintenance.

1003.3.7 Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems. The required capacity of gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be determined by multiplying the peak drain flow into the interceptor in gallons per minute by a retention time of 30 minutes. Gravity grease interceptors shall be designed and tested in accordance with IAPMO/ANSI Z1001. Gravity grease interceptors with fats, oils, and greases disposal systems shall be designed and tested in accordance with ASME A112.14.6 and IAPMO/ANSI Z1001. Gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in accordance with manufacturer's instructions. Where manufacturer's instructions are not provided, gravity grease interceptors and gravity grease interceptors with fats, oils, and greases disposal systems shall be installed in compliance with ASME A112.14.6 and IAPMO/ANSI Z1001.

1003.3.8 Direct connection. The discharge piping from a grease interceptor shall be directly connected to the sanitary drainage system.

1003.4 Oil separators required. At repair garages where floor or trench drains are provided, car washing facilities, factories where oily and flammable liquid wastes are produced and hydraulic elevator pits, oil separators shall be installed into which oil-bearing, grease-bearing or flammable wastes shall be discharged before emptying into the building drainage system or other point of disposal.

Exception: An oil separator is not required in hydraulic elevator pits where an *approved* alarm system is installed. Such alarm systems shall not terminate the operation of pumps utilized to maintain emergency operation of the elevator by fire fighters.

1003.4.1 Separation of liquids. A mixture of treated or untreated light and heavy liquids with various specific gravities shall be separated in an *approved* receptacle.

1003.4.2 Oil separator design. Oil separators shall be listed and labeled, or designed in accordance with Sections 1003.4.2.1 and 1003.4.2.2.

1003.4.2.1 General design requirements. Oil separators shall have a depth of not less than 2 feet (610 mm) below the invert of the discharge drain. The outlet opening of the separator shall have not less than an 18-inch (457 mm) water seal.

1003.4.2.2 Garages and service stations. Where automobiles are serviced, greased, repaired or washed or where gasoline is dispensed, oil separators shall have a capacity of not less than 6 cubic feet (0.168 m^3) for the first 100 square feet (9.3 m^2) of area to be drained, plus 1 cubic foot (0.028 m^3) for each additional 100 square feet (9.3 m^2) of area to be drained into the separator. Parking garages in which servicing, repairing or washing is not conducted, and in which gasoline is not dispensed, shall not require a separator. Areas of commercial garages utilized only for storage of automobiles are not required to be drained through a separator.

1003.5 Sand interceptors in commercial establishments. Sand and similar interceptors for heavy solids shall be designed and located so as to be provided with *ready access* for cleaning, and shall have a water seal of not less than 6 inches (152 mm).

1003.6 Clothes washer discharge interceptor. Clothes washers shall discharge through an interceptor that is provided with a wire basket or similar device, removable for cleaning, that prevents passage into the drainage system of solids $^1/_2$ inch (12.7 mm) or larger in size, string, rags,

buttons or other materials detrimental to the public sewage system.

Exceptions:

1. Clothes washers in individual dwelling units shall not be required to discharge through an interceptor.
2. A single clothes washer designed for use in individual dwelling units and installed in a location other than an individual dwelling unit shall not be required to discharge through an interceptor.

1003.7 Bottling establishments. Bottling plants shall discharge process wastes into an interceptor that will provide for the separation of broken glass or other solids before discharging waste into the drainage system.

1003.8 Slaughterhouses. Slaughtering room and dressing room drains shall be equipped with *approved* separators. The separator shall prevent the discharge into the drainage system of feathers, entrails and other materials that cause clogging.

1003.9 Venting of interceptors and separators. Interceptors and separators shall be designed so as not to become air bound. Interceptors and separators shall be vented in accordance with one of the methods in Chapter 9.

1003.10 Access and maintenance of interceptors and separators. *Access* shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.

SECTION 1004
MATERIALS, JOINTS AND CONNECTIONS

1004.1 General. The materials and methods utilized for the construction and installation of traps, interceptors and separators shall comply with this chapter and the applicable provisions of Chapters 4 and 7. The fittings shall not have ledges, shoulders or reductions capable of retarding or obstructing flow of the piping.

DIVISION 2. GREASE/GRIT REDUCTION DEVICES

Sec. 19-120. General Sewer Use Requirements

a. This Division shall establish regulations governing the discharge of fats, oils, and greases, and/or grit into the sanitary sewer systems.

b. This Ordinance shall apply to all non-domestic users of the Publicly Owned Treatment Works (POTW), as defined in this Article.

c. Grease/grit traps or grease/grit interceptors shall not be required for residential users.

d. Facilities generating fats, oils, and/or greases as a result of food manufacturing, processing, preparation, or food service shall install, use, and maintain appropriate grease traps or grease interceptors as required by this Ordinance. These facilities include but are not limited to restaurants, food manufactures, food processors, hospitals, hotels and motels, prisons, nursing homes, and any other facility preparing, serving, and/or otherwise making any food stuff available for consumption.

e. The following types of establishments may be exempted from the requirements of this Ordinance:

1. Bars and clubs serving drinks only and where no food is prepared;
2. Snow cone and shaved ice stands, provided no other type of food is prepared;
3. Grocery or convenience stores without food preparation, meat cutting or packaging, delicatessens or bakeries;
4. Day care centers that do not prepare food, and primarily serve microwaved dishes, using single service items;
5. Confectionery stores which sell, exclusively, unpackaged sweets, confections, nuts, ice cream, yogurt, and variety food items;
6. Produce markets; and
7. Mobile food establishments in a vehicle or trailer designed to be easily movable and not discharging to the sanitary sewer.

f. Facilities that may introduce solids into the POTW as a result of washing and/or cleaning activities shall install, use, and maintain appropriate grit traps as required by this Ordinance. These facilities include but are not limited to car washes, truck washes, retail and/or wholesale automotive dealerships, industrial and/or commercial equipment dealerships, or other types of equipment dealerships, and manufacturing facilities.

g. No user may intentionally or unintentionally allow the direct or indirect discharge of any petroleum oil, non-biodegradable cutting oil, mineral oil, or any fats, oils, or greases of animal or vegetable origin into the POTW system in such amounts so as to cause interference with the collection and treatment system, or so as to cause pollutants to pass through the treatment works into the environment.

h. All food service establishments or grease handling facilities shall be subject to review, evaluation, and inspection by City of Tyler (City) representatives during normal working hours. Results of the inspections will be made available to the facility manager/owner.

Sec. 19-121. Definitions.

Fats, Oils, and Greases (FOG). Fats, oils, and/or greases, whether petroleum-based, mineral-oil-based, animal-based, or vegetable-based, and/or any substance that turns or may turn viscous or solidifies with a change in temperature or other conditions. Said FOG are organic polar compounds that contain multiple

carbon chain triglyceride molecules, and are detectable and measureable using analytical test procedures established in 40 CFR 136, as may be amended from time to time.

Food Service Establishment (FSE). Any commercial kitchen where food preparation and cooking of food or cleaning food preparation vessels may generate waste FOG. This specifically includes but is not limited to commercial facilities that grill, griddle, use deep fryers, cook raw meats, and/or prepare raw meat for cooking. The term includes food preparation facilities regardless of whether consumption is on or off premises.

Generator. A Generator is a facility that operates, and/or proposes to operate a Grease/Grit Reducing Device (GRD), and/or whose act produces or may produce Grease/Grit Waste including but not limited to FSEs and Grit Producers (GPs).

Grease/Grit Reducing Device (GRD). A device or devices designed to use differences in specific gravities to separate and retain light density liquids, waterborne FOG prior to the wastewater entering the sanitary sewer collection system. These devices also serve to collect settle-able solids, prior to the water exiting GRD and entering the sanitary sewer collection system.

Grit. Sand, soil particles, gravel, non-soil particulate, settle-able solids, and/or minor amounts of petroleum waste oils and greases. Said grit is generally introduced into the POTW from washing and/or cleaning activities.

Grit Producer (GP). Any non-residential facility that may introduce grit into the POTW collection system. These include but are not limited to:

1. Service facilities for cars, trucks, fleet operators, motorcycles, marine, airplanes, etc.;
2. Maintenance garages for cars, trucks, fleet operators, motorcycles, marine, off-road heavy equipment, airplanes;
3. Body Repair for cars, trucks, fleet operators, off-road heavy equipment, airplanes;
4. Dealers (new, used, retail, and/or wholesale) for cars, trucks, fleet operators, off-road heavy equipment;
5. Washing, detailing, and accessorizing facilities for cars, trucks, fleet operators, motorcycle, off-road heavy equipment, and airplanes; or
6. Any other facility that may discharge prohibited or objectionable pollutants deemed appropriate by the City.

Managing Director. City of Tyler Managing Director of Utilities and Public Works or designee.

Operator. The person(s) who owns, partly owns, or represents the ownership of a Generator. If the owner is unavailable, the manager or person exercising control of the Generator shall serve in this capacity.

Publicly Owned Treatment Works (POTW). A treatment works, as defined in §212(2) of the Clean Water Act which is owned by a state or municipality. This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes all sewers, pipes and other conveyances that convey wastewater to a POTW Treatment Plant. The term also means the municipality, as defined in §502(4) of the Clean Water Act, which has jurisdiction over the indirect discharges to and the discharges from such a treatment works. For purposes of this Ordinance, the terms “sanitary sewer system” and “POTW” may be used interchangeably.

Sampling Station. A box or opening approved by the Managing Director that allows easy access to the discharge line of GRD for sampling purposes.

Wetted Height. The depth of the liquid in the GRD; this should be from the inside bottom of the GRD to the bottom of the outlet pipe.

Sec.19-122. Grease/Grit Reducing Device (GRD) Requirements.

a. Grease/Grit Reducing Device (GRD) plans and specifications must be reviewed and approved by the City of Tyler Building Inspection Department and the Industrial Pretreatment Program prior to installation. Prior to placing any new GRD into operation, the City of Tyler Building Inspection Department and the Industrial Pretreatment Program shall inspect GRD to assure compliance of approved GRD(s). No new Generator will be allowed to initiate operations until a proper GRD is installed by Generator's Operator in accordance with this Ordinance, and is approved by the City.

b. Plan and specification submittals to the City shall include as-built plans for GRD(s) (including all plumbing connections), GRD specifications and manufacturer details, site plans that clearly identify the location of GRD(s), including dimensions from site features so as to allow ease of locating said GRD(s), and capacity design justification details and calculations.

c. GRD(s) shall be installed in accordance with the City's most recently adopted version of the International Plumbing Code, and with the requirements contained in all applicable local plumbing codes, and must be installed by a licensed plumbing contractor.

d. The Operator must notify the City 48 hours in advance, during the normal work week, when GRD is ready for final inspection by the City. The City must give final approval prior to the Operator covering any GRD. Where the City denies approval of GRD for a new Generator, the City may elect to submit a request to the appropriate building official requesting that certificates of occupancy be withheld until GRD is constructed in accordance with this specification and is approved by the City.

e. Generators shall discharge all wastes from sinks, dishwashers, and drains into an approved, properly maintained, and functioning GRD before such waste enters the sanitary sewer.

f. Wastewater from domestic facilities and other similar fixtures may not be introduced into GRD by the Generator under any circumstance.

g. GRD(s) shall be located outside of the Generator. Under-sink GRD(s) are not allowed.

h. GRD(s) shall be constructed to provide a two-way three-inch (3") or larger cleanout on the effluent side. Sampling stations may be required if cleanouts are inadequate or not available for sampling purposes. Sampling stations shall be required for all new construction installations and modifications of existing GRD(s).

i. GRD(s) shall be located a minimum of ten (10) feet from receptacles that could discharge hot water. All hot water that is discharged must cool down to a minimum of 120 degrees Fahrenheit before reaching GRD.

Sec. 19-123. Sizing.

a. In approving a customer's plumbing or GRD design, the City does not accept liability for the failure of a system to adequately treat wastewater. It is the responsibility of the Operator and/or contractors to insure the appropriate level of treatment necessary for compliance.

b. No GRD with less than 375 pound (750 gallon) total capacity will be approved for installation by the City unless acceptable engineering calculations, sealed by a professional engineer registered in the state of Texas, and demonstrating that a smaller size has satisfactory capacity, are provided by the Operator to the City, and are approved by the City prior to installation. The City retains sole discretion to approve or deny approval of GRD with less than 375 pound (750 gallon) total capacity in all circumstances, even in the event such engineering calculations are provided.

c. In no instance shall GRD of less than 250 pound (500 gallon) capacity be approved.

d. Food Service Establishment (FSE) GRD(s) shall be sized in accordance with the number of kitchen plumbing fixtures and/or those that could introduce grease into the POTW (e.g. vent hood), in the facility, so as to provide a minimum detention time of thirty (30) minutes. Plumbing fixtures include the following: hand sink, vegetable preparation sink, 2 or 3 compartment sink, mop sink, other sink types, dishwasher, floor drain(s), and trough drain(s). All floor drains shall count as one (1) fixture. Generators with dishwashers shall have a 750 pound (1500 gallon) or larger GRD.

e. Non-FSE(s) shall be sized according to the size of the water meter servicing the property.

f. GRD sizing worksheets for both FSE(s) and Non-FSE(s) are available from the City.

g. The Managing Director may require a larger capacity GRD for Generators that may introduce larger quantities of FOG by frying, grilling, or other cooking processes. The Managing Director may also require a larger capacity GRD for Generators that have periodic drain backups or cause periodic sewer line stoppages attributed to excessive FOG and/or grit.

Sec. 19-124. Pumping/Cleaning and Maintenance.

a. Each Operator shall be responsible for the costs of installing, inspecting, pumping, cleaning, maintaining, and operating its GRD(s). Since the Operator is liable for the condition of their pretreatment devices, they may want to witness all cleaning/maintenance activities to verify that GRD(s) is/are being fully cleaned and properly maintained.

b. Generators that have GRD(s) shall utilize a waste transporter who is currently permitted by the City for hauling liquid waste (Transporter).

c. GRD(s) shall be pumped and cleaned at minimum frequency of once every ninety (90) days (quarterly). In addition to the said minimum required pumping, each Operator shall determine an additional frequency at which its GRD(s) shall be pumped according to the following criteria:

1. When the floatable grease layer exceeds six (6) inches in depth;
2. When the settled solids layer exceeds eight (8) inches in depth;
3. When twenty-five (25) percent or more of the wetted height of GRD, as measured from the bottom of the device to the invert of the outlet pipe, contains floating materials, sediment, oils or greases;
4. When excessive concentrations of FOG are found or suspected in the effluent of the Generator;
5. When periodic drain backups caused by sewer line stoppages are attributed to excessive FOG discharge from a specific Generator; or
6. When floating or settled material(s) may accumulate in such a manner so as to cause an impairment of the GRD function or cause the GRD discharge to be out of compliance with local discharge limits.

d. GRD chambers shall be pumped empty to remove completely the oil, grease, water, and settled solids. In the instance that the GRD volume is greater than the vacuum truck volume, Transporter shall arrange for additional vacuum trucks and/or trips such that GRD is completely emptied within a 24-hour period, in accordance with 30 TAC §312.143.

e. Gray water that is removed shall not be returned to the trap unless the vehicle performing such activity is permitted by the City in accordance with Article IV, Secs. 19-75 through 19-76, of this Chapter. Gray water removed from the trap shall not be discharged into the collection system at any point and neither shall any grease, solids, liquids, or any other matter removed from an interceptor

be returned to any interceptor, or disposed of in any sanitary sewer line, any portion of the POTW, or any location other than a facility that is authorized by law to receive such wastes.

f. GRD(s) shall be easily accessible for cleaning, inspection, and sampling.

g. GRD waste disposal shall comply with all applicable federal, state, and local laws including the provisions of Article V, Division 1. Liquid Waste Transportation and Disposal, of this Chapter.

h. Operators shall maintain a record of maintenance in the form of trip tickets, as referenced in Article V. of this Chapter for a period not less than three (3) years.

i. At a minimum, trip tickets shall contain the following:

1. Numerical tracking number;
2. Name, address, phone number of Generator;
3. Name, address, phone number, and signature of Operator;
4. Name, address, phone number, permit number, and signature of Transporter;
5. Type of waster collected or transported;
6. GRD capacity;
7. Volume of GRD waste removed;
8. Date of GRD servicing;
9. Name, address, phone number, and permit/registration number of waste disposal site;
10. Name and signature of waste disposal site representative;
11. Type of waste disposed of;
12. Volume of waste disposed of; and
13. Date of waste disposal.

j. Trip tickets shall be distributed as follows:

1. Items 1-8 above shall be completed at the time of GRD servicing, and one (1) copy shall be left with Operator;
2. Upon disposal of waste, remaining items (9-13) above shall be completed, and one (1) copy left with the disposal facility; and
3. Within 15 days of waste disposal,
    i. one (1) copy shall be delivered to Operator,
    ii. one (1) copy shall be delivered to City, and
    iii. one (1) copy shall be retained by Transporter.

Sec. 19-125. Operation.

a. GRD(s) shall be operated and maintained in accordance with the manufacturer’s recommendations, and in accordance with this Ordinance.

b. GRD(s) shall be maintained in an efficient and properly operating condition at all times. "Efficient and properly operating condition" shall mean that no obstruction to the flow of wastewater due to FOG and/or grit occurs in the sewer service line, sewer main, or the manhole to which the Generator discharges, and/or in the opinion of the City, no significant accumulation of FOG and/or grit occurs on the inside surface(s) of the sewer service line, sewer main, or the manhole to which the facility discharges. If any or all of these criteria are present, an efficient and properly operating condition shall be considered not to have been achieved, and the Generator will be in violation of this article.

c. Hazardous wastes, such as acids, strong cleaners, pesticides, herbicides, paint, solvents, or gasoline shall not be disposed of in a manner in which they would enter GRD. Dilution of grease content by

increased use of process or hot water is prohibited as a substitute for the regular cleaning and pumping of GRD.

d. Discharge into GRD of sanitary waste, hot water (greater than 120°F), solvents, emulsifiers, enzymes, chemicals, products, or bacteria that digest, liquefy, dissolve, suspend, or emulsify fats, oils, or greases is prohibited.

e. No liquid or grease that is removed from GRD shall be discharged to the POTW. This includes actions taken during maintenance of GRD(s).

Sec. 19-126. Inspection, Enforcement.

a. Inspection. The owner shall permit authorized City personnel bearing credentials and identification access to such premises necessary for inspection, observation, measurement, sampling, testing, calibration, and examining records in accordance with provisions of this Division. Premises to which such access must be granted include effluent sources, GRD(s), sampling ports, and any areas where records are kept to satisfy Federal, State, or local requirements and to assure compliance with this Division. The City shall also have a right to install devices upon a user's property required to conduct sampling, inspection, or other activities necessary to assure compliance with discharge standards.

b. Violations. In the event that any Generator has violated or is violating any provision of this Division, or order issued hereunder, or any applicable pretreatment standard or requirement, the Managing Director may serve upon said user a written Notice of Violation. Nothing in this section shall limit the authority of the City to take any action (including emergency actions or any other enforcement action) without first issuing a Notice of Violation.

c. Enforcement. The Managing Director is authorized to pursue the enforcement actions described in Article IV, Secs. 19-81 through 19-84, of this Chapter in response to any violation of the provisions of this Division.

d. Publication. The Managing Director may publish a list of Operators and/or Generators that have been noncompliant with applicable standards and requirements of this Ordinance.

Sec. 19-127. Existing Operator and Existing Generator.

a. An "Existing Operator" is an Operator of an "Existing Generator" on or before the effective date of this Division.

b. An "Existing Generator" is a Generator operating on or before the effective date of this Division.

c. GRD(s) at an Existing Generator on or before the effective date of this Division, and lawfully operated by an Existing Operator, shall be exempted from the requirements in Section 19-122, and Sections 19-123.b through 19-123.e. However, Existing Generators shall be subject to all other requirements of this Division.

d. Existing Generators shall become subject to all parts of this Division if:

1. Any major remodeling, major changes, or major alterations by or to such Existing Generators occurs. Major remodeling, major changes, or major alterations shall mean that 20 percent or greater of the area of the Generator is to be remodeled or repurposed;
2. A change in the Existing Generator occurs, such that an increase in FOG could occur; or
3. There is an increase in flow to the GRD.

Sec. 19-128. Exemptions.

To be eligible for an exemption listed below, the Operator shall submit a written request for the appropriate exemption to the Managing Director.

a. The Managing Director may waive or modify the trap sizing requirements or the pumping frequency requirements upon the presentation of valid laboratory data confirming that the existing GRD effluent consistently remains below 200 mg/l oil and grease, as determined by U.S. E.P.A. Test Method 1664 – Oil & Grease and Petroleum Hydrocarbons. For such a waiver or modification, the following criteria must be met:

1. An Exemption may only be requested during or before the permitting process.

2. GRD must first be pumped and cleaned and the Managing Director notified within seventy-two hours.

3. GRD effluent must be properly sampled and analyzed for oil and grease on a schedule of approximately thirty (30), sixty (60), and ninety (90) days after the trap was pumped, and such data shall be provided to the Managing Director after each sampling event.

4. The pretreatment inspector shall also collect one or more oil and grease sample(s) during the ninety (90) day period after GRD was pumped.

5. If the results of tests of all of the oil and grease samples are less than 200 mg/l, then the Managing Director may grant a waiver or modification of the sizing or pumping frequency requirements.

6. The above sampling criteria shall be repeated periodically for the food establishment to maintain the exemption. If additional sampling indicates that oil and grease concentrations are greater than 200 mg/l, then the Managing Director may revoke the exemption.

b. The Managing Director may waive the requirements specifying sizing and installation of GRD(s) outside of a facility if significant engineering difficulties are encountered relating to the installation of the trap. The Managing Director may increase the pumping and cleanout frequencies upon granting this exemption.

c. The Managing Director may revoke any of the above exemptions if the food establishment provides false information, causes periodic drain or sewer line stoppages, or violates the provisions of this Division.

d. Any person aggrieved by the denial or revocation of an exemption under this Division may appeal such action within ten (10) days from the date thereof in the manner and in accordance with the procedures set forth in Chapter 1, Article IV. Otherwise, the decision of the Managing Director shall be final.

Effective Date: March 1, 2025

NET HEALTH
NORTHEAST TEXAS PUBLIC HEALTH DISTRICT

RETAIL FOOD PROTECTION PROGRAM

DISTRICT ORDER 2024-2

NET HEALTH · ENVIRONMENTAL HEALTH DEPARTMENT · 815 N. BROADWAY AVE. TYLER, TX 75702

DISTRICT ORDER No. 2024-2

NORTHEAST TEXAS PUBLIC HEALTH DISTRICT

REVISING THE PROVISIONS OF DISTRICT ORDER No. 2023-1

AN ORDER OF THE BOARD OF DIRECTORS OF THE NORTHEAST TEXAS PUBLIC HEALTH DISTRICT ESTABLISHING THE PERMITTING AND ENFORCEMENT OF STATE LAW AND STATE RULES FOR FOOD ESTABLISHMENTS, RETAIL FOOD STORES, MOBILE FOOD UNITS, ROADSIDE FOOD VENDORS, AND TEMPORARY FOOD ESTABLISHMENTS; ESTABLISHING A VARIABLE FEE SCHEDULE FOR ISSUING OR RENEWING PERMITS; AND REQUIRING EMPLOYMENT OF CERTIFIED FOOD MANAGERS AND CERTIFIED FOOD WORKERS BY CERTAIN FIXED OR MOBILE LOCATION RETAIL FOOD ESTABLISHMENTS IN WHICH FOOD IS PREPARED OR OFFERED TO THE PUBLIC; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, it is the intent of the Northeast Texas Public Health District to promote and protect the public health, safety, and welfare; and

WHEREAS, it is the intent of the Northeast Texas Public Health District to work with the Mobile Food Truck Industry in a cooperative manner to safeguard public health and provide to consumers food that is safe, unadulterated, and honestly presented; and

WHEREAS, Texas Health and Safety Code, Section 437.002 et. seq. provides public health districts with authority to enforce state law and rules adopted under state law concerning food establishments, retail food stores, mobile food units, roadside food vendors and temporary food establishments; and

WHEREAS, Texas Health and Safety Code, Section 437.010 provides that public health districts may require permits, plan reviews, and inspections; and may deny, suspend, or revoke the permit of the food establishment, retail food store, mobile food unit, roadside food vendor, and temporary food establishment if not in compliance with state laws or state rules; and

WHEREAS, Texas Health and Safety Code, Section 437.012 (c) and (d) provides that fees collected by a public health district shall be deposited to the credit of a special fund created by the cooperative agreement under which the district operates. Fees deposited as provided by this section may be spent only for conducting inspections required by this chapter and issuing permits; and

WHEREAS, Texas Health and Safety Code, Section 437.012 (a) and (f), and the rules approved and adopted by the Health and Human Services Commission titled, "Inspection Fees for Retail Food Establishments – 25 Texas Administrative Code (TAC), Chapter §229, Subchapter Z," allow for the collection of a fee for providing food establishment inspections to childcare center food establishments and school food establishments; and

WHEREAS, Texas Health and Safety Code, Section 437.0185 provides public health districts with authority to impose an administrative penalty on a person the district requires to hold a permit under Chapter 437.004 if the person violates state law and rules adopted under state law concerning food establishments, retail food stores, mobile food units, roadside vendors, and temporary food service establishments; and

WHEREAS, Texas Administrative Code Title 25. Part 1. Chapter §228, Subchapter B, in accordance with Texas Health and Safety Code, Chapter 438, Subchapter G, Certification of Food Managers, supports demonstration of food safety knowledge, thereby reducing the risk of foodborne illness outbreaks caused by improper food preparation and handling techniques; and

WHEREAS, Texas Health and Safety Code, Section 437.010 provides for the submission of plans and subsequent inspections necessary to determine if the applicant is in compliance with state law and rules adopted under state law governing the applicant; and

WHEREAS, "Texas Food Establishment Rules," 25 TAC §228.222(a) provides that the regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all foods requiring time or temperature control for safety (TCS foods), and when no health hazard will result, may waive, or modify requirements of these rules; and

WHEREAS, FDA Food Code 8-102.10 provides for additional requirements to prevent health hazards and for conditions not addressed by "Texas Food Establishment Rules;" and

WHEREAS, FDA Food Code 8-301.11.1 requires a permit as a prerequisite for operation of a food establishment, FDA Food Code 8-304.20 the regulatory authority permit is non-transferable and in the event a food establishment plans to remodel, change ownership, or change the nature of the operation, FDA Food Code 3-201.11 the permit holder shall contact the Northeast Texas Public Health District prior to a remodel, a change of ownership, or a change in the nature of the operation including, but not limited to a change in menu, processing style, or concept;

WHEREAS, Texas Health & Safety Code Section 121.043(a) provides that a public health district may perform any health function that any of its members may perform unless otherwise restricted by law;

WHEREAS, Texas Health & Safety Code Section 121.006(a) states that a the administrative board of a public health district may adopt ordinances or rules to charge fees for public health services;

WHEREAS, the Board of Directors of the Northeast Texas Public Health District previously adopted District Order No. 2023-1, which established various regulations regarding food service establishments and related fees;

WHEREAS, it is important that Board of Directors know and update the regulations in District Order 2023-1 related to food service establishments and associated fees;

THEREFORE, BE IT RESOLVED that the Northeast Texas Public Health District Board hereby adopts the following Northeast Texas Public Health District Food Establishment Rules, Regulations, Fees, and orders as follows:

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PART 1. RETAIL FOOD ESTABLISHMENTS

Section 1. General Provisions

A. State Regulations

1) Texas Department of State Health Services (TX DSHS), Consumer Protection Division, Food and Drug Section, Retail Food Safety Operations Unit: "Texas Food Establishment Rules," 25 TAC §228.
2) Texas Health & Safety Code Chapters 431 through 438 and amendments thereto.

B. Definitions

1) **Accredited Food Handler Certification** – certification is obtained by completing a TX DSHS approved course teaching the principles of food safety to produce safe food products and prevent food borne illness.
2) **Accredited Food Safety Manager Certification** – certification is obtained by passing a TX DSHS approved certified food manager certification examination. Certification is valid for five (5) years.
3) **Administrative Hearing** – a non-judicial hearing conducted between the complainant and NET Health Chief Executive Officer or designated appointees.
4) **Administrative Penalty** – a civil penalty imposed by NET Health for a contravention of an act, regulation, or by-law. It is regulatory in nature, rather than criminal, is intended to secure compliance with a regulatory scheme, and can be employed with the use of other administrative sanctions such as demerit points and license suspensions.
5) **Bake Sale** – a fundraising event selling baked goods allowed by law of which all proceeds go toward the nonprofit organization.
6) **Baked Good** – foods that do not require time or temperature control for safety, such as breads, cakes and pastries that are cooked in an oven.
7) **Catered Event** – a catered feeding location where food is provided by a food establishment permitted by NET Health to provide a contracted amount of food directly to a private and pre- determined number of consumers. A catered event is not an agreement to provide foods prepared for an unknown number of consumers or provided for retail sale, by ticket or for service by the plate to consumers at a public event.
8) **Caterer** – a permitted food establishment, under inspection by NET Health, hired or contracted to provide food service for a pre-determined number of consumers at a private event. A caterer must undergo a plan review to provide information to NET Health for the catering operations including: menu, processing style, transportation equipment, service equipment and storage.
9) **Central Preparation Facility -** An approved and permitted retail food establishment or space where food is prepared, stored and packaged.

10) **Commissary Facility** – a facility that is an approved and permitted retail food establishment that provides support to mobile food units, caterers, food manufacturers. A commissary can include a servicing area and a central preparation facility. Support services include adequate equipment, storage, parking, utility, and prep area for businesses using its facility.

11) **Child Care Center/Facility** – any facility licensed by the regulatory authority to receive thirteen (13) or more children for childcare which prepares or serves food for on-site consumption. A childcare center is classified as a food establishment. 25 TAC Chapter §229 Subchapter Z, §229.471.

12) **Core Item** – a provision in the FDA Food Code that is not designated as a Priority item or a Priority Foundation item and includes an item that usually relates to general sanitation, operational controls, sanitation operating procedures, facilities or structures, equipment design or general maintenance.

13) **Cottage Food Production Operation** – An individual, operating out of the individual's home, who:

(a) produces at the individual's home:
  (i) a baked good that is not a time and temperature control for safety food (TCS food), as defined in §229.661(b)(13) of this title (relating to Cottage Food Production Operations);
  (ii) candy;
  (iii) coated and uncoated nuts;
  (iv) unroasted nut butters;
  (v) fruit butters;
  (vi) a canned jam or jelly;
  (vii) a fruit pie;
  (viii) dehydrated fruit or vegetables, including dried beans;
  (ix) popcorn and popcorn snacks;
  (x) cereal, including granola;
  (xi) dry mix;
  (xii) vinegar;
  (xiii) pickled fruit or vegetables, including beets and carrots, that are preserved in vinegar, brine, or a similar solution at an equilibrium pH value of 4.6 or less;
  (xiv) mustard;
  (xv) roasted coffee or dry tea;
  (xvi) a dried herb or dried-herb mix;
  (xvii) plant-based acidified canned goods; fermented vegetable products, including products that are refrigerated to preserve quality;
  (xviii) frozen raw and uncut fruit or vegetables; or
  (xix) any other food that is not a TCS food, as defined in §229.661(b)(13)

(b) has an annual gross income of $50,000 or less from the sale of food described by subparagraph (a) of this paragraph,

(c) sells foods produced under subparagraph (a) of this paragraph only directly to consumers; and
(d) delivers products to the consumer at the point of sale or another location designated by the consumer.

14) **Chief Executive Officer** – the director of the public health district.
15) **Donated Food Distributing Organizations.** (DFDOs) are charitable organizations under section 501(c) of the federal Internal Revenue Code that distribute food free of charge.
16) **Donor.** A person, corporation, association, or other organization that donates food to a Donated Food Distributing Organization.
17) **Donor Kitchen.** A kitchen that is used by a Donor to handle, store, or prepare food for donation through a Donated Food Distributing Organization and which is not a residential kitchen in a private home.
18) **Drinking water (TFER §228.2 (11)) -** Traditionally known as "potable water" and that meets the standards set forth in 30 TAC Chapter §290, Subchapter F (relating to Drinking Water Standards Governing Drinking Water Quality and Reporting Requirements for Public Water Systems). Drinking water includes the term "water" except where the term used connotes that the water is not potable, such as "boiler water," "mop water," "rainwater," "wastewater," and "non-drinking water."
19) **Event** – commonly termed as a “single event or celebration;” a unique public gathering of persons at which food products will be served directly to consumers, such as a festival, bazaar, carnival, circus, fund-raiser, public exhibition, celebration, sporting event, or other mass public gathering which can be civic, political, public or educational for which an appropriate regulatory authority would grant permission for the operation of the event. An event shall have a promoter, sponsor or coordinator that is responsible for the organization and facilitation of utilities to vendors throughout the event.
20) **Event Coordinator/Promoter** – person responsible for sponsoring or organizing and/or advertising the activities of the event and for facilitation of utilities to vendors throughout the event.
21) **Farmer** - A person or entity that produces agricultural products including, but not limited to, fruits, vegetables, fungi, grains, fiber, honey, dairy products, meat, poultry, or eggs, by practice of the agricultural arts upon land that the person or entity owns, rents, leases, or to which the person or entity otherwise has access.
22) **Farm Stand** – a premises owned and operated by a producer of agricultural food products at which the producer or other persons may offer for sale produce or foods described by Subdivision 2-b (A) of Section 437.001 of the Texas Health and Safety Code.

23) **Farmers Market** – A designated location used for a recurring event at which a majority of the vendors are farmers or other food producers who sell food directly to consumers. A farmers' market must include at least two vendors who meet the definition of "Farmer" as defined in this section and may include vendors who meet the definition of "Food Producer" as defined in this section. In addition, a farmers market may include vendors who are not "Farmers" or Food Producers," provided that the "Farmers" and "Food Producers" constitute the majority of vendors who participate in the market throughout the year. Reference 25 TAC §229.702(3).

24) **FDA –** means the U.S. Food and Drug Administration.

25) **Floor Plans** – a computer drafted professionally drawn to scale diagram or drawing of a room or building drawn as if seen from above. Equipment schedules; finish schedules; plumbing and electrical diagrams; and calculations may be requested along with any other information to complete a proper plan review.

26) **Food Establishment** - A food establishment is an operation that: stores, prepares, packages, serves, or vends food directly to the consumer, or otherwise provides food for human consumption, such as a restaurant, retail food store, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending machine location, self-service food market, conveyance used to transport people, institution, or food bank; and relinquishes possession of food to a consumer directly, or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(a) A Food establishment includes:
  (i) an element of the operation, such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and
  (ii) an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location and where consumption is on or off the premises regardless if there is a charge for the food.
  (iii) A nonprofit organization

(b) A Food establishment does not include:
  (i) an establishment that offers only prepackaged foods that are not TCS foods;
  (ii) a produce stand that only offers whole, uncut fresh fruits and vegetables;
  (iii) a food processing plant, including one that is located on the premises of a food establishment;
  (iv) a cottage food production operation;
  (v) a bed and breakfast limited as defined in this section; or
  (vi) a private home that receives catered or home-delivered food.

27) **Food Producer** – A person who grew, raised, processed, prepared, manufactured, or otherwise added value to the food product the person is selling. The term does not include a person who only packaged or repackaged a food product.

28) **Group residence (TFER §228.2(17))** --A private or public housing corporation or institutional facility that provides living quarters and meals. The term includes a domicile for unrelated persons, such as a retirement home, correctional facility, or a long-term care facility.

29) **Harvest Cut** – the raw cut to remove produce from the field and any erroneous foliage.

30) **Hazard Analysis Critical Control Point (HACCP) Plan** – a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by The National Advisory Committee on Microbiological Criteria for Foods.

31) **Hold Order** – temporary detainment of foods believed to have been compromised or tampered with that must not be moved or destroyed until cleared by NET Health.

32) **Human Foods Program (HFP)** – Federal Program that became effective October 1, 2024. The Human Foods Program oversees all FDA activities related to microbiological food safety, food chemical safety and nutrition.

33) **Imminent Health Hazard** – significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries, and the nature, severity, and duration of the anticipated injury. Examples include but are not limited to sewage or wastewater backup or improper discharge, breakdown of refrigeration system, lack of water, no hot water, an outbreak of foodborne illness, lack of electricity, pest infestation, lack of sanitation and control.

34) **Nonprofit Organization** –Defined in §229.371 (4) of 25 TAC Part 1, A civic or fraternal organization, charity, lodge, association, proprietorship, or corporation possessing a 501 (c) exemption under the Internal Revenue Code; or a religious organization.

35) **Northeast Texas Public Health District (NET Health)** – is a Public Health District established, according to Texas Health and Safety Code 121 Subchapter E, in 1994 by the City of Tyler and Smith County. All other incorporated cities of Smith County have opted in as a member of the Northeast Texas Public Health District for the services of the retail food inspection program.

36) **No Bare Hand Contact** – the use of a physical barrier between clean bare hands and ready to eat food items is required when handling foods (examples include, but are not limited to spoons, tongs, tissue paper, disposable food grade gloves, etc.).

37) **Out of Jurisdiction Caterer** – a permitted food establishment from an area outside of NET Health jurisdiction. Before food service may begin in NET Health jurisdiction a food establishment permit must also be obtained from NET Health.

38) **Permit** - means the document issued by NET Health that authorizes a PERSON to operate a FOOD ESTABLISHMENT.

39) **Person** - means an association, a corporation, individual, partnership, other legal entity, government, or governmental subdivision or agency.

40) **Preliminary Inspection** – a site visit and inspection conducted in preparation for submittal of an application for a Retail Food Establishment Permit.

41) **Priority Foundation Item.**
   (a) "Priority foundation item" means a provision in this Code whose application supports, facilitates, or enables one or more PRIORITY ITEMS.
   (b) "Priority foundation item" includes an item that requires the purposeful incorporation of specific actions, equipment, or procedures by industry management to attain control of risk factors that contribute to foodborne illness or injury such as personnel training, infrastructure or necessary equipment, HACCP plans, documentation or record keeping, and labeling; and
   (c) "Priority foundation item" is an item that is denoted in this Code with a superscript Pf - Pf.

42) **Priority Item.**
   (a) "Priority item" means a provision in this Code whose application contributes directly to the elimination, prevention or reduction to an acceptable level, hazards associated with foodborne illness or injury and there is no other provision that more directly controls the hazard.
   (b) "Priority item" includes items with a quantifiable measure to show control of hazards such as cooking, reheating, cooling, handwashing; and

43) "Priority item" is an item that is denoted in this Code with a superscript P-P.

44) **Promoter** – person responsible for sponsoring or organizing and/or advertising the activities of an event and for facilitation of utilities to vendors throughout an event.

45) **Public Health District** – a special district government entity established by two (2) or more counties and/or cities, as per Texas Health and Safety Code, Title 2, Subtitle F, Chapter 121, Subchapter E. Any government entity including a school district may become a member of a public health district. A public health district will at a minimum provide the essential public health services listed for a local health department. A public health district may perform any public health function that any of its members may perform unless restricted by law.

46) **Producer** – defined pursuant to 19 USCS Section 2401 (2). [Title 19. Customs Duties]. The term agricultural commodity producer means a person that shares in the risk of producing an agricultural commodity and that is entitled to a share of the commodity for marketing, including an operator, a sharecropper, or a person that owns or rents the land on which the commodity is produced.

47) **Ready to Eat Food** – foods that are in a form that is edible without additional preparation to achieve food safety. No further washing, cooking, or additional preparation by the food establishment or the consumer is required. These foods are intended for immediate consumption either for on-premises consumption or carry-out and it is reasonably expected to be consumed in that form.

48) **Remodel** – to change the structure, finishes, layout, or design of the originally approved floor plan of any retail food establishment.

49) **Revocation** – the permit issued is terminated for an indefinite period of time.

50) **Risk Category** – a hierarchical scale of the likelihood of foodborne illness to occur based on the menu, processing style and history of operations inside the food establishment.

51) **Sewage** - means liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

52) **School Food Establishment** – A food establishment where food is prepared or served and intended for service primarily to students in institutions of learning including, but not limited to, public and private schools, including kindergarten, preschool and elementary schools, junior high schools, high schools, colleges, and universities. A school food establishment is classified as a food establishment. 25 TAC §229, Subchapter Z, §229.471.

53) **Suspension** – the temporary discontinuance or withdrawal of a permit issued by NET Health for the period of suspension.

54) **Temporary Food Establishment** – a food establishment that operates at a fixed location for a period of time of no more than fourteen (14) consecutive days in conjunction with a coordinated single event or celebration.

55) **Time/Temperature Control for Safety (TCS) Food** (formerly defined as Potential Hazardous Food) – food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

56) **Variance** – a written document issued by NET Health that authorizes a modification or waiver of one or more requirements of the Texas Food Establishment Rules if, in the opinion of NET Health, a health hazard or nuisance will not result from the modification or waiver.

57) **Vending Machines** – Self-service devices which, upon insertion of a coin, paper currency, token, card or key, dispenses unit servings of food, either in bulk or in packages, without the necessity of replenishing the device between each vending operation.

Section 2. Fee Schedule

A. Variable Permit Fee Schedule Based on Risk Category.

1) Retail Food Establishments		
(a)	Very Low Risk	$275.00
(b)	Low Risk	$325.00
(c)	Medium Risk	$400.00
(d)	High Risk	$525.00
(e)	Very High Risk	$675.00
2) Mobile Food Units		
(a)	Very Low Risk	$230.00
(b)	Low Risk	$280.00
(c)	Medium Risk	$330.00
(d)	High Risk	$430.00
(e)	Very High Risk	$680.00
(f)	Very Low Risk Pushcart	$150.00
(g)	Low Risk Pushcart	$250.00
3) Temporary Food Establishments		
(a)	Temporary Food Vendor 1st three (3) days	$75.00
(b)	Temporary Food Vendor - Additional Days (each day)	$15.00
(c)	Temporary Food Vendor - High Risk 1st three (3) days	$100.00
(d)	Temporary Food Vendor - NET Health permitted Mobile Food Unit	$75.00

B. Set Permit Fee Schedule for Other Retail Food Permits.

1) Retail Food Permits		
(a)	30 Day Change of Ownership - Temporary Permit	$200.00
(b)	Annual Variance / HACCP / Special Process	$100.00
(c)	Licensed Care Center - Food Establishment	$225.00
(d)	Commissary Agreement Permit	$75.00
(e)	Food Truck Park	$100.00
(f)	School	$375.00
2) Farmers Market Vendor		

(a)	Low Risk - Farmers Market Vendor	$25.00
(b)	Medium Risk- Farmers Market Vendor	$50.00
(c)	High Risk - Farmers Market Vendor	$100.00
3) Vending Machine Permit Fee		
(a)	Prepackaged TCS Foods or Beverages. Each machine	$25.00
(b)	Prepared Foods Vending Machine - Each machine	$250.00
4) Self-Service Market		$50.00

C. Other Associated Fees.

1) Initial Permit Proration Calculation

The Annual Fee is divided over twelve (12) months and adjusted to align the initial permit expiration date with annual billing cycle or with any other existing permit expiration date for other inspection services at the same establishment. Examples include but are not limited to: A hotel with a Commercial Pool/Spa Permit and a Continental Breakfast Food Establishment.

2) Nonprofit Fees for Service.

Nonprofit organizations as defined in Part 1 Section 1.B. 34) are exempt from payment of the permit fee. Any civic or fraternal organization, charity, lodge, association, proprietorship, corporation, or church not meeting the definition of "nonprofit organization" must obtain a permit and pay the permit fee.

3) Plan Review

(a)	Coordinator Application Plan Review for Single Event or Celebration	
	(i) Nonprofit	Fee Exempt
	(ii) 1-5 Vendors	$25.00
	(iii) 6-10 Vendors	$75.00
	(iv) 11 plus vendors	$175.00
(b)	Food Truck Park Plan Review	
	(i) 2-4 vehicles	$75.00
	(ii) 5-10 vehicles	$125.00
	(iii) 11 plus vendors	$175.00

(c)	Farmers Market Plan Review	$25.00
(d)	Mobile Food Establishment Plan Review	$200.00
(e)	Retail Food Establishment Plan Review Fee Based on Square Footage	
	(i) New Construction, Conversion, Change of Ownership with Modifications	
	a. 0-999 square feet	$175.00
	b. 1,000 - 4,999 square feet	$200.00
	c. 5,000 - 24,999 square feet	$400.00
	d. 25,000 plus square feet	$600.00
	(ii) Change of Ownership - No Menu Change, Concept Change or Equipment Layout	$175.00
	(iii) Remodel	$175.00
4) Duplicate Permit Fee		$25.00
5) Late Fees		
(a)	Annual Food Establishment Late Fee	$100.00
(b)	Event Coordinator Late Fee	$100.00
(c)	Temporary Food Vendor Late Fee	$100.00
6) Permit Re-Instatement Fee		$150.00
7) Re-Inspection Fee		$100.00
8) Administrative Penalty Fees		
(a)	Level 1	$100.00
(b)	Level 2	$200.00
(c)	Level 3	$300.00
(d)	Level 4	$400.00
(e)	Level 5	$500.00

Section 3. Requirements Applicable to Certain Types of Food Establishments

A. Catered Event Requirements. A Catered Event as defined in Part 1 Section 1. B. 7) must follow the permitted chain of inspection and must include the following:

1) NET Health Permit. Any person hired to cater for a private event within NET Health jurisdiction must hold a valid NET Health Retail Food Establishment Permit.
2) Plan Review. A caterer must undergo a plan review before business begins or before adding catering services to retail food establishment. The plan review must provide information for the catering operations including: menu, processing style, transportation equipment, service equipment and storage of equipment and supplies.
3) Documentation. Caterers and event coordinators need to complete a contract that includes an offer, acceptance, and consideration. This contract would describe the details for providing a specific amount of food and method of service directly to consumers at a private event.
4) Capacity to Contract. Caterers and event coordinators must be of legal age; must have the mental capacity to enter into an agreement and the contract must not violate the law.

B. Donated Food Distributing Organizations. All DFDOs within NET Health jurisdiction must register with the Environmental Health Department of NET Health.

C. Farmers Market Requirement. Regulations for Texas farmers markets are contained in Title 25, Chapter 229.701-704 of the Texas Administrative Code.

1) Farmers Market Application Required. The purpose of this application is for verification the activity qualifies as a farmers market and to ensure foods and beverages requiring time or temperature control for safety are inspected and permitted accordingly. This applies to traditional in person and virtually organized farmers markets.
2) Farmers Market Coordinator Responsibilities. The Farmers Market Coordinator or person designated as the market promoter must submit application for any farmers markets located within NET Health jurisdiction to the Environmental Health Department. The farmers market coordinator shall provide a written statement describing the event and listing all proposed farmers market vendors.
   (a) Display of Permits and Licenses. The farmers market must display NET Health Farmers Market Certificate. The farmers market coordinator must ensure all

vendors seek and obtain and publicly display applicable permits or licenses from regulatory governing the foods or beverages offered for consumption.

(b) Facility Sanitation. The farmers market coordinator must ensure prevention of public nuisance or conditions that contribute to the spread of communicable disease.

(c) Utilities to Support Farmers Market Vendors. The farmers market coordinator must establish, coordinate and maintain utilities according to farmers market application submitted and approved by NET Health. Utilities including but not limited to maintaining access to potable water connections, backflow prevention, proper wastewater and grease disposal, electrical needs of vendors, toilet facilities, crowd control, trash control.

3) Farmers Market Vendors Operating at a Farmers Market Within NET Health Jurisdiction.

(a) Permit Required. Vendors that offer consumable foods or beverages defined as TCS foods requiring time or temperature control for safety, are required to obtain a valid permit before operating at a farmers market within NET Health Jurisdiction.

(b) Application. Prior to operating, a Farmers Market Vendor Permit Application form must be obtained from NET Health and returned with the required fee as per Part 1 Section 2 of this District Order. The application shall contain such information necessary for NET Health to determine adequate food safety operations will be implemented for public safety.

4) Types of Farmers Market Vendors Categories.

(a) Exemptions. Vendors that offer whole produce, cottage food producers operating under cottage law, or vendors offering shelf stable commercially manufactured foods that are labeled for individual sale to consumers, and it remains in original packaging.

(b) Low Risk. Packaged foods that require time or temperature control.

(c) Medium Risk. Ready to eat foods that require simple prep or assembly for service. Minimal menu items (5 or less) that are all ready to eat and require little preparation for service to the customer.

(d) High Risk. Foods that are ready to eat and require time or temperature control for safety and that will be reheated and served or reheated and held before being served.

(e) High Risk Complex Foods. Complex food preparation that requires time or temperature control for safety, are received or stored in the raw not ready to eat state and require preparation and cooking before being served.

5) Equipment. Equipment necessary to control risks known to contribute to foodborne illnesses must be provided to control contamination by environment or associated pathogens in foods, health and sanitation of food handlers, adequate temperature controls to denature pathogens or limit their growth and by sourcing foods from approved safe sources.

6) Handwashing and warewashing sinks. Refer to Part 1 Section 3 E. 2) (d)

7) Duration. A Farmers Market Vendor Permit is valid for a maximum of one year.

D. Mobile Food Units, Commissary and Food Truck Park. Refer to Part 2 of this District Order.

E. Nonprofit Organizations. Food establishments, the net earnings of which are used **in whole** for charity, church funds or public welfare, **shall meet all requirements of this District Order with the exception of the fee and permit.** Application, review and inspections are performed to demonstrate food safety compliance necessary to protect public health.

1) Proof of 501(c). A valid copy of the 501(c) IRS determination letter must be submitted with application to apply the permit fee exemption.

2) Plan Review. Applications will be reviewed to review plans for menu, capacity for preparation of foods and beverages and the equipment layout to accommodate contamination prevention and volume. Reference Part 1. Section 4 of this District Order.

3) Posting of Certificate of Inspection and Inspection Report. NET Health will issue a Certificate of Inspection upon successful inspection completion. The Certificate of Inspection and most recent inspection must be prominently posted visible to the public consumers.

4) Compliance with Texas Food Establishment Rules. Reference TAC §228

F. Self-Service Food Markets. A market that is unstaffed and offers prepackaged non-TCS food and prepackaged refrigerated or frozen TCS food that is stored in equipment that complies with the Texas Food Establishment Rules. §228.225.

G. Temporary Event Requirement. A single event or celebration that offers food or beverages to the public is responsible for the health and welfare of the consumers. Permits and inspections are required if foods and beverages are offered to the public for consumption regardless if there is a charge for the foods and regardless of registration for entrance to the event. There are two (2) components required to organize such an event:

1) Coordinator Application for a Single Event or Celebration.

(a) Application Required. The purpose of the application is to verify the activity is a "single event or celebration." When food vendors are invited to participate in the event, the event promoter or event coordinator defined in Part I, Section 1, B, (17) of this District Order must make an application to NET Health at least two (2) weeks prior to the date of the event. Applications received within two (2) weeks of the event date may be denied or charged a late fee as described in Part 1 Section 2 of this District Order.

(b) Responsibility of Event Coordinator. The event coordinator shall provide a written statement describing the event and listing all proposed temporary food establishments. The event coordinator of an event at which a temporary food establishment is operated shall ensure a permit is obtained for each temporary food establishment. The event coordinator must identify and ensure each vendor has utilities including but not limited to maintaining access to potable water connections, backflow prevention, proper wastewater and grease disposal, electrical needs of vendors, toilet facilities, crowd control, trash control, securing qualified temporary food vendors and coordinating the health and safety of the invited guests.

(c) Limitations. Events shall occur once a month or less frequently per property. Events that occur daily, weekly, or more frequently than once a month are considered continuous operations and thus do not constitute a "single event or celebration."

(d) Location Exception. For city or county owned locations, such as parks, or convention centers and like venues with Food Establishment Permits, more than one "single event or celebration" may occur at that location per month so long as the fees are paid for each event per Part 1 Section 2 and the appropriate "single event or celebration" Coordinator's Application and a Temporary Food Establishment Permit Application and if applicable a city or county issued special use permit verifies each "single event or celebration" is unique in the fact the single event or celebration is the only one of its kind.

2) Temporary Food Establishments Operating at a Single Event.

(a) Permit Required. A temporary food establishment shall obtain a permit with NET Health prior to offering foods or beverages to the public. The single event permit is valid for one individual food booth or unit at one specific event and is valid for the dates and times of the coordinated event up to a maximum of fourteen (14) consecutive days from the initial effective date. After being secured as a food vendor for a "single event or celebration" contact must be made with NET Health to submit a Temporary Food Establishment Permit Application. Exception: A temporary food establishment event set up at a farmers' market may be permitted to set up for the dates of the farmers' market up to a maximum of one year.

(b) Application. Prior to operating a temporary food establishment, a Temporary Food Establishment Permit Application form must be obtained from NET Health and returned with the required fee as per Part 1 Section 2 The application shall

contain such information necessary for NET Health to determine if a permit should be issued and under what conditions the application shall be approved or disapproved. The Temporary Food Establishment Permit Application must be received by NET Health at least seven (7) calendar days prior to the event. Applications accepted less than seven (7) calendar days prior to an event must pay a one hundred dollar ($100.00) late application fee. Applications submitted within three (3) business days prior to the event may be denied.

(c) Liability. The owner/operator of a temporary food establishment has liability for the operation of the temporary food establishment. The owner/operator may be responsible should a patron/customer be harmed by the operation of the temporary food establishment. The owner and the operators involved in food preparation must take extraordinary care to prevent risk/hazard to the community.

(d) Hand sinks and ware washing sinks for Temporary Food Establishments. An adequate supply of tempered potable water is required for each temporary food establishment to effectively wash hands and wash, rinse and sanitize utensils and food equipment throughout the event. Adequate supply will be determined based on types of foods offered and the duration of the event.

(i) Temporary Food Establishments that offer foods in packaged form may be exempt from ware washing and hand washing requirements if approved by NET Health.

(ii) Hand washing equipment must be at least a tempered container with spigot capable of constant waterflow into a catch basin to capture all wastewater generated. Hand sink locations must be accessible and convenient for use by food workers.

(iii) Low risk or Process 1 type foods and beverages offered at Coordinated Events shall have at a minimum three food grade tubs of adequate capacity to effectively wash utensils and food equipment.

(iv) Medium risk or Process 2 type foods and beverages offered at Coordinated Events with a duration of 4 hours or less shall have at a minimum three food grade tubs of adequate capacity to effectively wash utensils and food equipment.

(v) Medium risk or Process 2 type foods and beverages offered at Coordinated Events with a duration greater than 4 hours shall have at a minimum a three-compartment sink with hot and cold water under pressure to effectively wash utensils and food equipment. Each compartment must be able to accommodate food equipment needing to be washed.

(vi) High risk or Process 3 and Complex Menu Temporary Food Vendors must have adequate supply of hot and cold water under pressure plumbed to a three-compartment sink and to a hand sink. Water capacity shall be adequate last the duration of the event and all wastewaters shall be contained and discharged to prevent public nuisance or risk to health and safety.

(e) Additional Requirements. NET Health may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishments and may prohibit the sale of some or all food that requires time/temperature control for safety.

(f) Complex Menu at a Temporary Food Establishment. Process 2 or Process 3 foods received raw and prepared for service in a temporary food establishment presents a higher risk of contamination. Additional requirements shall be required to protect the health of the public. A plan review will be conducted to determine food worker training, prevention of contamination of ready to eat foods, prevention of contamination from the environment, and safe preparation, storage, and handling of foods.

(g) Requirements for Temporary Food Vendors. A temporary food vendor attending greater than twelve (12) events per year is required to obtain a permit for a central food preparation/commissary with servicing area for equipment cleaning, storage, and supply storage.

H. Vending Machines. Vending machines that contain foods that require temperature control for safety will require application and permit.

1) Permits Required. No person or firm may operate vending machines without obtaining a valid permit for vending machines that contain foods that require temperature control for safety. These requirements do not apply to operators of machines that only vend shelf stable beverages in sealed cans or bottles or shelf stable commercially manufactured foods.

2) Food Vending Machine Operator. The vending machine operator is the person, who by contract, agreement or ownership, takes responsibility for furnishing, installing, servicing, operating, or maintaining one or more food vending machines.

   (a) The food vending machine operator must submit an application to NET Health identifying the location and number of each food vending machine.

3) Employee Certifications. The primary person in charge must hold a valid certified food manager certificate. All other employees must maintain a valid food handler certification within 30 days of employment.

4) Inspections. Upon request by the inspector, the food vending machine operator must give the inspector access to the interior of all of its vending machines for inspection. If the vending machine does not comply with the Texas Food Establishment Rules, the operator must remove the vending machine from service until compliance is verified.

Section 4. Plan Review of Facility, Operating Plans and Preliminary Inspections of Retail Food Establishments

A. General. The required plans and specifications related to the proposed layout shall include scope of work, site plan, overall building layout, equipment arrangement, plumbing plans, mechanical plans, lighting and finish materials of food areas, and the type and model of proposed fixed equipment and facilities. A commissary shall additionally submit plans showing refrigerated and dry storage areas reserved for mobile food unit use. The prepared plans and specifications shall be submitted to NET Health with any supporting documentation required by NET Health for review and approval before construction, remodeling or conversion begins. The regulatory authority or its designated agent or involved local authority shall approve the plans and specifications if they meet the requirements of these rules.

B. Submission of Plans Required. No food establishment shall be constructed, extensively remodeled, or converted except in accordance with plans and specifications approved by NET Health. The Conference of Food Protection (CFP) Plan Review for Food Establishments shall be used to prepare plans and specifications for submittal to NET Health with a plan review application, menu, and appropriate fee before any food establishment within NET Health jurisdiction shall:

1) be constructed;
2) undergo a major remodel;
3) change equipment arrangement or food flow;
4) change type or size of equipment;
5) change ownership; or
6) convert an existing structure, not previously used as a food establishment, into a food establishment or retail food store, fee specified in Part 1 Section 2 of this District Order.

C. Size and Scale of Floor Plans. Floor Plans must be submitted on at least 11-inch x 17-inch paper. Floor Plans submitted on paper larger than 11-inch x 17-inch paper must include an electronic copy. All Floor Plans must be scaled. The minimum scale shall be ¼ inch.

D. Revisions. Changes to the original permitted design approved by NET Health must be submitted in like manner as the original set.

E. Scalable and Readable Floor Plans. Each new permit application must have an approved floor plan to submit for plan review. When an Architect or Engineer Stamp of approval is not required by the Texas Architectural Board or local ordinance, a computer drafted floor plan that has been professionally drawn to scale by draftsman or other similar credential must be submitted to NET Health to fulfill the needs for a proper and accurate plan review.

1) The floor plan and application must include details as indicated in (F) of this section.
2) Hand drawings, drawings that are not accurate, drawings that are incomplete or that are not scaled are prohibited and shall not be accepted or approved for plan review.

F. Floor Plan Details:

1) Required Detail.
   (a) Seating capacity, projected daily meal volume and menu;
   (b) The location of the refuse, recyclable, and/or returnable containers;
   (c) Location of all food equipment. Each piece of equipment must be clearly labeled, marked, or identified. Food equipment schedule which includes the make and model numbers and listing of equipment that is certified or classified for sanitation by an ANSI accredited certification program (when applicable) may be requested to be submitted. Elevation drawings may be requested by NET Health;
   (d) Identify auxiliary areas such as storage rooms, garbage rooms, toilets, employee storage/breakroom, mop sink and/or curbed cleaning facility, any outlying wait stations, or satellite food service areas in relation to the food service and kitchen area must be detailed;
   (e) Entrances, exits, loading/unloading areas and delivery docks;
   (f) Complete finish schedules for each room including floors, walls, ceilings, and baseboard coving;
   (g) Plumbing schedule including location of floor drains, floor sinks, water supply lines, overhead waste-water lines, hot water generating equipment with capacity and recovery rate, backflow prevention, wastewater line connections;
   (h) Calculations are required for sizing and location of the grease interceptor. When required by the building department or water pretreatment authority, must be installed outside the building whenever possible, but in no case can they be located where food is prepared or stored, or where utensils or tableware is washed or stored.
   (i) Location and type of lighting fixtures;
   (j) Source of potable water supply and method of sewage disposal; and
   (k) The design must be compliant with plumbing, electrical and structural regulations to include the applicable provisions under the American Disabilities Act.

2) Flow Chart. A color-coded flow chart may be requested by NET Health demonstrating flow patterns for:
   (a) Food (receiving, storage, preparation, service)
   (b) Dishes (clean, soiled, cleaning, storage); and
   (c) Trash and garbage (service area, holding, storage, disposal).

3) Ventilation Schedule. A schedule of the location of vent hoods may be requested by NET Health.

G. Remodel

1) Minor Remodel. A Minor Remodel as described herein does not require a plan review application to be submitted to NET Health. Examples of a minor remodel would be the "like-for- like" exchange of equipment, for similar equipment in design, function, use, and maintenance that requires no additional alteration or modification of existing layout or fixtures to install and occupies the same or similar footprint of the replaced equipment, or the basic repair of the finishes of the floors, walls, ceilings, or lights.

2) Major Remodel. A Major Remodel meeting this definition requires a Plan Review Application to be submitted in compliance with Part 1 Section 4 When the scope of work for the proposed remodel of a food establishment rises to the level of requiring a major remodel permit: such work requires a permit from the building authority; the food establishment is adding new permanent plumbing, drainage or direct electrical connections; installation of new equipment is proposed; the modification of existing structure to accommodate the new equipment is required; the food flow or order of operations is changing; extensive replacement of finishes such as wall, floor or ceiling materials or fixtures are planned; or other qualifying events are deemed a Major Remodel by NET Health. A Major Remodel made to the original approved floorplan without proper application for plan review by NET Health is subject to an administrative penalty.

3) Changing Food Flow or Location of Equipment. The original floor plan approved and permitted shall not be changed or altered without submitting proposed changes for review to NET Health.

Section 5. Permits and Fees

A. Nonprofit Organization Inspections and Issuance of Certificate of Inspection. Refer to Part 1 Section 3 E of this District Order.

B. Permit Requirement, Prerequisite for Operation. No person shall operate a food establishment in NET Health jurisdiction without a valid permit issued by NET Health. Only a person who complies with these rules shall be entitled to receive or retain such a permit. No person holding a permit shall sell, lend, lease or in any manner transfer a food establishment permit.

C. Permit Fees. The annual permit fee shall be adjusted and increased by 3% unless otherwise modified by lawful order of the Board of Health. Refer to Part 1 Section 2 for the current fee schedule.

D. Risk Categorization of Food Establishments.

1) Risk Assessment. Food Establishments are periodically evaluated to determine an overall potential for causing foodborne illness. The three main factors assessed are inspection history, risk category associated with the food services, and demonstration of active managerial controls. The risk assessment is used to assist in assignment of the annual permit fee.
2) Risk Category. The purpose of classifying food establishments according to risk category is to allow the regulatory agency to prioritize inspections based on the risk assessment.
   (a) Very Low Risk. This risk category typically involves the vending or service of foods that pose minimal risk of causing foodborne illness. Examples include pre-packaged foods and beverages requiring temperature control for safety. It can be assigned to food establishments based on risk assessment.
   (b) Low Risk. This risk category typically involves the preparation, vending or service of foods and beverages and involves no cooking to kill pathogens. Generally, the steps in this process are: Receive-Store-Prepare-Hold-Serve-Vend. It can be assigned to food establishments based on risk assessment.
   (c) Medium Risk. This risk category typically involves food preparation for same day service. Generally, the steps in this process are: Receive-Store-Prepare-Cook-Hold- Serve. It can be assigned to food establishments based on risk assessment.
   (d) High Risk. This risk category is typically assigned to food establishments that have complex food preparation. Generally, the steps in this process are: Receive-Store-Prepare-Cook-Cool-Reheat- Hot Hold-Serve. This high risk category is also assigned to food establishments that have:
      (i) Any prepared foods that require a Variance and/or HACCP Plans as defined by 2017 FDA Food Code §8-201.13;

(ii) Any foods prepared for highly susceptible populations; or
(iii) It can be assigned to food establishments based on risk assessment.

(e) Very High Risk. This category is typically reserved for food establishments with high volume, service to a highly susceptible population; or conducting special processes. This category can be assigned to food establishments whose risk assessment determines poor managerial controls, poor inspection history.

E. Permit Issuance. Food establishments shall be inspected by NET Health immediately prior to the issuance of a permit. Upon successful completion of a permit approval/opening inspection, NET Health shall issue a permit to the applicant if its inspection reveals that the proposed food establishment complies with these rules.

F. Valid permit. A valid permit is one that is not expired, revoked, or suspended. The permit shall not be defaced, removed, or otherwise altered without written permission from NET Health. Any permit may be revoked or suspended by NET Health at any time if it is deemed food establishment is not operating in compliance with the provisions of this District Order or in any emergency when, in the judgment of NET Health, any food establishment has become a public health nuisance or menace.

G. Conditions of Retention, Responsibilities of the Permit Holder. The permit holder shall comply with the provisions of the Texas Food Establishment Rules and the NET Health District Order; and

1) If required, submit, and comply with HACCP plan or variances;
2) Immediately contact the regulatory authority to report an illness of an employee as required by the Texas Food Establishment Rules;
3) Immediately discontinue operations and notify the regulatory authority if an imminent health hazard may exist;
4) Allow representatives of the regulatory authority access to the food establishment;
5) Replace existing facilities and equipment, as required by the Texas Food Establishment Rules, with acceptable replacements;
6) Comply with NET Health directives including time frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives issued to the permit holder's food establishment or in response to community emergencies;
7) Accept notices issued and served by NET Health according to law;
8) Be subject to the administrative, civil, injunctive, and criminal remedies authorized in law for failure to comply with these rules or a NET Health directive, including time

frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives; and

9) Notify customers that a copy of the most recent establishment inspection report, valid framed food establishment permit, and other required signage and documents are available and/or posted in a conspicuous location visible to consumers.

H. Permit Renewal. Except for the initial permit issued, each permit fee shall be required and will cover a twelve (12) month period from the date of issuance, except for temporary food establishments which are limited to fourteen (14) consecutive days. Permit renewals are valid from the anniversary date. NET Health may renew a permit if the applicant is in compliance with the Texas Food Establishment Rules and all fees accrued are paid. Failure to submit the invoice balance before the expiration date will result in a late fee. A permit shall only be issued when all past due and delinquency fees have been paid. This applies to any delinquent penalties due under an order issued by NET Health.

I. Permit Renewal Following Establishment Closure for More Than Three (3) Months. Any person who voluntarily discontinues the operation of any food establishment for no longer than three (3) consecutive months may secure a renewal of an existing permit before the permit expiration date by meeting all the requirements of this District Order. Under this provision, an additional permit fee will not be required. Upon discontinuing the operation of a food establishment or if there is a change of ownership, the owner shall notify NET Health in writing at least thirty (30) calendar days prior to the discontinuing of operations or change of ownership.

J. Late Fee. The permit holder shall submit payment of invoice prior to the expiration date of the permit. Failure to pay the annual permit renewal fee on a timely basis shall result in a late charge indicated in Part 1 Section 2 of this order. The annual renewal permit fee and the late charge must be paid prior to the expiration of the permit, or the establishment shall cease operations.

Section 6. Certifications, Active Managerial Control and Incentives

A. General. It shall be unlawful for any person to work or accept employment in a food establishment, within NET Health jurisdiction without securing a

food handler's training certificate. It shall be unlawful for any person in control of, operating or managing any food establishment, to employ or allow any person to work in a food establishment within NET Health jurisdiction unless that person has obtained a valid food handler's training certificate within 30 days of employment.

B. Administration. NET Health may administer a food handler's training course and certified food manager's training course and examination. Any person who is required to have a certificate shall attend and successfully complete a training approved by NET Health, TX DSHS, or by the American National Standards Institute (ANSI). It is the responsibility of the certified food manager of the food establishment to keep a certificate of completion of the training course for all employees of the food establishment available on site for compliance review by the inspector.

C. Food Handler Certification and Requirement.

1) Required. Each person, within (30) thirty calendar days of becoming an employee, conditional, volunteer or otherwise, of a food establishment shall obtain a valid accredited food handler certification. Certification is obtained by completing an accredited food handler training course approved by TX DSHS.
2) Valid Certificate. A valid certificate is one that is not expired and is issued by an accredited food handler training program approved by the Texas Department of State Health Services.
3) NET Health certification and certificate Issuance. Upon successful completion of a training course administered by NET Health, NET Health will issue a food handler's training certificate,
4) Expired Certificates. After the food handler certification expiration date, the person must complete a new accredited food handler's training course.
5) Exemptions. An employee of a food establishment that has satisfactorily passed an accredited food safety manager course and examination approved by the TX DSHS shall be exempt from this requirement for a food worker certification.

D. Certified Food Manager Certification and Requirement.

1) Certified Food Manager Certification. Certification must be obtained by successfully completing an Accredited Food Safety Manager Certification course and passing an examination. This course must be approved by the Texas Department of State Health Services and meet all requirements in Texas Health and Safety Code, Chapter 438, Subchapter G, and 25 TAC §228.1 (relating to Certification of Food Managers).
2) Required. The words "certified food manager" means the person in charge or an individual who conducts, manages, operates, and maintains active managerial

control of a food establishment. At least one certified food manager must be present during all hours of operation at each permitted food establishment. At the time a food establishment permit is issued, the appropriate number of certified food managers must be employed to cover all operation hours of the food establishment. The number of certified food managers is to be determined by the operating hours of the food establishment and the number of operating shifts. Failure to maintain at least one Certified Food Manager per establishment shall be considered an imminent hazard and cause for a permit to be suspended.

3) Responsibilities of a Certified Food Manager. Any food manager or person in charge of a food establishment within NET Health jurisdiction must hold a valid Certified Food Manager's certificate. The certified food manager has responsibilities that include but are not limited to:
   (a) Maintaining employment records, food handler certifications and certified food manager certifications accessible to NET Health during inspections or audits.
   (b) Identifying hazards in the day-to-day operation of a food establishment that provides food for human consumption;
   (c) Developing or implementing specific policies, procedures, or standards to prevent foodborne illness;
   (d) Supervising or directing food preparation activities and ensuring appropriate corrective actions are taken as needed to protect the health of the consumer;
   (e) Training the food establishment employees on the principles of food safety;
   (f) Performing in-house self-inspections of daily operations on a periodic basis to ensure that policies and procedures concerning food safety have been implemented and are being followed;
   (g) Demonstration of knowledge of Chapter 2 of FDA Food Code and
   (h) Maintaining active managerial control.

4) Registration of certifications with NET Health. Registration of certifications into the NET Health database is voluntary.
   (a) Individuals that attend a Food Safety Manager Certification Program administered by NET Health will be automatically registered into the registry system by NET Health.

5) Certificate Reciprocity. A certificate issued to an individual who successfully completes an examination of an Accredited Food Safety Manager Program approved by the Texas Department of State Health Services shall be accepted as meeting the training and testing requirements under Health and Safety Code, Subchapter G

6) Certificate Posting. The original food manager certificate(s) of the primary retail food manager (s) shall be posted in a location in the food establishment that is conspicuous and visible to consumers. All certificates of other certified food managers need to be in an accessible location for NET Health review during inspections and audits.

7) Exemptions.
   (a) The following food establishments are exempt from the food manager certification requirements of this order:
   (b) Establishments that offer only prepackaged foods that are not time/temperature control for safety (TCS);
   (c) Child care facilities, as defined by Section 42.002, Human Resources Code;
   (d) Establishments that do not prepare or handle exposed time/temperature control for safety (TCS) foods as defined in 2017 FDA Food Code Chapter 1 Subpart 1-201 ; or
   (e) Nonprofit organizations as defined in 25 TAC §229.371(9) (relating to Permitting Retail Food Establishments).
   (f) Temporary food establishments not serving complex foods such as raw poultry or raw seafood.

Section 7. Inspections

A. Risk Based Inspections. Inspections for the retail food program are based on Hazard Analysis at Critical Control Point (HACCP) principles. Compliance procedures concerning inspections are as follows:

B. Inspection Report Form. NET Health will use an inspection report form developed by the Texas Department of State Health Services that conforms to HACCP principles. The inspection report form design includes the following information.

1) The inspection report form identifies foodborne illness risk factors and Food Code interventions,
2) It documents actual observations using the convention IN (in compliance), OUT (out of compliance), NA (not applicable), and NO (Not observed), and
3) The inspection report form documents compliance and enforcement activities.

C. Inspection Frequency. An inspection frequency of a food establishment shall be based on a risk category associated with the types of foods and the food preparation procedures. Before a food establishment is placed into a risk category, a food establishment risk assessment must be assigned. Additional inspections of the food establishment shall be performed as often as necessary for the enforcement of these rules.

D. Access. NET Health agents, after proper identification, shall be permitted to enter any food establishment at any reasonable time, for the purpose of making inspections to determine compliance with these rules. The agents shall be permitted to examine records to obtain information pertaining to food and supplies purchased, received, or used, or to persons employed.

E. Report of Inspections. The inspection report is scored using a demerit system, with zero (0) demerits denoting no Priority Item/Priority Foundation Item/Core Item violations. This means that there may be violations that are not assigned point values. Whenever an inspection of a food establishment is made, the findings shall be recorded on the inspection report form set out as described in paragraph (E) of this section. The inspection report form shall summarize the requirements of these rules and shall set forth a weighted point value for each requirement. The score will be reported in demerits. Inspection remarks shall be written to reference, by section number, the section violated and shall state the correction to be made. A copy of the inspection report form shall be furnished to the person in charge of the food establishment at the conclusion of the inspection. The completed inspection report form is a public document that shall be made available for public disclosure to any person who requests it according to law. The inspection report from the most recent inspection shall be posted in a conspicuous place for the public to see in the food establishment. Inspection reports may be posted on the NET Health website.

F. Correction of Violations.

1) The food establishment shall, at the time of the inspection or as soon as possible, implement appropriate corrective actions for violation items found during an inspection.

2) The inspection report form shall indicate a notice of violation and specify a reasonable time for the correction of the violations found, and correction of the violations shall be accomplished within the period specified, in accordance with the following provisions:

   (a) If an imminent health hazard exists, such as, but not limited to, complete lack of refrigeration or surfacing wastewater, lack of electricity, pest infestation or sewage backup, the food establishment shall immediately cease food service operations and contact NET Health. Operations shall not be resumed until authorized by NET Health.
   The food establishment shall cease operations for a minimum of twenty-four (24) hours or until verified safe by NET Health.

(b) All Priority Item violations of three (3) point weighted items shall be corrected as soon as possible, but in any event, within three (3) calendar days following the inspection.
(c) All Priority Foundation Item violations of two (2) point weighted items shall be corrected as soon as possible, but in any event, within ten (10) calendar days following the inspection.
(d) All Core Item violations of one (1) point weighted items shall be corrected by the date and time agreed to or specified by NET Health, but no later than ninety (90) calendar days after inspection.
(e) NET Health may approve a longer time frame or a compliance schedule exceeding the time limitations specified under this section if the potential hazard involved, the complexity of the corrective action needed, or it is deemed no health hazard exists or will result from allowing an extended schedule of compliance.
(f) When the food establishment rating score exceeds thirty (30) demerits, corrective action on all identified violations shall be initiated immediately and corrected within forty-eight (48) hours. One (1) or more re-inspections will be conducted at reasonable time intervals to assure correction.
(g) In the case of temporary food establishments, all violations shall be corrected within twenty-four (24) hours. If violations are not corrected within twenty-four (24) hours, the temporary food establishment shall cease food service operations until authorized to resume by NET Health.
(h) The inspection report shall state that failure to comply with any time limits for corrections may result in cessation of operations.

G. Continuing Violations. Each day or fractional part thereof that such violation(s) continues shall constitute a separate offense.

1) Re-inspection. At the end of the specified period of time, NET Health shall verify corrections of the violations, document the information on an inspection report, and record the inspection report into the NET Health database. Subsequent re-inspections required due to non-compliance may be subject to a re-inspection fee.
2) Written Plan of Corrective Action. NET Health may require a written corrective action plan or schedule of compliance to be submitted by the food establishment to the Environmental Health Department.
3) Repeat Violations. Repeated violations that occur over several routine inspections are subject to the application of administrative penalties.
4) Inspection Frequency Risk Assessment. The assigned inspection frequency can be increased or decreased based on the previous inspection history.
5) Suspension of Permit. NET Health shall suspend a permit based on an imminent health hazard, repeated critical violations, lack of a Certified Food Manager, and/or any other serious violation of State law for which NET Health is responsible to

enforce. A suspended food establishment permit shall remain suspended for a minimum of twenty-four (24) hours to remediate the imminent health hazard.

(a) A retail food inspection supervisor of the Environmental Health Department of NET Health will confirm the hazard before suspension is effective when possible. Suspension is effective upon service of the written notice. When a permit is suspended, all food operations shall immediately cease and shall not resume until NET Health conducts a follow up inspection and determines that the health hazard has been resolved and the suspension should be lifted.

(b) Whenever a permit is suspended, the holder of the permit or the person in charge of the food establishment at the time of suspension shall be notified in writing that the permit is, upon service of the notice, immediately suspended.

6) Immediate Cessation of Operations. Upon receipt of a notice of permit suspension the food establishment shall immediately cease operations. Nothing in this section shall prevent NET Health from requiring a food establishment to cease operations immediately pursuant to law. This is equivalent to a suspension.

7) Re-inspection Required After Permit Suspension. Prior to resuming operation after a permit suspension, the food establishment must be inspected to verify correction of any violations and for compliance with these rules.

8) Re-instatement. Upon successful completion of a re-inspection and payment of a permit re- instatement fee, NET Health shall re-instate the food establishment permit for the permit holder if its inspection reveals that the food establishment complies with these rules.

Section 8. Examination and Condemnation of Food; and Maintenance of Equipment

A. Procedures Concerning Examination and Condemnation of Food. Food may be examined or sampled by NET Health as often as necessary for enforcement of these rules. NET Health shall issue a receipt for the samples. NET Health may, upon written notice to the owner or person in charge specifying reasons with particularity, issue a hold order on any food, which it believes is in violation of any of the "Texas Food Establishment Rules" or other relevant federal, state or local regulations. NET Health shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or moved from the food establishment. NET Health shall permit storage of the food under conditions specified in the hold order, unless storage is not possible without risk to the public health, in which case immediate destruction shall be ordered and accomplished. The hold order shall state that a

request for an administrative hearing may be filed within ten (10) calendar days and that if no hearing is requested, the food shall be destroyed. An administrative hearing shall be held if so requested, and based on evidence produced at that hearing, the hold order may be vacated, or the owner or person in charge of the food may be directed by written order to denature or destroy such food or to bring it into compliance with these rules.

B. Maintenance of Equipment and Utensils. All equipment and utensils used in the preparation, storage, and serving of food shall be kept in good repair and in proper working condition. NET Health may tag, which means to mark, identify or otherwise forbid the use of equipment or utensils found to be in violation of this subsection, and it shall be unlawful to use any equipment or utensils that have been so tagged, until approved to do so by NET Health.

Section 9. Procedure When Disease Transmission or Infection is Suspected

A. Necessary Actions. When NET Health has reasonable cause to suspect the possibility of disease transmission from any food establishment, retail food store, mobile food unit, roadside food vendor or temporary food establishment employee, it may secure the morbidity history of the suspected employee or make any other investigation as needed and shall take appropriate action. NET Health may require any or all of the following measures:

1) The immediate exclusion of the employee from all food establishments;
2) The immediate closing of the food establishment concerned until, in the opinion of NET Health; no further danger of disease outbreak exists;
3) Restriction of the employee's services to some area of the food establishment, where there would be no danger of transmitting disease; and
4) Adequate medical and laboratory examination of the employee(s) and their bodily discharges.

B. Removal of Restriction or Exclusion. NET Health shall release a food employee or conditional employee from restriction or exclusion according to Texas Health and Safety Code 438.033, and the conditions of Chapter 2 of the FDA Food Code.

C. Reporting of Communicable Diseases. Certain persons shall report certain confirmed and suspected foodborne diseases to NET Health as required in 25 TAC 97.2 through 97.6 and Chapter 2 of the FDA Food Code.

Section 10. Enforcement and Administrative Penalty Procedures

A. Remedies. Violations of the Texas Food Establishment Rules, the permitting rules or relevant federal, state, or local laws are subject to the penalties and remedies listed in this District Order and otherwise provided by state law. NET Health employees are hereby authorized to enforce provisions herein and to issue citations for violations of this District Order.

B. Penalties. Any permit holder, responsible officer of the permit holder, or other person found guilty of violating any provision of this District Order shall be punished in accordance with applicable law.

1) Fines. A violation of any provision herein shall be classified as a Class C misdemeanor and violators are subject to a fine of up to two thousand dollars ($2,000.00) per violation per day for each violation.

2) Administrative Penalties. Administrative penalties may be assessed pursuant to Texas Health and Safety Code, Sections 437.0185-185.0186, which:

   (a) Authorizes the Chief Executive Officer of NET Health to impose an administrative penalty on a person NET Health requires to hold a permit under Texas Health and Safety Code, Section 437.003 or 437.004 if the person violates this District Order.

   (b) Prohibits the amount of the penalty from exceeding five hundred dollars ($500.00) per day and provides that each day a violation continues or occurs is a separate violation for the purpose of imposing a penalty. The amount of the penalty is to be based on certain factors set forth by criteria such as history of previous violations, seriousness of the violation, hazard to the health and safety of the public, demonstrated good faith efforts to correct, economic harm to property or the environment, amounts necessary to deter future violations, enforcement costs relating to the violation, and any other matter justice may require.

   (c) The violations shall be categorized by severity level from those with minor health and safety significance to the most serious violations.

   (d) Five Levels of penalties for retail food establishments will be imposed not to exceed five hundred dollars ($500.00).

      (i) Level 1 $100.00
      (ii) Level 2 $200.00
      (iii) Level 3 $300.00
      (iv) Level 4 $400.00

(v) Level 5 $500.00

(e) Authorizes the enforcement of the penalty to be stayed during the time the order is in judicial review if the person pays the penalty of the clerk of the court. Authorizes a person who cannot afford to pay the penalty to stay the enforcement by filing an affidavit in the manner required by the Texas Rules of Procedure for a party who cannot afford to file security for costs.

(f) Authorizes a person, not later than the twentieth (20th) calendar day after the date the person receives notice of the penalty, to accept in writing the determination and pay the recommended penalty of the Chief Executive Officer or make a request for an administrative hearing on the occurrence of the violation, the amount of the penalty or both.

(g) Requires a court to order that penalty is not owed if the court does not sustain the findings that a violation occurred.

(h) Requires a court to order, when the court's judgment becomes final, that the appropriate amount be remitted to the person if the person paid the penalty to the clerk of the court and if the amount of the penalty is reduced or the penalty is not upheld by the court.

(i) Authorizes an administrative penalty to be imposed for a violation of this District Order under Chapter 437, Texas Health and Safety Code, by the state under 437.018, or by the director of a public health district of a county under Section 437.185, but not both.

3) Service of Notice. A notice provided for in these rules is properly served when it is delivered to the holder of the permit, or the person in charge, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the permit holder (owner). A copy of the notice shall be filed in NET Health records.

4) Administrative Hearing. NET Health shall conduct hearings provided for in this Section at a time and place designated by NET Health. Based on evidence of such hearing, NET Health shall make final findings and shall sustain, modify, or rescind any notice or order considered in the administrative hearing. Within ten (10) calendar days, NET Health shall furnish a written report of the hearing decision to the holder of the permit.

5) Revocation of a Permit. NET Health may, after providing an opportunity for an administrative hearing, revoke a permit for serious or repeated violations of any of the rule requirements of this District Order or for interference with NET Health in the performance of its duties. Upon revocation of a permit, operations of the food establishment shall cease immediately. Prior to revocation, NET Health shall provide written notice to the holder of the permit, or the person in charge of the food establishment at the time of revocation, stating the reason(s) for the proposed revocation and that the permit shall be revoked at the end of ten (10) calendar days following service of such notice unless the holder of the permit files a written request for an administrative hearing with NET Health within such ten (10) calendar day period. If no request for an administrative hearing is filed within the ten (10) calendar day period, the revocation of the permit becomes final.

6) Application after Revocation. Whenever a revocation of a permit has become final, the holder may make a written application for a new permit. The applicant is required to meet any conditions of a new food establishment.
7) Injunction. Whenever NET Health has reason to believe that any person is engaging in, has engaged in, or is about to engage in any act or practice declared to be unlawful or in violation of this chapter, NET Health may bring an action pursuant to state law against each such person to restrain the unlawful act or practice by temporary restraining order, temporary injunction, or permanent injunction.
8) Public Record. NET Health may publish the permit, name, and address of any food establishment whose permit has been revoked or suspended, together with the reasons for the revocation or suspension.

Section 11. Appeals of Decisions Made Under Sections 1 through 10

A. Filing an Appeal. Any person aggrieved by a decision of a NET Health employee concerning the granting or refusal to grant a permit, or any privilege as provided in Sections 1 through 10 may appeal such decision in writing to the Chief Executive Officer of NET Health within ten (10) calendar days after the decision. The Chief Executive Officer shall render a decision within thirty (30) calendar days after receipt of the appeal, either affirming the decision of the employee or entering an appropriate decision.

PART 2. MOBILE FOOD UNITS

Section 1. General Provisions

A. State Regulations:

1) Texas Department of State Health Services (TX DSHS), Consumer Protection Division, Food and Drug Section, Retail Food Safety Operations Unit: "Texas Food Establishment Rules," 25 TAC §228.
   (a) Under Chapter 8 of the FDA Food Code, a person may not operate a food establishment without a valid permit or license to operate issued by the regulatory authority.
   (b) Mobile Food Units shall also comply with the provisions of Subchapter H, Section §228.221 of the Texas Food Establishment Rules and shall meet the requirements of the District Order of the Northeast Texas Public Health District.
   (c) Mobile food units shall meet all other applicable local requirements to offer food for human consumption on private or public property, including any applicable zoning restrictions of the municipality in which the operation occurs.
2) Texas Health & Safety Code Chapters 431 through 438 and amendments thereto.

B. Definitions:

1) **Accredited Food Handler Certification** – certification is obtained by completing a TX DSHS approved course teaching the principles of food safety to produce safe food products and prevent food borne illness.
2) **Accredited Food Safety Manager Certification** – certification is obtained by passing a TX DSHS approved certified food manager certification examination. Certification is valid for five (5) years.
3) **Administrative Hearing** – a non-judicial hearing conducted between the complainant and NET Health Chief Executive Officer or designated appointees.
4) **Administrative Penalty** – a civil penalty imposed by NET Health for a contravention of an act, regulation, or by-law. It is regulatory in nature, rather than criminal, is intended to secure compliance with a regulatory scheme, and can be employed with the use of other administrative sanctions such as demerit points and license suspensions.
5) **Central Preparation Facility** – An approved and permitted retail food establishment or space where food is prepared, stored and packaged.
6) **Commissary Facility** – a facility that is an approved and permitted retail food establishment that provides support to mobile food units, caterers, food manufacturers. A commissary can include a servicing area and a central preparation facility. Support services include adequate equipment, storage, parking, utility and prep area for businesses using its facility.

7) **Commercially Manufactured Mobile Food Unit** – a vehicle that was originally manufactured or converted by a commercial food truck manufacturer who employs licensed professionals to design and install each system onboard the mobile food unit to meet the specifications of the Texas Food Establishment Rules, local building code and this District Order. The systems include, but are not limited to electrical, plumbing, mechanical, structural, etc. A commercially manufactured mobile food unit must have a letter of authenticity from the commercial builder certifying the work.
8) **Conversion** – a motor vehicle not previously designated as a mobile food unit, received at a commercial food truck manufacturer employing licensed professionals, with intent to modify substantially the motor vehicle for use as a commercial mobile food unit.
9) **Converter** – a licensed professional who assembles, installs, or affixes a body, cab, or special equipment to a chassis, or who substantially adds, subtracts from, or modifies a previously assembled or manufactured motor vehicle.
10) **Core Item** – a provision that is not designated as a Priority item or a Priority Foundation item and includes an item that usually relates to general sanitation, operational controls, sanitation operating procedures, facilities or structures, equipment design or general maintenance.
11) **Chief Executive Officer** – the director of the public health district.
12) **Drinking Water** – Traditionally known as "potable water" and that meets the standards set forth in 30 TAC Chapter 290, Subchapter F (relating to Drinking Water Standards Governing Drinking Water Quality and Reporting Requirements for Public Water Systems). Drinking water includes the term "water" except where the term used connotes that the water is not potable, such as "boiler water," "mop water," "rainwater," "wastewater," and "non-drinking water."
13) **Event** – commonly termed as a “single event or celebration;” a unique public gathering of persons at which food products will be served directly to consumers, such as a festival, bazaar, carnival, circus, fund-raiser, public exhibition, celebration, sporting event, or other mass public gathering which can be civic, political, public or educational for which an appropriate regulatory authority would grant permission for the operation of the event. An event shall have a promoter, sponsor or coordinator that is responsible for the organization and facilitation of utilities to vendors throughout the event.
14) **Event Coordinator/Promoter** – person responsible for sponsoring or organizing and/or advertising the activities of the event and for facilitation of utilities to vendors throughout the event.
15) **Floor Plans** – a computer drafted professionally drawn to scale diagram or drawing of a room or building drawn as if seen from above. Equipment schedules; finish schedules; plumbing and electrical diagrams; and calculations may be requested along with any other information to complete a proper plan review.

16) **Food Establishment –** A food establishment is an operation that: stores, prepares, packages, serves, or vends food directly to the consumer, or otherwise provides food for human consumption, such as a restaurant, retail food store, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending machine location, self-service food market, conveyance used to transport people, institution, or food bank; and relinquishes possession of food to a consumer directly, or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.

(a) A Food establishment includes:

(i) an element of the operation, such as a transportation vehicle or a central preparation facility that supplies a vending location or satellite feeding location unless the vending or feeding location is permitted by the regulatory authority; and

(ii) an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location and where consumption is on or off the premises regardless if there is a charge for the food.

(b) A Food establishment does not include:

(i) an establishment that offers only prepackaged foods that are not TCS foods;

(ii) a produce stand that only offers whole, uncut fresh fruits and vegetables;

(iii) a food processing plant, including one that is located on the premises of a food establishment;

(iv) a cottage food production operation;

(v) a bed and breakfast limited as defined in this section; or

(vi) a private home that receives catered or home-delivered food.

17) **Food Truck Park** – A property with an area designed to accommodate two or more mobile food units with the primary use as an outdoor food court offering food and/or beverages for sale to the public and functioning as a single business. A Food Truck Park property has been improved with an all-weather surface, and permanent restrooms with running water,

18) **Full Service Mobile Food Unit** – a motorized vehicle manufactured for retail food service upon which food is cooked, wrapped, packaged, processed, or portioned for service or sale in a fully equipped Texas Food Establishment Rules compliant unit. A common term is an unrestricted mobile food unit or a Gourmet Food Truck.

19) **Hazard Analysis Critical Control Point (HACCP) Plan** – a written document that delineates the formal procedures for following the Hazard Analysis Critical Control Point principles developed by The National Advisory Committee on Microbiological Criteria for Foods.

20) **Hold Order** – temporary detainment of foods believed to have been compromised or tampered with that must not be moved or destroyed until cleared by NET Health.

21) **Imminent Health Hazard** – significant threat or danger to health that is considered to exist when there is evidence sufficient to show that a product, practice, circumstance, or event creates a situation that requires immediate correction or cessation of operation to prevent injury based on the number of potential injuries, and the nature, severity, and duration of the anticipated injury. Examples include but are not limited to sewage or wastewater backup or improper discharge, breakdown of refrigeration system, lack of water, no hot water, an outbreak of foodborne illness, lack of electricity, pest infestation, lack of sanitation and control.

22) **Limited-Service Mobile Food Unit** – a motorized vehicle manufactured for retail food service that is equipped with Texas Food Establishment Rules compliant equipment designed to hold and transport pre-packaged prepared food. Foods sold from a limited-service mobile food unit shall be prewrapped, bottled, or packaged in individual servings. Beverages shall not require time/temperature control for safety and shall be dispensed from a covered urn or other protected equipment. Food shall not be prepared or processed by the vendor due to limited equipment onboard the truck. A common term is Catering Truck. This type of MFU requires the support of a central preparation facility.

23) **Mobile Food Unit (MFU)** – A vehicle-mounted, self or otherwise propelled, self-contained food service operation designed to be readily movable (including catering trucks, trailers, push carts, and roadside vendors) and used to store, prepare, display, serve or sell food. This is synonymous with the term Mobile Food Establishment used in the Texas Food Establishment Rules. An MFU must completely retain its mobility at all times. An MFU does not include a stand or a booth. The term Mobile Food Unit is used by NET Health to describe a Full Service Mobile Food Unit, Limited-Service Mobile Food Unit, Roadside Vendor, Process 1 Pushcart, or Process 2 Pushcart.

24) **Northeast Texas Public Health District (NET Health)** – a Public Health District established, according to Texas Health and Safety Code 121 Subchapter E, in 1994 by the City of Tyler and Smith County. All other incorporated cities of Smith County have opted in as a member of the Northeast Texas Public Health District for the services of the retail food inspection program.

25) **No Bare Hand Contact** – the use of a physical barrier between clean bare hands and ready to eat food items is required when handling foods (examples include, but are not limited to spoons, tongs, tissue paper, disposable food grade gloves, etc.).

26) **Permit** - means the document issued by NET Health that authorizes a PERSON to operate a FOOD ESTABLISHMENT.

27) **Person** - means an association, a corporation, individual, partnership, other legal entity, government, or governmental subdivision or agency.

28) **Preliminary Inspection** – a site visit and inspection conducted in preparation for submittal of an application for a Mobile Food Unit Permit.

29) **Priority Foundation Item** – a provision whose application supports, facilitates, or enables one or more priority items.

30) **Priority Item** – a provision that contributes directly to the elimination, prevention, or reduction of hazards associated with food borne illness or injury to an acceptable level.

31) **Promoter** – person responsible for sponsoring or organizing and/or advertising the activities of an event and for facilitation of utilities to vendors throughout an event.

32) **Public Health District** – a special district government entity established by two (2) or more counties and/or cities, as per Texas Health and Safety Code, Title 2, Subtitle F, Chapter 121, Subchapter E. Any government entity including a school district may become a member of a public health district. A public health district will at a minimum provide the essential public health services listed for a local health department. A public health district may perform any public health function that any of its members may perform unless restricted by law.

33) **Pushcart** – a non-self-propelled mobile food unit limited to serving foods or beverages requiring a limited amount of preparation as authorized by NET Health. The pushcart must be self-contained, and all food products, supplies and equipment must be on the pushcart. A pushcart is classified as a mobile food unit. This type of MFU requires the support of a central preparation facility.

34) **Ready to Eat Food** – foods that are in a form that is edible without additional preparation to achieve food safety. No further washing, cooking, or additional preparation by the food establishment or the consumer is required. These foods are intended for immediate consumption either for on-premises consumption or carry-out and it is reasonably expected to be consumed in that form.

35) **Remodel** – to change the structure, finishes, layout, or design of the originally approved floor plan of any mobile food unit.

36) **Revocation** – the permit issued is terminated for an indefinite period of time.

37) **Risk Category** – a hierarchical scale of the likelihood of foodborne illness to occur based on the menu, processing style and history of operations inside the mobile food unit or central preparation/commissary facility.

38) **Roadside Vendor** – a type of Limited-Service Mobile Food Unit. A roadside vendor is a motorized vehicle manufactured for operation as a packaged retail food store. A person who operates a mobile retail food store from a temporary location adjacent to a public road or highway. Food shall not be prepared or processed by a roadside food vendor. A roadside food vendor is classified as a mobile food unit. This type of MFU requires the support of a central preparation facility.

39) **Servicing Area** – A component of a Commissary Facility for mobile food units. An operating base location to which a mobile FOOD ESTABLISHMENT or transportation vehicle returns regularly for such things as vehicle and equipment cleaning, discharging liquid or solid wastes, refilling water tanks and ice bins, and boarding FOOD.

40) **Suspension** – the temporary discontinuance or withdrawal of a permit issued by NET Health for the period of suspension.

41) **Time/Temperature Control for Safety (TCS) Food** – (previously defined as Potential Hazardous Food) – food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation.

42) **Valid permit –** A valid permit is one that is not expired, revoked, or suspended. The permit shall not be defaced, removed, or otherwise altered without written permission from NET Health. Any permit may be revoked or suspended by NET Health at any time if it is deemed that the mobile food unit is not operating in compliance with the provisions of this District Order or in any emergency when, in the judgment of NET Health, any mobile food unit has become a public health nuisance or menace.

43) **Variance** – a written document issued by NET Health that authorizes a modification or waiver of one or more requirements of the Texas Food Establishment Rules if, in the opinion of NET Health, a health hazard or nuisance will not result from the modification or waiver.

Section 2. Operational Requirements of Mobile Food Units

A. Certifications. All employees are required to maintain valid food handler certifications unless they possess a certified food manager certificate. Refer to Part 2 Section 7 Certifications.

B. Contact Information. All mobile food units shall keep contact information current. Contact information includes the primary and secondary contact person(s) telephone number, email, and social media contact information on file with NET Health. It is the responsibility of the mobile food unit operator to notify NET Health if this information changes.

C. Electrical Systems and Components.

1) Maintenance. Mobile food unit owners/ operators are responsible for ensuring the safety of the electrical systems of the mobile food unit.
2) Installation. Remote compressor units that are not an integral part of the food equipment, auxiliary engines, generators, and similar equipment shall be installed on the mobile food unit in an area that is completely separated from the food preparation and food storage and that is accessible for proper cleaning and maintenance. A power supply cord, sized according to the vehicle's electrical demands with corresponding connections must be professionally installed that can carry the electrical load through peak demand. NOTE: With regard to electricity, wiring and electrical components, mobile food units operating within the Tyler City limits are also required to comply with any applicable requirements of the current edition of the International Fire Code or successor as adopted by the City of Tyler, Texas, and as enforced by the Tyler Fire Department.
3) Extension Cords. Extension cords shall not be a substitute for permanent wiring. Extension cords shall only be used with small portable appliances. Extension cords shall be properly rated for use according to the manufacturer's requirements and shall be free from any visible signs of damage.
4) Operations. Mobile Food Units will be allowed to connect to shore power at a central preparation/commissary facility, temporary event, or food truck park. Portable power supply of adequate capacity is required to provide power for operations and maintenance of temperature controls for water supply, lighting and food service.

D. Equipment. The layout of all equipment, including dispensing units, shall be consistent with the floor plan submitted for review and approved by NET Health and as amended.

E. Floors, Walls, Ceilings and Exterior Openings. Floors, floor coverings, walls, wall coverings, and ceilings shall be designed, constructed, and installed so they are smooth and easily cleanable. All junctures must be properly sealed. Exterior openings such as service windows and doors must be covered, screened or protected by other effective means to prevent entry of pests.

F. Identification. The business name, and phone number shall be legible, clearly visible to consumers whether opened or closed. Signage must be permanently affixed on two sides of the mobile food unit.

G. Mobility. Mobile food units are designed to be readily movable, controllable, and maneuverable. Mobile food units must completely retain their mobility at all times during operating hours. NET Health prohibits alteration, removal, attachments, additions, placement or change in, under, or upon the mobile food unit that would prevent or otherwise reduce ready mobility.

1) Mobile food units shall not be separated from its form of propulsion during operating hours unless located at a food truck park that has submitted application to and has been approved by NET Health as a food truck park.
2) Mobile food units shall be readily movable upon request.
3) Pushcarts shall be movable by one person when the unit is fully loaded.
4) Mobile food units operating at a coordinated event that does not allow removal of the mobile food unit daily shall obtain a temporary food establishment permit for the duration of the event.

H. Plumbing. Mobile food unit owners/operators are responsible for ensuring the safety of the plumbing of the mobile food unit.

1) Potable Water – The potable water system shall be compliant with Chapter 5 Part 3 of the 2017 FDA Food Code. The tank must be permanently mounted. The mobile food unit tank inlet shall be ¾ inch inner diameter or less; and be provided with a hose connection of a size or type that will prevent its use for any other service. The fill hose and water holding tank shall be labeled as "Potable water."
2) Wastewater Disposal. Unauthorized dumping of wastewater or grease into the sanitary sewer system, storm drains or on the ground in conjunction with the operation of a mobile food unit in any way is strictly prohibited and is unlawful. Sewage and other liquid waste shall be removed from the mobile food unit at the permitted servicing area. Wastewater tanks need to be at least fifteen percent (15%) larger than the total potable water capacity and the tank shall be a permanently mounted retention tank such as those installed on a recreational vehicle (RV). The liquid waste holding tank shall be labeled as "wastewater."

I. **Restroom Access**. Toilet rooms shall be located within 500 feet of the mobile food unit and accessible to employees during all hours of operation.

J. **Utilities.** Any connection to utilities such as: electricity, potable water, or sewer is prohibited unless located at an approved food truck park in accordance with the park's rules or while the mobile food unit is being serviced or stored at its permitted central preparation facility.

Section 3. Types of Mobile Food Units

A. **Full Service Mobile Food Unit.** Food is cooked, wrapped, packaged, processed, or portioned for service or sale on the mobile food unit. Menu changes and equipment changes are subject to prior approval from NET Health.

B. **Limited-Service Mobile Food Unit.** Foods sold from a limited-service mobile food unit shall be prewrapped, bottled, or packaged in individual servings. Beverages shall be served from a covered urn prepared in the permitted central preparation/commissary facility or from commercially packaged bottles or cans from a licensed manufacturer. This is a process 1 risk category with a type 1 permit fee.

C. **Roadside Vendor.** Retail foods must be obtained from an approved source, labeled appropriately for retail sale by a licensed manufacturer, and sold in packaged form. This is a process 1 risk category with a type 1 permit fee.

D. **Pushcart.** Not to exceed six (6) feet in length, including any handles measuring six (6) inches or more in length, three (3) feet in width (exclusive of wheels), or eight (8) feet in height (including the unit's umbrella or roof if provided.) The bottom of the food service or storage unit should be at least six (6) inches above the ground. The pushcart must be self-contained and must be able to maintain a system to provide proper food temperature. All supplies and equipment necessary for the operation of the pushcart shall be contained on the pushcart or at the central preparation/commissary facility. Permit fee is determined by risk category.

Section 4. Central Preparation Facility, Commissary and Servicing Areas

The central preparation/commissary facility or other fixed food service establishment permitted for use as a base of operation for mobile food units shall be constructed and operated in compliance with the requirements of Part 1 of this District Order unless specified otherwise in this Section. Mobile food units shall operate from a permitted central preparation/commissary facility or other fixed food establishment and shall report to such location daily for supplies, cleaning, and servicing operations.

A. Size and Capacity. The Central Preparation Facility or Commissary Facility must be able to securely accommodate all storage needs and food preparation needs for both the facility and the mobile food units. All food and food equipment for each mobile food unit shall be stored at the central preparation/commissary facility at the end of the operating day. The mobile food unit is expected to be stored at the commissary when not conducting business or undergoing vehicle maintenance.

B. Servicing Area. All Central Preparation Facilities / Commissary Facilities supporting mobile food units must be equipped with a servicing area that is sized adequately to support all mobile food units. A mobile food unit servicing area shall include at least overhead protection for any movement of equipment or foods in or out of the facility or to support the supplying, cleaning, or servicing operation. Those areas used only for the loading of water and/or the discharge of sewage and other liquid waste, using a closed system of hoses, need not be provided with overhead protection.

1) The Servicing area must also provide:
   (a) Trash Service
   (b) Electricity to keep mobile food unit equipment powered when the vehicle is parked.
   (c) Employee restroom
   (d) Mop sink or cleaning bay for cleaning the vehicle.
   (e) Potable water supply with proper backflow prevention
   (f) Wastewater discharge to approved sewer system.

C. Responsibilities of the Commissary Manager. The person in charge of a central preparation/commissary facility is responsible for:

1) Identifying designated equipment, storage areas, and preparation areas used by a contracted permit holder;
2) Security, maintenance and operations of the facility;
3) Keeping a log of each mobile food unit's daily activities including time of arrival and departure. Maintain a sign in / sign out attendance log for all contracted permit holders. The attendance log must be true and accurate, updated daily, and made available upon request. The attendance log must include the following information:
   (a) The commissary business name, address, phone number, and permit number,
   (b) The contracted permit holder's business name and the name and signature of the person in charge,
   (c) The vehicle identification number when there are more than one mobile food unit operating under the same business name, and
   (d) The date, time in, and time out of each visit, or,
   (e) Other approved tracking system.
4) Prohibit the use of the commissary by unpermitted operators.
5) Provide written notification within five business days to the local regulatory authority:
   (a) When a contracted permit holder no longer has a valid agreement to use the commissary, or
   (b) When a contracted permit holder's agreement or lease is changed in any way
6) Provide written notification to each contracted permit holder and to NET Health when an imminent health hazard exists and prohibit the use of the commissary until such time that the hazard is mitigated.
7) Provide an up-to-date list of contracted permit holders upon request to NET Health

D. Commissary Service Agreement. A Commissary Service Agreement is required to be filed with NET Health to verify facility use if the central preparation/commissary facility is not owned by the mobile food unit operator. The Commissary Agreement must be renewed annually or if the original commissary agreement is terminated a new agreement must be submitted to NET Health before a mobile food unit can resume food service.

E. Out of Jurisdiction Commissary. All out of county mobile food units shall operate from a permitted central preparation/commissary facility that has similar requirements as other central preparation/commissary facilities in NET Health jurisdiction for the menu items for which the NET Health permit was issued. Verification from the jurisdictions retail food program

department will be requested along with other supporting documentation to verify adequacy.

Section 5. Process for Obtaining a Mobile Food Unit Permit

No person, firm, or corporation shall be allowed to operate a mobile food unit where food or beverages are served to the public without a permit or license from the Northeast Texas Public Health District (NET Health) per 2017 FDA Food Code Chapter 8-301.11. Permits are non-transferable. No person holding a permit shall sell, lend, lease or in any manner transfer a mobile food unit permit. 2017 FDA 8-304.20

A. Plan Review. A plan review is required of all mobile food units that are constructed, converted or remodeled. Mobile food units that have a valid permit from another jurisdiction for the same menu may be exempt from a plan review and may proceed directly to inspection unless NET Health determines that a plan review is necessary to ensure compliance. 2017 FDA 8-201.11. The plan review will be processed by NET Health within five (5) business days of receipt of a complete plan review application. A plan review is a prerequisite for scheduling a preliminary inspection of a mobile food unit.

1) Plan Review Application. Operators seeking approval for a mobile food unit must submit a plan review application with the appropriate fee to NET Health for assessment of the proposed business plan and vehicle. The initial plan review application for a mobile food unit is valid for one (1) year. If the plans are not implemented in the one (1) year period, the plans must be resubmitted for approval along with a plan review fee described in Part 1 Section 2. If operation is to occur within the Tyler City limits, such plan shall be forwarded by NET Health to the Tyler Fire Department.
2) Menu. A listing of all types of foods and beverages offered will be requested to evaluate the business plan. The food production steps will also be important to discuss the equipment upon the mobile food unit, in the central preparation facility and the operation between both permitted areas.
3) Floor Plans. A set of plans will be requested for review consistent with the criteria provided in FDA Food Code Chapter 8 Part 2 and TFER §228.241 as applicable. The plans and specifications should include all information necessary to demonstrate conformance with, and an understanding of, food safety provisions within the Texas Food Establishment Rules. Supporting photos or diagrams can also be used to verify compliance during plan review. All Floor Plans must be clear, easily readable and scaled on a minimum of ¼ inch, preferably on an 11-inch x 17-inch piece of paper

and/or a digital copy. Changes to the original permitted design approved by NET Health during plan review shall be submitted in like manner as the original set.

4) Operating Plans. NET Health may determine that a variance and/or a HACCP plan is necessary based on the type of proposed operation, proposed menu items processed or proposed equipment to be used; or may restrict the menu based upon the limitations of the mobile food unit.

B. Preliminary Inspection – Completion of Plan Review Process. 2017 FDA Food Code 8-203.10 A preliminary inspection is the final step of the plan review process and is required for all mobile food units. A preliminary inspection will be scheduled to assess the proposed mobile food unit within five (5) business days after plan review completion. The preliminary inspection will identify what repairs or modifications are necessary to meet the requirements for a Texas Food Establishment Rules compliant mobile food unit. One (1) requested preliminary inspection is included in a plan review. Additional inspection(s) shall be subject to a re- inspection fee(s) as described in Part 1 Section 2. The mobile food unit permit application will be issued by the inspector to the person in charge for all mobile food units that have successfully completed the plan review process. A mobile food unit operator that has completed a plan review for a commercially manufactured mobile food unit that is being constructed, converted, or remodeled by a commercial manufacturer will be exempt from a preliminary inspection.

C. Mobile Food Unit Permits and Fees. Refer to Part 1 Section 5 for permit and fee details applicable to all types of retail food establishments including mobile food units. The permit application and annual permit fee are required to be completed and submitted by the mobile food unit owner. This application is a pre-requisite for the "opening" inspection.

D. Pre-Operational Inspection. One (1) permit approval/opening inspection is included in the cost of the plan review. If the mobile food unit does not meet the rules within this District Order, a permit will not be approved. Any additional permit approval/opening inspection shall be assessed a re-inspection fee as set forth in Part 1 Section 2. 2017 FDA Food Code 8-203.10

E. Issuance. Mobile food units shall be inspected by NET Health immediately prior to the issuance of a permit. Upon successful completion of a permit approval/opening inspection, NET Health shall issue a permit to the

applicant if its inspection reveals that the proposed mobile food unit complies with these rules. 2017 FDA 8-303.10 through 8-303.30

F. Conditions of Retention, Responsibilities of the Permit Holder. 2017 FDA 8-304.11 The permit holder shall comply with the provisions of the Texas Food Establishment Rules and the NET Health District Order; and

1) If required, submit, and comply with HACCP plan or variances;
2) Immediately contact the regulatory authority to report an illness of an employee as required by the Texas Food Establishment Rules;
3) Immediately discontinue operations and notify the regulatory authority if an imminent health hazard may exist;
4) Allow representatives of the regulatory authority access to the mobile food unit;
5) Replace existing facilities and equipment, as required by the Texas Food Establishment Rules, with acceptable replacements;
6) Comply with NET Health directives including time frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives issued to the permit holder's mobile food unit or in response to community emergencies;
7) Accept notices issued and served by NET Health according to law;
8) Be subject to the administrative, civil, injunctive, and criminal remedies authorized in law for failure to comply with these rules or NET Health directives, including time frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives;
9) Notify customers that a copy of the most recent establishment inspection report, valid framed food establishment permit and other required signage and documents, are available and/or posted in a conspicuous location visible to consumers.
10) Notify NET Health immediately if changes are made to the primary or secondary contact person on file, and telephone number.
11) Obtain approval from NET Health before changing the type of service or the location of equipment; or before a major remodel.

G. Permit Renewal. With exception of the initial permit issued, each permit fee shall be required and will cover a twelve (12) month period from date of issuance. Such fee must be renewed and shall be payable in advance for each twelve (12) month period thereafter. Failure to pay the annual permit renewal fee on a timely basis shall result in a late charge as indicated in Part 1 Section 2. The annual renewal permit fee and the late charge must be paid prior to the expiration of the permit, or the mobile food unit shall cease operations. The mobile food unit owner shall notify NET Health in

writing if the owner permanently discontinues operation of the mobile food unit.

H. Inspections and Appeals. The inspection and appeal process are the same for all food establishments, including mobile food units. Please refer to Part 2, Sections 8 through 12.

Section 6. Food Truck Parks

An area designed to accommodate two or more mobile food units, that has been improved with an all-weather surface, with access to running water and restrooms, offering food and/or beverages for sale to the public as the primary use of the property, and functioning as a single business. All food truck parks shall comply with all applicable federal state and local laws. All mobile food units shall be removed from the food truck park upon closing of the park unless the central preparation/commissary facility is located in the food truck park. Any property owner and/or food truck park manager desiring to open a food truck park shall make application to NET Health. The application shall include the following:

A. Site Plan.

1) The location and description of each proposed permanent structure on the site, restrooms, and pads for mobile food units.
2) The surface material of driving lanes and mobile food unit pads.
3) Location of refuse containers.
4) Location and type of electrical outlets provided for each corresponding pad site; and if water is supplied for use by a mobile food unit, then a sanitary sewer connection is also required.

B. Food Truck Park Manager. There must be a designated on-site manager that is responsible for the orderly organization of mobile food units, the cleanliness of the site, and the site's compliance with all rules and regulations during business hours. The on-site manager shall not allow a public health nuisance to exist.

C. Restrooms. At least one permanent restroom within 500 feet of each mobile food unit must be made accessible to mobile food unit operators at all hours. Restroom(s) shall be equipped with flush type toilets that are properly plumbed according to law to a sanitary sewage system with

sufficient capacity to meet the needs of the mobile food units. Restrooms shall be equipped with hand sinks; hot and cold water; soap and paper towels.

Section 7. Certifications, Active Managerial Control and Incentives

A. General. It shall be unlawful for any person to work or accept employment in a food establishment, within NET Health jurisdiction without securing a food handler's training certificate. It shall be unlawful for any person in control of, operating or managing any food establishment, to employ or allow any person to work in a food establishment within NET Health jurisdiction unless that person has obtained a valid food handler's training certificate within 30 days of employment.

B. Administration. NET Health may administer a food handler's training course and certified food manager's training course and examination. Any person who is required to have a certificate shall attend and successfully complete a training approved by NET Health, TX DSHS, or by the American National Standards Institute (ANSI). It is the responsibility of the certified food manager of the food establishment to keep a certificate of completion of the training course for all employees of the food establishment available on site for compliance review by the inspector.

C. Food Handler Certification Requirement.

1) Required. Each person, within thirty (30) calendar days of becoming an employee, conditional, volunteer or otherwise, of a food establishment shall obtain a valid accredited food handler certification. Certification is obtained by completing an accredited food handler training course approved by TX DSHS.
2) Valid Certificate. A valid certificate is one that is not expired and is issued by an accredited food handler training program approved by the Texas Department of State Health Services.
3) NET Health certification and certificate Issuance. Upon successful completion of a training course administered by NET Health, NET Health will issue a food handler's training certificate.
4) Expired Certificates. After the food handler certification expiration date, the person must complete a new accredited food handler's training course.
5) Exemptions. An employee of a food establishment that has satisfactorily passed an accredited food safety manager course and examination approved by the TX DSHS shall be exempt from this requirement for a food worker certification.

D. Certified Food Manager Certification and Requirement.

1) Certified Food Manager Certification. Certification must be obtained by successfully completing an Accredited Food Safety Manager Certification course and passing an examination. This course must be approved by the Texas Department of State Health Services and meeting all requirements in Texas Health and Safety Code, Chapter 438, Subchapter G, and 25 TAC §228.33 (relating to Certification of Food Managers).

2) Required. The words "certified food manager" means the person in charge or an individual who conducts, manages, operates, and maintains active managerial control of a food establishment. At least one certified food manager must be present during all hours of operation at each permitted food establishment. At the time a food establishment permit is issued, the appropriate number of certified food managers must be employed to cover all operation hours of the food establishment. The number of certified food managers is to be determined by the operating hours of the food establishment and the number of operating shifts. Failure to maintain at least one Certified Food Manager per establishment shall be considered an imminent hazard and cause for a permit to be suspended.

3) Responsibilities of Certified Food Manager. Any food manager or person in charge of a food establishment within NET Health jurisdiction must hold a valid Certified Food Manager's certificate. The certified food manager has responsibilities that include but are not limited to:
   (a) Maintaining employment records, food handler certifications and certified food manager certifications accessible to NET Health during inspections or audits.
   (b) Identifying hazards in the day-to-day operation of a food establishment that provides food for human consumption;
   (c) Developing or implementing specific policies, procedures, or standards to prevent foodborne illness;
   (d) Supervising or directing food preparation activities and ensuring appropriate corrective actions are taken as needed to protect the health of the consumer;
   (e) Training the food establishment employees on the principles of food safety;
   (f) Performing in-house self-inspections of daily operations on a periodic basis to ensure that policies and procedures concerning food safety have been implemented and are being followed;
   (g) Demonstration of knowledge of Chapter 2 of FDA Food Code; and
   (h) Maintaining active managerial control.

4) Registration of certifications with NET Health. Registration of certifications int the NET Health database is voluntary.
   (a) Individuals that attend a Certified Food Manager Program administered by NET Health will be automatically registered into the registry system by NET Health.

5) Certificate Reciprocity. A certificate issued to an individual who successfully completes an examination of an Accredited Food Safety Manager Program approved by the Texas Department of State Health Services shall be accepted as meeting the training and testing requirements under Texas Health and Safety Code, Subchapter G

6) Certificate Posting. The original food manager certificate(s) of the primary retail food manager(s) shall be posted in a location in the food establishment that is conspicuous and visible to consumers. All certificates of other certified food managers need to be in an accessible location for NET Health review during inspections and audits.

7) Exemptions. The following food establishments are exempt from the food manager certification requirements of this order:
   (a) Establishments that offer only prepackaged foods that are not time/temperature control for safety (TCS);
   (b) Childcare facilities, as defined by Section 42.002, Human Resources Code;
   (c) Establishments that do not prepare or handle exposed time/temperature control for safety (TCS) foods;
   (d) Nonprofit organizations as defined in 25 TAC 229.371(9); or
   (e) Temporary Food Establishments that do not serve complex foods or raw poultry or raw seafood.

Section 8. Inspections

Compliance procedures concerning inspections are as follows:

A. Inspection Report Form. NET Health will use an inspection report form developed by the Texas Department of State Health Services that conforms to HACCP principles. The inspection report form design includes the following information.

1) The inspection report form identifies foodborne illness risk factors and Food Code interventions,

2) It documents actual observations using the convention IN (in compliance), OUT (out of compliance), NA (not applicable), and NO (Not observed), and

3) The inspection report form documents compliance and enforcement activities.

B. Inspection Frequency. An inspection frequency of a food establishment shall be based on a risk associated with the types of foods, compliance history and the food preparation procedures. Before a food establishment is placed into a risk category, a food establishment risk assessment must be assigned. Additional inspections of the food establishment based on

performance shall be performed as often as are necessary for the compliance and enforcement of these rules. 2017 FDA 8-401

C. Access. NET Health agents, after proper identification, shall be permitted to enter any food establishment at any reasonable time, for the purpose of making inspections to determine compliance with these rules. The agents shall be permitted to examine records to obtain information pertaining to food and supplies purchased, received, or used, or to persons employed. 2017 FDA 8-402

D. Report of Inspections. 2017 FDA 403.10 The inspection reports the score by using a demerit system, with zero (0) demerits denoting no Priority Item/Priority Foundation Item/Core Item violations. This means that there may be violations that are not assigned point values. Whenever an inspection of a food establishment is made, the findings shall be recorded on the inspection report form set out as described in paragraph (E) of this section. The inspection report form shall summarize the requirements of these rules and shall set forth a weighted point value for each requirement. The score will be reported in demerits. Inspection remarks shall be written to reference, by section number, the section violated and shall state the correction to be made. A copy of the inspection report form shall be furnished to the person in charge of the food establishment at the conclusion of the inspection. The inspection report from the most recent inspection shall be posted in a conspicuous place for the public to see in the food establishment. The completed inspection report form is a public document that shall be made available for public disclosure to any person who requests it according to law. 2017 FDA Food Code 8-403.50

E. Correction of Violations.

1) The food establishment shall, at the time of the inspection or as soon as possible, implement appropriate corrective actions for violation items found during an inspection.
2) The inspection report form shall indicate a notice of violation and specify a reasonable time for the correction of the violations found, and correction of the violations shall be accomplished within the period specified, in accordance with the following provisions 2017 FDA Food Code 8-405.11 and 8-406.11:
   (a) If an imminent health hazard exists, such as, but not limited to, complete lack of refrigeration, surfacing wastewater, lack of potable water, no hot water, lack of electricity, pest infestation or sewage backup, the food establishment shall immediately cease food service operations and contact NET Health. Operations

shall not be resumed until authorized by NET Health. The food establishment shall cease operations for a minimum of twenty-four (24) hours or until verified safe by NET Health. 2017 FDA 8-404.11

(b) All Priority Item violations of three (3) point weighted items shall be corrected as soon as possible, but in any event, within three (3) calendar days following the inspection. 2017 FDA 8-405

(c) All Priority Foundation Item violations of two (2) point weighted items shall be corrected as soon as possible, but in any event, within ten (10) calendar days following the inspection. 2017 FDA 8-405

(d) All Core Item violations of one (1) point weighted items shall be corrected by the date and time agreed to or specified by NET Health, but no later than ninety (90) calendar days after inspection. 2017 FDA 8-406

(e) NET Health may approve a longer time frame or a compliance schedule exceeding the time limitations specified under this section if the potential hazard involved, the complexity of the corrective action needed, or it is deemed no health hazard exists or will result from allowing an extended schedule of compliance.

(f) When the food establishment rating score exceeds thirty (30) demerits, corrective action on all identified violations shall be initiated immediately and corrected within forty-eight (48) hours. One (1) or more re-inspections will be conducted at reasonable time intervals to ensure correction.

(g) In the case of temporary food establishments, all violations shall be corrected within twenty-four (24) hours. If violations are not corrected within twenty-four (24) hours, the temporary food establishment shall cease food service operations until authorized to resume by NET Health. 2017 FDA Food Code 8-404.12

(h) The inspection report shall state that failure to comply with any time limits for corrections may result in cessation of operations.

F. **Continuing Violations**. Each day or fractional part thereof that such violation(s) continue shall constitute a separate offense.

1) Re-inspection. At the end of the specified period of time, NET Health shall verify corrections of the violations, document the information on an inspection report, and submit the inspection report into NET Health database. Subsequent re-inspections required due to non-compliance may be subject to a re-inspection fee.

2) Written Plan of Corrective Action. NET Health may require a written schedule of compliance is submitted by the food establishment.

3) Repeat Violations. Repeated violations that occur over several routine inspections are subject to the application of administrative penalties.

4) Inspection Frequency Risk Assessment. The assigned inspection frequency can be increased or decreased based on the previous inspection history.

5) Suspension of Permit. NET Health shall suspend a permit based on an imminent health hazard, repeated critical violations, lack of a Certified Food Manager, and/or any other serious violation of State law for which NET Health is responsible to enforce. A suspended food establishment permit shall remain suspended for a minimum of twenty-four (24) hours in order to remediate the imminent health hazard.
   (a) A supervisor at the regulatory authority will confirm the hazard before suspension is effective when possible. Suspension is effective upon service of the written notice. When a permit is suspended, food operations shall immediately cease and shall not resume operations until such time as a re-inspection NET Health determines that the suspension should be lifted.
   (b) Whenever a permit is suspended, the permit holder or the person in charge of the food establishment at the time of suspension shall be notified in writing that the permit is, upon service of the notice, immediately suspended.
6) Immediate Cessation of Operations. Upon receipt of a notice of permit suspension the food establishment shall immediately cease operations. Nothing in this section shall prevent NET Health from requiring a food establishment to cease operations immediately pursuant to law.
7) Re-inspection Required After Permit Suspension. Prior to resuming operation after a permit suspension, the food establishment must be inspected to verify correction of any violations and for compliance with these rules.
8) Re-instatement. Upon successful completion of a re-inspection and payment of a permit re- instatement fee, NET Health shall re-instate the food establishment permit for the permit holder if its inspection reveals that the food establishment complies with these rules.

Section 9. Examination and condemnation of Food; and Maintenance of Equipment

Procedures Concerning Examination and Condemnation of Food. Food may be examined or sampled by NET Health as often as necessary for enforcement of these rules. NET Health shall issue a receipt for the samples. NET Health may, upon written notice to the owner or person in charge specifying reasons with particularity, issue a hold order on any food, which it believes is in violation of any of the "Texas Food Establishment Rules" or other relevant federal, state or local regulations. NET Health shall tag, label or otherwise identify any food subject to the hold order. No food subject to a hold order shall be used, served or moved from the food establishment. NET Health shall permit storage of the food under conditions specified in the hold order, unless storage is not possible without risk to the public health, in which

case immediate destruction shall be ordered and accomplished. The hold order shall state that a request for an administrative hearing may be filed within ten (10) calendar days and that if no hearing is requested, the food shall be destroyed. An administrative hearing shall be held if so requested, and based on evidence produced at that hearing, the hold order may be vacated, or the owner or person in charge of the food may be directed by written order to denature or destroy such food or to bring it into compliance with these rules.

A. Maintenance of Equipment and Utensils. All equipment and utensils used in the preparation, storage, and serving of food shall be kept in good repair and in proper working condition. NET Health may tag, which means to mark, identify or otherwise forbid the use of equipment or utensils found to be in violation of this subsection, and it shall be unlawful to use any equipment or utensils that have been so tagged, until approved to do so by NET Health.

Section 10. Procedure When Disease Transmission or Infection is Suspected

A. Necessary Actions. When NET Health has reasonable cause to suspect the possibility of disease transmission from any food establishment, retail food store, mobile food unit, roadside food vendor or temporary food establishment employee, it may secure the morbidity history of the suspected employee or make any other investigation as needed and shall take appropriate action. NET Health may require any or all of the following measures:

1) The immediate exclusion of the employee from all food establishments;
2) The immediate closing of the food establishment concerned until, in the opinion of NET Health, no further danger of disease outbreak exists;
3) Restriction of the employee's services to some area of the food establishment, where there would be no danger of transmitting disease; and
4) Adequate medical and laboratory examination of the employee(s) and their bodily discharges.

B. Removal of Restriction or Exclusion. NET Health shall release a food employee or conditional employee from restriction or exclusion according

to Texas Health and Safety Code 438.033, and the conditions of Chapter 2 Part 2 of FDA Food Code

C. Reporting of Communicable Diseases. Certain persons shall report certain confirmed and suspected foodborne diseases to NET Health as required in 25 TAC 97.2 through 97.6 and Chapter 2 Part 2 of the FDA Food Code

Section 11. Enforcement and Administrative Penalty Procedures

A. Remedies. Violations of the Texas Food Establishment Rules, the permitting rules or relevant federal, state, or local laws are subject to the penalties and remedies listed in this District Order and otherwise provided by state law. NET Health employees are hereby authorized to enforce provisions herein and to issue citations for violations of this District Order.

B. Penalties. Any permit holder, responsible officer of the permit holder, or other person found guilty of violating any provision of this District Order shall be punished in accordance with applicable law.

1) Fines. A violation of any provision herein shall be classified as a Class C misdemeanor and violators are subject to a fine of up to two thousand dollars ($2,000.00) per violation per day for each violation.
2) Administrative Penalties. Administrative penalties may be assessed pursuant to Texas Health and Safety Code, Sections 437.0185-185.0186, which:
   (a) Authorizes the Chief Executive Officer of NET Health to impose an administrative penalty on a person NET Health requires to hold a permit under Texas Health and Safety Code, Section 437.003 or 437.004 if the person violates this District Order.
   (b) Prohibits the amount of the penalty from exceeding five hundred dollars ($500.00) per day and provides that each day a violation continues or occurs is a separate violation for the purpose of imposing a penalty. The amount of the penalty is to be based on certain factors set forth by criteria such as history of previous violations, seriousness of the violation, hazard to the health and safety of the public, demonstrated good faith efforts to correct, economic harm to property or the environment, amounts necessary to deter future violations, enforcement costs relating to the violation, and any other matter justice may require.
   (c) The violations shall be categorized by severity level from those with minor health and safety significance to the most serious violations.
   (d) Five Levels of penalties for retail food establishments will be imposed not to exceed five hundred dollars ($500.00).

(i) Level 1 $100.00
(ii) Level 2 $200.00
(iii) Level 3 $300.00
(iv) Level 4 $400.00
(v) Level 5 $500.00

(e) Authorizes the enforcement of the penalty to be stayed during the time the order is in judicial review if the person pays the penalty of the clerk of the court. Authorizes a person who cannot afford to pay the penalty to stay the enforcement by filing an affidavit in the manner required by the Texas Rules of Procedure for a party who cannot afford to file security for costs.

(f) Authorizes a person, not later than the twentieth (20th) calendar day after the date the person receives notice of the penalty, to accept in writing the determination and pay the recommended penalty of the Chief Executive Officer or make a request for an administrative hearing on the occurrence of the violation, the amount of the penalty or both.

(g) Requires a court to order that penalty is not owed if the court does not sustain the findings that a violation occurred.

(h) Requires a court to order, when the court's judgment becomes final, that the appropriate amount be remitted to the person if the person paid the penalty to the clerk of the court and if the amount of the penalty is reduced or the penalty is not upheld by the court.

(i) Authorizes an administrative penalty to be imposed for a violation of this District Order under Chapter 437, Texas Health and Safety Code, by the state under 437.018, or by the director of a public health district of a county under Section 437.0185, but not both.

3) Service of Notice. A notice provided for in these rules is properly served when it is delivered to the permit holder, or the person in charge, or when it is sent by registered or certified mail, return receipt requested, to the last known address of the permit holder (owner). A copy of the notice shall be filed in NET Health records.

4) Administrative Hearing. NET Health shall conduct hearings provided for in this Section 11 at a time and place designated by NET Health. Based on evidence of such hearing, NET Health shall make final findings and shall sustain, modify, or rescind any notice or order considered in the administrative hearing. Within ten (10) calendar days, NET Health shall furnish a written report of the hearing decision to the permit holder.

5) Revocation of a Permit. NET Health may, after providing an opportunity for an administrative hearing, revoke a permit for serious or repeated violations of any of these rule requirements of this District Order or for interference with NET Health in the performance of its duties. Upon revocation of a permit, operations of the food establishment shall cease immediately. Prior to revocation, NET Health shall provide written notice to the holder of the permit, or the person in charge of the food establishment at the time of revocation, stating the reason(s) for the proposed revocation and that the permit shall be revoked at the end of ten (10) calendar days

following service of such notice unless the permit holder files a written request for an administrative hearing with NET Health within such ten (10) calendar day period. If no request for a hearing is filed within the ten (10) calendar day period, the revocation of the permit becomes final.

6) Application after Revocation. Whenever a revocation of a permit has become final, the holder may make written application for a new permit. The applicant is required to meet any conditions of a new food establishment.
7) Injunction. Whenever NET Health has reason to believe that any person is engaging in, has engaged in or is about to engage in any act or practice declared to be unlawful or in violation of this chapter, NET Health may bring an action pursuant to state law against each such person to restrain the unlawful act or practice by temporary restraining order, temporary injunction, or permanent injunction.
8) Public Record. NET Health may publish the permit, name, and address of any food establishment whose permit has been revoked or suspended, together with the reasons for the revocation or suspension.

Section 12. Appeals of Decisions Made Under Sections 1 through 11

A. Filing an Appeal. Any person aggrieved by a decision of a NET Health employee concerning the granting or refusal to grant a permit, or any privilege as provided in Sections 1 through 11 may appeal such decision in writing to the Chief Executive Officer of NET Health within ten (10) calendar days after the decision. The Chief Executive Officer shall render a decision within thirty (30) calendar days after receipt of the appeal, either affirming the decision of the employee or entering an appropriate decision.

PART 3. SEVERABILITY

That if any provision or any section of this District Order shall be held to be void or unconstitutional, such holding shall in no way affect the validity of the remaining provisions or sections of this District Order, which shall remain in full force and effect.

PART 4. PENALTY

That any person, firm, or corporation violating any of the provisions of this District Order shall be deemed guilty of a class C misdemeanor, and upon conviction thereof, shall be punished by a fine as provided by law. Each day such violation shall continue, or be permitted to continue, shall be deemed a separate offense. Any person, firm, or corporation violating any of the provisions of the District Order may also be subject to appropriate administrative penalties, if applicable. Since this District Order has a penalty for violation, it shall not become effective until proper notice to the public by publication of the notice that the District Order exists. Furthermore, the revisions to District Order No. 2024-2 shall not become effective until MARCH 1, 2025.

The NET Health Board of Health voted to approve this Order on the 3rd day of December 2024, with an effective date of March 1, 2025.

Signed this **3rd** day of **December 2024**.

ATTEST:

Dr. Kent Boozer, D.D.S
Northeast Texas Public Health District
Board Secretary

Laura Newsome
Northeast Texas Public Health District
Board Chair

RECOMMENDED:

George T. Roberts Jr., FACHE
Northeast Texas Public Health District
Chief Executive Officer

Sharon Roberts
Northeast Texas Public Health District
Board Attorney

Appendix 3

Example Best Management Practices

Appendix 3 contains various reference materials that demonstrate public outreach and best management practices implemented by various communities across the country.

Fats, Oil and Grease
Best Management Practices Manual



Information, Pollution Prevention, and Compliance Information For Food Service Facilities

Pinellas County Utilities
Water Quality Management Division
Grease Management Program

Introduction



This manual is written to provide municipal pretreatment staff, along with food service facility business managers and owners, with information about animal and vegetable-based oil and grease pollution prevention techniques focused on their businesses, effective in both reducing maintenance costs for business owners, and preventing oil and grease discharges to the sewer system.

Many of the nation's food service facilities participate in Fats, Oils, and Grease (FOG) recycling programs. Ensuring that grease traps and grease interceptors are properly installed and most importantly, properly maintained is more difficult. This manual focuses on proper maintenance of grease traps and interceptors.

Is grease a problem?



Large amounts of oil and grease in the wastewater system cause problems in the collection system pipes. Grease is a major contributor to sewer system overflows (SSOs). Every year SSOs discharge millions of gallons of waste water to the environment and surrounding bodies of water. Fats, oils and grease decreases pipe capacity and, therefore, requires that piping systems be cleaned more often and/or some piping to be replaced sooner than otherwise expected. Grease leads to stoppages and backups into residential and commercial properties. Oil and grease also hamper effective treatment at the wastewater treatment plant.



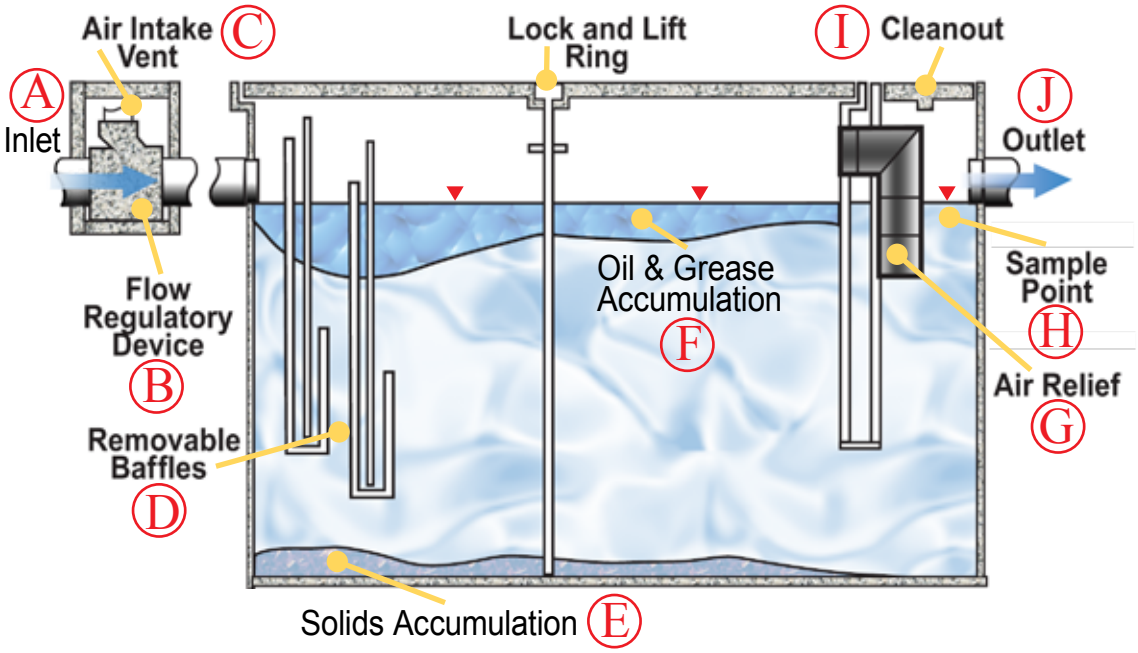
Grease in a warm liquid may not appear harmful. But, as the liquid cools, the grease or fat congeals on the surface of settling tanks, digesters, and the interior of pipes and other surfaces which may cause a shutdown of wastewater treatment units.

Problems caused by wastes from restaurants and other grease-producing establishments have served as the basis for ordinances and regulations governing the discharge of grease materials to the sanitary sewer system. This type of waste has forced the requirement of the installation of preliminary treatment facilities, commonly known as grease traps or interceptors.

What is a grease trap?



A trap is a small reservoir built into the wastewater piping a short distance from the grease producing area. Baffles in the reservoir retain the wastewater long enough for the grease to congeal and rise to the surface. The grease can then be removed and disposed of properly.



Grease Trap

A Flow from kitchen fixtures enters the grease trap.

B An approved flow control or restricting device is installed to restrict the flow to the grease trap to the rated capacity of the trap.

C An air intake valve allows air into the open space of the grease trap to prevent siphonage and back-pressure.

D The baffles help to retain grease toward the upstream end of the grease trap since grease floats and will generally not go under the baffle. This helps to prevent grease from leaving the grease trap and moving further downstream where it can cause blockage problems.

E Solids in the wastewater that do not float will be deposited on the bottom of the grease trap and will need to be removed during routine grease trap cleaning.

F Oil and grease floats on the water surface and accumulates behind the baffles. The oil and grease will be removed during routine grease trap cleaning.

G Air relief is provided to maintain proper air circulation within the grease trap.

H Some grease traps have a sample point at the outlet end of the trap to sample the quality of the grease trap effluent.

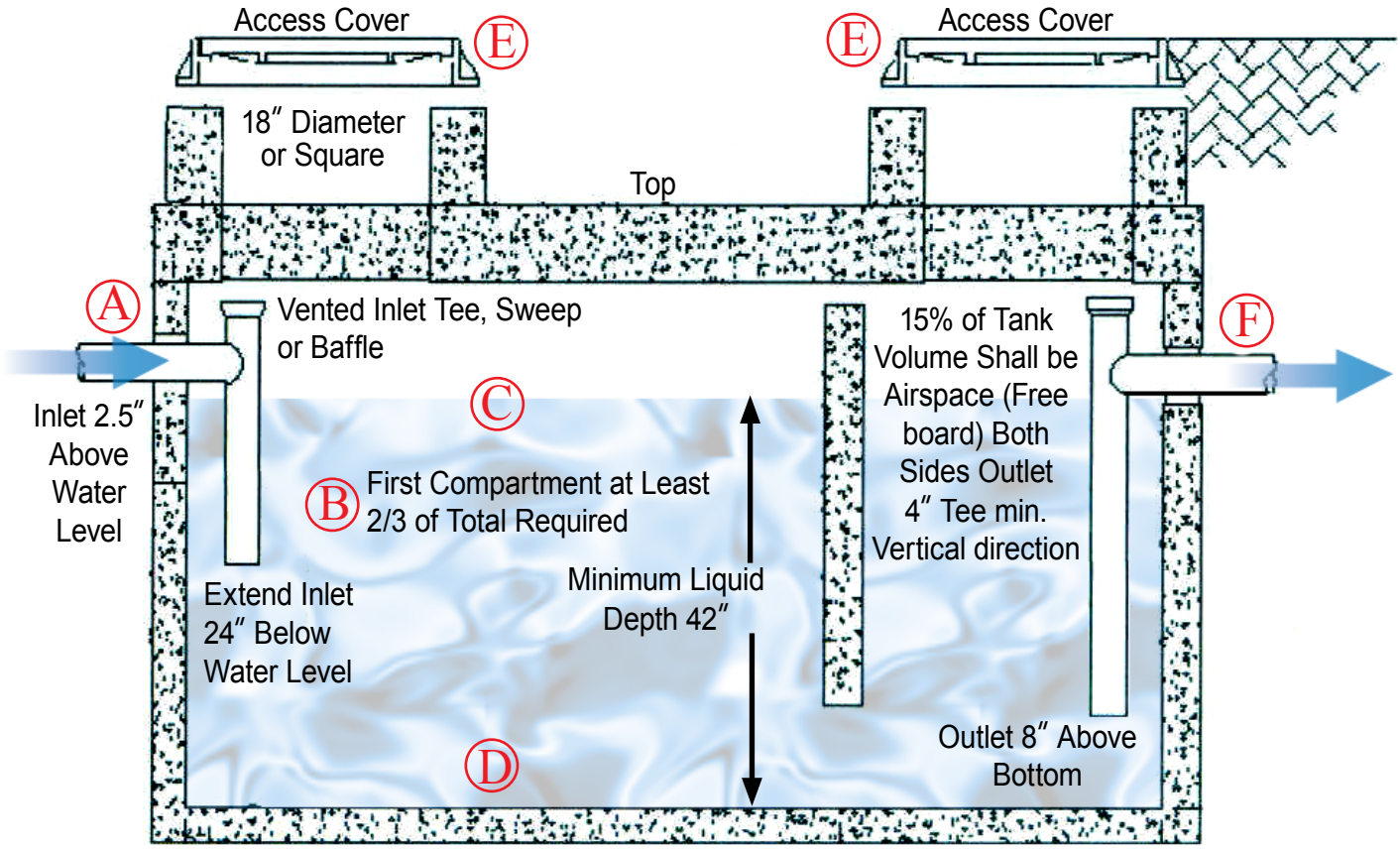
I A cleanout is provided at the outlet or just downstream of the outlet to provide access into the pipe to remove any blockages.

J The water exits the grease trap through the outlet pipe and continues on to the grease interceptor or to the sanitary sewer system.

What is a grease interceptor?

An interceptor is a vault with a minimum capacity of 750 gallons and a maximum capacity of 1250 gallons that is located on the exterior of the building. The capacity of the interceptor provides adequate residence time so that the wastewater has time to cool, allowing any grease time to congeal and rise to the surface where it accumulates until the interceptor is cleaned.

750 Gallons minimum/1250 gallons maximum volume located outside.
Two-way cleanout tee at inlet and outlet required.



Grease Interceptor

A Flow directly from plumbing fixtures enters the grease interceptor.

B The inlet pipe extends 24 inches below the water level and allows air into the open space of the grease interceptor to prevent siphonage and back-pressure.

C Oil and grease floats on the water surface and accumulates behind baffle wall separating the compartments. The oil and grease will be removed during routine grease interceptor cleaning.

D Solids in the wastewater that do not float will be deposited on the bottom of the grease interceptor and will need to be removed during routine grease interceptor cleaning.

E Access covers are required to be gas tight load bearing manholes over the inlet and outlet sides of the interceptor.

F Flow exits the interceptor through the outlet pipe which extends to within 8 inches from the bottom of the interceptor floor and continues on to the sanitary sewer system.

Best Management Practices

Prevent Blockages in the Wastewater Collection System



1. Train kitchen staff and other employees about how they can help ensure Best Management Practices (BMPs) are implemented. People are more willing to support an effort if they understand the basis for it.
2. Post "No Grease" signs above sinks and on the front of dishwashers. Signs serve as a constant reminder for staff working in kitchens.
3. "Dry wipe" pots, pans, and dishware prior to dishwashing. This will reduce the amount of material going to grease traps and interceptors, which will require less frequent cleaning, reducing maintenance costs.
4. Disposing of food wastes into the trash will reduce the frequency and cost of grease trap and interceptor cleaning. The use of garbage disposals or food grinders can cause the increase in grease trap and interceptor cleaning.
5. Use water temperatures less than 140° F in all sinks, especially the pre-rinse sink before the mechanical dishwasher. Temperatures in excess of 140° F will dissolve grease, but the grease can re-congeal or solidify in the sanitary sewer collection system as water cools. The food service establishment will reduce its costs for the energy, gas or electric for heating the water.
6. Do not discharge caustics, acids, solvents, or other emulsifying agents. Caustics, acids, and solvents can have other harmful effects on the wastewater treatment system and can be a hazard to employees working in the wastewater collection system.
7. Do not utilize biological agents for grease remediation without permission from the sanitary agency receiving the waste.

Properly Maintain Grease Traps and Interceptors to Prevent Introduction of Grease into the Wastewater Collection System

1. Clean under sink grease traps weekly. If grease traps are more than 50% full when cleaned weekly, the cleaning frequency needs to be increased. If the grease trap is not providing adequate protection, the local sewer agency may require installation of a grease interceptor.
2. Clean grease interceptors routinely. Grease interceptors must be cleaned routinely to ensure that grease accumulation does not cause the interceptor to operate poorly. Grease interceptors cleaning and maintenance shall include pumping the interceptor until empty every 30 days; however a facility may apply for an alternate pumping frequency by applying for a variance. A variance will range in frequency from 60 days to 180 days. Grease interceptors must be cleaned at least twice each year.
3. Witness all grease trap or interceptor cleaning/maintenance activities to ensure the device is properly operating. This practice will ensure the food service facility is getting value for the cost of cleaning the grease trap or interceptor and not paying for unnecessary cleanings.
4. Keep a maintenance log. The maintenance log serves as a record of the frequency and volume of cleaning the interceptor. It is required by the grease management program to ensure that grease trap/interceptor maintenance is performed on a regular basis.

Maintenance Log:



a. Date of Grease Interceptor Cleaning
b. Method of Disposal
c. Managers Signature

Prevent Grease from Entering Surface Waters through the Storm Drain System

1. Cover outdoor oil and grease storage containers. Since oil and grease float, the rainwater can cause an overflow onto the ground. Such an overflow can adversely impact local water bodies.
2. Locate grease dumpsters and storage containers away from storm drain catch basins.
3. Use absorbent pads or other material to clean up spilled material around outdoor equipment, containers or dumpsters. Do not use free flowing absorbent materials such as “kitty litter” or sawdust that can be discharged to the storm-drain system.

Grease Trap Maintenance

Grease trap maintenance is usually performed by the maintenance staff, or other employees of a food service facility Food services facilities are not required to contract with a grease hauler to maintain grease traps; however, grease trap(s) must be cleaned weekly.

1. Bail out any water in the trap or interceptor to facilitate cleaning. The water should be discharged to the sanitary sewer system.
2. Remove baffles if possible.
3. Dip the accumulated grease and solids out of the interceptor and deposit in a watertight container.
4. Scrape the sides, the lid, and the baffles with a putty knife to remove as much of the grease as possible, and deposit the grease into a watertight container.
5. Contact a hauler or recycler for grease pick-up or discard waste into the trash.
6. Replace the baffle and the lid.
7. Record the cleaning in the maintenance log.

a. Date of Grease Trap Cleaning
b. Grease Hauler/ Method of Disposal
c. Managers Signature

Best Management Practices Manual
Frequently Asked Questions

Can you recommend a maintenance schedule?

All grease interceptors should be cleaned every month, however a food service facility may apply for a variance or alternate cleaning schedule. Grease interceptors must be cleaned at least twice each year. Some establishments will find it necessary to clean their interceptors more often than once per month. If the establishment has to clean it too often, the owner should consider installing a second interceptor in series.

Grease traps are required to be cleaned on a weekly basis. Some establishments may have to clean the grease traps more frequently; however, the food service facility is not required to have a contractor or grease hauler clean the grease trap.

Do I have a grease trap or a grease interceptor?

If the establishment is uncertain whether it has a grease trap or grease interceptor, the owner or manager should contact the grease management program for assistance.

Do I need a grease removal device?

Any food service facility that introduces oil or grease into the sewage system is required to install a grease trap or interceptor. Interceptors are usually required for high volume restaurants and large commercial establishments. Grease traps are required for small volume establishments. Medium volume establishments may be required to install an interceptor depending upon the size of the establishment.

Is the grease trap I have adequate?

The Florida Plumbing Code requires that the maximum capacity for a grease trap is no greater than 50 gallons per minute (gpm). The size of the trap depends upon the number of fixtures connected to it and the volume of those fixtures. If the volume of the fixtures is greater than 50 gallons the food service facility is required to install a minimum of a 750 gallon grease interceptor or a maximum of 1250 gallon grease interceptor. If the facility needs an interceptor greater than 1250 gallons, a second or third interceptor may be required to be installed in series. The size will also depend largely upon the maintenance schedule. If a grease trap or interceptor is not maintained regularly it will not provide the necessary grease removal. The food service facility should work out a specific cleaning schedule that is right for the establishment.

What if I don't install a grease trap?

If the establishment uses oil and grease in food preparation, it will eventually encounter a maintenance problem with a plugged building sewer line. The blockage can create a sewer backup situation and ultimately a potential health problem in the food service facility. If the problem is in the building sewer line, then the establishment has direct responsibility for paying for the maintenance. If the blockage or restriction is in the public sewer main and it can be proven that the establishment is the cause of the blockage, then the establishment may have to pay for the public sewer to be maintained. Blocking a sanitary sewer line is also a violation of the federal Clean Water Act.

Who determines if I need a grease trap or interceptor?

The grease management program will determine if a food service facility is required to have a grease trap or interceptor. An approved grease trap or interceptor shall be installed according to the Florida Plumbing Code. The grease management program prohibits the discharge of fats, oils and grease that can solidify and create blockages in the wastewater collection system or treatment plants.

How can I get in compliance?

The food service facility should contact the grease management program. The establishment will be asked to submit an application and a pre-permit inspection will be set up with the facility. This will enable the grease management program to assist the establishment in developing a cleaning schedule, suggestions of how to upgrade the grease removal device and advise them if there is problem showing up in the wastewater collection system. A grease management permit is required regardless of whether the establishment has an existing grease trap/interceptor or is installing a new one.

If you have any questions regarding the information in this document please contact:

Matthew Wotowiec or Bob Vaughn
Water Quality Management Division
Grease Management Program

1620 Ridge Road, Bldg. A
Largo, Florida 33778
Phone: (727) 582-2379
Fax: (727) 582-2386

Website: www.pinellascounty.org/



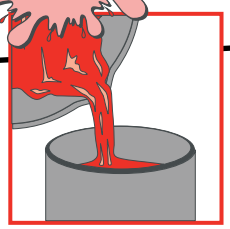
CAN THE GREASE GLOB

Let's Tackle the Grease in This Kitchen!

Why should I help?

- Prevent grease buildups from blocking sewer lines.
- Stop sewer overflows into streets and storm drains.
- Save money spent on costly cleanups of sewage spills.
- Reduce the number of times you have to clean your grease trap (food services).
- Protect the quality of our water.

DO!



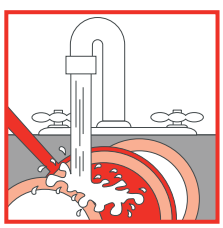
✓ Put oil and grease in covered collection containers.



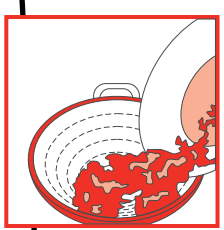
✓ Scrape food scraps from dishes into trash cans and garbage bags and dispose of properly. Avoid using your garbage disposal.



✓ Remove oil and grease from dishes, pans, fryers, and griddles. Cool first before you skim, scrape, or wipe off excess grease.



✓ Prewash dishes and pans with cold water before putting them in the dishwasher.



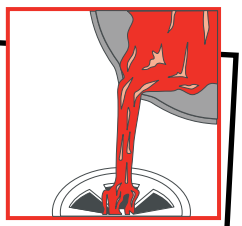
✓ Cover kitchen sink with catch basket and empty into garbage can as needed.



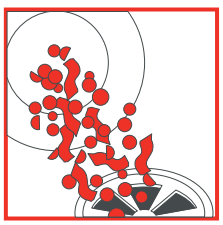
✓ Cover floor drain with fine screen and empty into garbage can as needed.

DON'T!

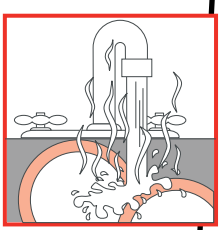
Don't pour oil and grease down the drain. ✗



Don't put food scraps down the drain. ✗



Don't run water over dishes, pans, fryers,and griddles to wash oil and grease down the drain. Don't rinse off oil and grease with hot water. ✗



More Ways to Tackle Grease

- Use environmentally safe cleaning products instead of harsh detergents or cleaners that can damage sewer lines.
- If you generate large amounts of used cooking oil, recycle it. To find a recycler, check the phone book under "recyclers" or "rendering companies."
- If you generate small amounts of used cooking oil, pour it into a container you can throw away. Never pour it down the drain.
- Start a compost pile at your home with scraps that are not meat. Find out about composting in the TCEQ publication, "A Green Guide to Yard Care" (GI-028).

For more information, contact the
Texas Commission on Environmental Quality (TCEQ)
Small Business & Local Goverment Assistance Section
1-800-447-2827
www.tceq.state.tx.us
Or visit the
North Texas Grease Abatement Council at
www.ceasethegreasentx.org

¡Combatamos la grasa en esta cocina!

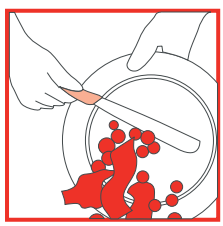
¿Por qué tengo que ayudar?

- Para evitar acumulaciones de grasa que obstruyan las tuberías de desagüe.
- Para impedir los desbordamientos del sistema de alcantarillado.
- Para ahorrar dinero que se gastaría en limpiezas costosas de derrames dealcantarillas.
- Para reducir la frecuencia con que se tienen que limpiar las trampas de grasa (servicio de alimentos).
- Para proteger la calidad de nuestra agua.

¡HACER!



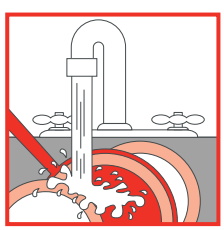
✓ Poner el aceite y la grasa en recipientes cerrados para su recolección.



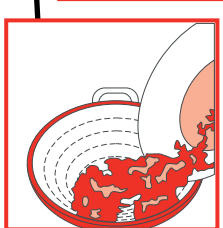
✓ Quitar las sobras de comida de los trastes, tirarlas en bolsas de basura y desecharlas de la forma debida. Evitar usar el triturador de basura.



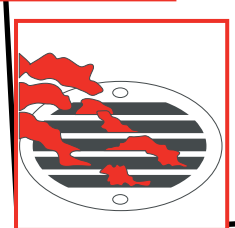
✓ Quitar el aceite y la grasa de los platos, ollas, sartenes y planchas. Primero enfriar antes de tallar o limpiar el exceso de grasa.



✓ Enjuagar los platos y ollas con agua fría antes de ponerlos en el lavaplatos.



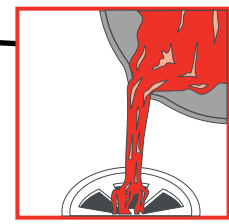
✓ Colocar en el fregadero de la cocina una canasta para depositar los desechos y vaciarla en el bote de basura conforme sea necesario.



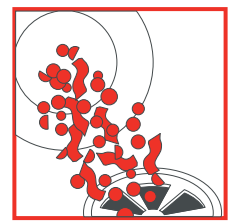
✓ Cubrir el desagüe del piso con un cedazo fino y tirarlo en el bote de basura conforme sea necesario.

¡NO HACER!

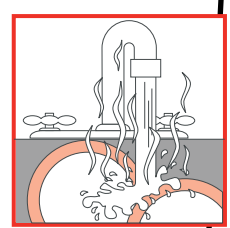
No verter aceite ni grasa por el desagüe. ✗



No tirar sobras de comida por el desagüe. ✗



No enjuagar platos, ollas, sartenes ni planchas con agua para verter el aceite y la grasa en el desagüe. No enjuagar el aceite ni la grasa con agua caliente. ✗



Más maneras de combatir la grasa

- Use productos de limpieza seguros para el medio ambiente en lugar de detergentes o limpiadores abrasivos que puedan dañar las tuberías de desagüe.
- Si genera grandes cantidades de aceite comestible usado, recíclelo. Si desea encontrar un centro de reciclaje, busque en el directorio telefónico bajo “reciclaje”.
- Si genera pequeñas cantidades de aceite comestible usado, luego viértalo en un recipiente que pueda tirar. No lo vierta nunca en el desagüe.
- Empiece a hacer abono en su casa con sobras de alimentos que no contengan carne. Infórmese acerca de la técnica de abonar en la publicación de TCEQ: Una Guía Verde para el Cuidado del Jardín (GI-028).

Para mayor información, comuníquese con la
Comisión de Calidad Ambiental de Texas (TCEQ, por sus siglas en inglés)
Sección de Asistencia a Pequeños Comercios y Gobiernos Locales
1-800-447-2827
www.tceq.state.tx.us
O visita
North Texas Grease Abatement Council:
www.ceasethegreasentx.org

A DallasWater Utilities Liquid Waste Inspector will visit your restaurant to verify your grease trap is serviced at least every 90 days. The inspector will ask to see your manifest (records) from a permitted transporter, conduct an inspection of your kitchen and measure the accumulation of grease and solids in your grease interceptor.

The inspector may increase your pump out frequency if your interceptor is undersized or needs more maintenance. Citations may be issued for not having a grease interceptor, failure to service your grease interceptor at least every 90 days, not having manifests onsite or using a non-permitted transporter.

Understanding Grease Removal And The 25% Rule

Per City Ordinance, all food service establishments must have grease removal devices maintained by a City of Dallas permitted transporter when they reach 25% of the design capacity OR a minimum of quarterly.



Does this example meet the 25% rule?

- Total FOG on top of interceptor = 0.5 ft.
- Total solids at bottomof interceptor = 1.0 ft.
- Total depth of interceptor contents = 4.0 ft.

Percentage of FOG + solids:

$$\frac{(\text{FOG}) + \text{solids})}{\text{Depth of interceptor contents}} = \frac{(0.5' + 1.0')}{4.0'} =$$

$$= \frac{1.5'}{4.0'} = \mathbf{37.5\%}$$

Answer: No, the 25% Rule has been exceeded and the FSE needs to increase pump out frequency.

Grease Trap must be serviced by a City of Dallas permitted transporter

DWU Liquid Waste Section at 214-670-6749
Or visit www.ceasethegrease.org

09/10:76

dallas water utilities
city of dallas

Grease Interceptors

Grease Interceptors

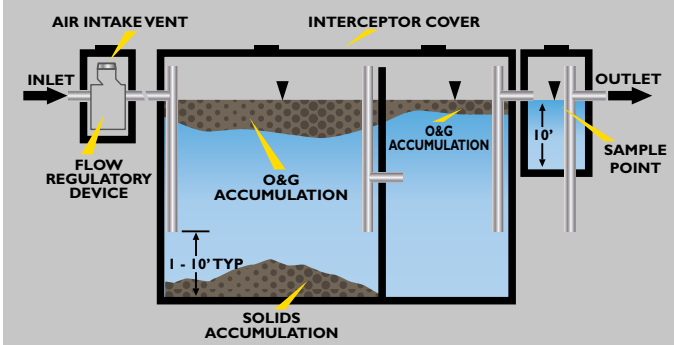
All food service establishments (FSEs) in the City of Dallas must have a grease trap or interceptor. If you hold a food establishment permit from the City, you are an FSE and are required by City Code to have a grease interceptor or trap.

Grease interceptors must be maintained and inspected regularly. The Dallas City Code was amended in October 2007 and requires all grease traps and interceptors be pumped out at least every 90 days or when it is 25% full of solids and grease.

Best Management Practices To Maintain Your Grease Interceptor

- ✓ Scrape food scraps into the trash
- ✓ Avoid using the disposal
- ✓ Use sink strainers
- ✓ Wipe greasy utensils and dishware with paper towels before washing
- ✓ Recycle fry oil and cooking grease
- ✓ Bacterial and enzyme products will not decrease your pump out frequency
- ✓ Keep manifests on site for 3 years!

Grease Interceptor Diagram



A grease interceptor is a device that holds or traps the cooking oil, grease and food solids to be removed by a licensed waste hauler. Grease interceptor sizes are determined by Developmental Services, Plumbing Inspector at 214– 948-4480. Many factors will determine the size of your interceptor, including hours of operations, seating capacity and dishware utilization.

Verify that your liquid waste transporter is permitted by the City of Dallas by visiting www.ceasethegrease.org

FSEs are required by City Code to witness every grease interceptor clean out

Contact DWU Liquid Waste Section at 214-670-6749 Or visit www.ceasethegrease.org

Appendix 4

City FOG Outreach Resources

Fats, Oils, and Grease (FOG) Management Food Service Assessment Checklist

This checklist will help food service owners/operators identify sources of fats, oils, and grease (FOG), and how they are being managed. By completing this checklist, the user will know if current practices are adequate to minimize FOG discharges to the municipal sewer system. Improper FOG disposal can result in costly and unhealthy sanitary sewer overflows and back-ups directly into the food service facility. For further information on proper management of oil and grease from your food service operations, contact the City of Tyler, 903-533-2011.

General Food Service Establishment Information Date: _____

Facility Name: _____

Facility Address: _____

Facility Owner: _____ Facility Manager: _____

Type of food service operation (café, cafeteria, restaurant, etc.): _____

Responsible person/organization: _____

Hours of operation: _____

Number of meals served/day: _____ Grease per meal estimate: _____ lbs/meal

Number of seats: _____

Grease / Grit Reduction Device (GRD)

Type (under the sink – existing only, gravity, hydro-mechanical, automatic): _____

Number of units: _____

Size: _____ Capacity: _____ gallons

Location (front / rear / side, parking lot, etc): _____

Kitchen Equipment / Devices

Are the following kitchen devices plumbed to discharge into the GRD?

Dishwasher(s)	Yes ☐ No ☐
Can washer(s)	Yes ☐ No ☐
Pot sink(s), multi-compartment sink(s), mop sink(s), pre-rinse sink(s), hand sink(s)	Yes ☐ No ☐
Floor drain(s), floor trough(s)	Yes ☐ No ☐
Food steamer(s)	Yes ☐ No ☐

Food grinder(s) / pulper(s)	Yes ☐ No ☐
Steam kettle(s)	Yes ☐ No ☐

Other:_____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged? _____

Exhaust hoods and filters	Yes ☐ No ☐
Floor mats, floors, and grill tops	Yes ☐ No ☐
Exterior of the GRD(s)	Yes ☐ No ☐
Dumpsters/trash cans	Yes ☐ No ☐
Parking lots, sidewalks, or other paved areas	Yes ☐ No ☐

Other: _____

Dry Cleanup

Are serving wares, utensils or food preparation surfaces wiped clean before washing?	Yes ☐ No ☐
Do employees know not to allow FOG or food wastes into the drains?	Yes ☐ No ☐
Are employees instructed to use dry methods before using water for cleanup?	Yes ☐ No ☐
Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup?	Yes ☐ No ☐

Spill Cleanup and Prevention

Are cleanup kits in visible and accessible areas?	Yes ☐ No ☐
Are employees provided adequate conveyance methods/tools (ladles, containers with lids) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin?	Yes ☐ No ☐
Is there a designated employee(s) to manage/monitor cleanup?	Yes ☐ No ☐

Employee Awareness Training

Have employees received training on BMPs for handling FOG (spill prevention, dry cleanup, etc.)?	Yes ☐ No ☐
Are employees involved in keeping FOG out of the drains?	Yes ☐ No ☐
Are signs posted in key areas that remind staff to keep FOG out of the drains?	Yes ☐ No ☐
Are new employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly)?	Yes ☐ No ☐

GRD Maintenance

Pump out schedule (quarterly (min.), monthly, weekly, etc): _____

Pumper/service provider: _____

Maintenance log available on-site?	Yes ☐ No ☐
Is management observing pumping to ensure that it is done properly?	Yes ☐ No ☐
Does the service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer, and/or the solids layer?	Yes ☐ No ☐
Is the vault refilled with clean water, not with water already pumped out?	Yes ☐ No ☐
When the unit is serviced, GRD water is not discharged to the sewer system?	Yes ☐ No ☐

Grease / Grit Disposal

Are the outside oil and grease storage bins kept covered?	Yes ☐ No ☐
Are the outside storage bins located away from storm drains and catch basins?	Yes ☐ No ☐
Are dumpsters and grease recycling bins cleaned and checked for leaks often?	Yes ☐ No ☐
Is there a spill prevention plan and materials available in the event of a spill?	Yes ☐ No ☐

Grease Management Contractors

Does your hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste?	Yes ☐ No ☐

Who do you contact when there is a problem? _____

Do you know how and where the waste grease is sent for final disposal?	Yes ☐ No ☐

Fats, Oils and Grease can come from many different types of food and cooking

- Fat and grease residues left over from cooking meats.
- Used cooking oils from frying or sautéing foods.
- Butter and other dairy products.
- Any type of oily, greasy or fatty food scraps.



For More Information, Please Contact:

Tyler Water Utilities

Stormwater Program

903-531-1239

City of Tyler and Smith County

Proper Disposal of Fats, Oils and Grease



Stormwater Program

Preventing Sewer Backups is As Easy As 1, 2, 3...

1. Collect cooking oils in a disposable container and throw into a trash bin.





2. Scrape food scraps from dishes into trash cans or bags. Avoid using your garbage disposal.

3. Remove oil and grease from dishes, pans, fryers and griddles with a paper towel before washing.



Other Things You Can Do...

- Prewash dishes with cold water before putting them in the dishwasher.
- Don't rinse off grease or oils with hot water.
- Cover kitchen sinks with a catch basket or use strainers over sink drains to catch food wastes. Empty the baskets or strainers into the trash can as needed.
- Cover floor drains with fine screen and empty into trash cans as needed.



Never put fats, oils and grease down the drain.

When you put Fats, Oil and Grease down the drain or disposal, it clings to the sides of sewer pipes which can cause the following problems:

- It can plug your sewer service line causing sewage backups in your home. This can be hazardous to your health and can result in expensive cleaning and plumbing repair bills.
- It can plug your septic system or drain lines causing odors and/or sewage backups in your yard.
- It can plug sewer mains causing sewage backups in the street or in storm drains. This can be hazardous to the environment.

Keeping untreated wastewater inside the sewer pipes protects the health of your family and the quality of our drinking water.

Appendix 5

Standard Operating Procedures

Inspection Forms

FOG Grease Trap Inspections SOP	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-017
Revision: 10/13/2024	**Approved:** Kathi M. Daig

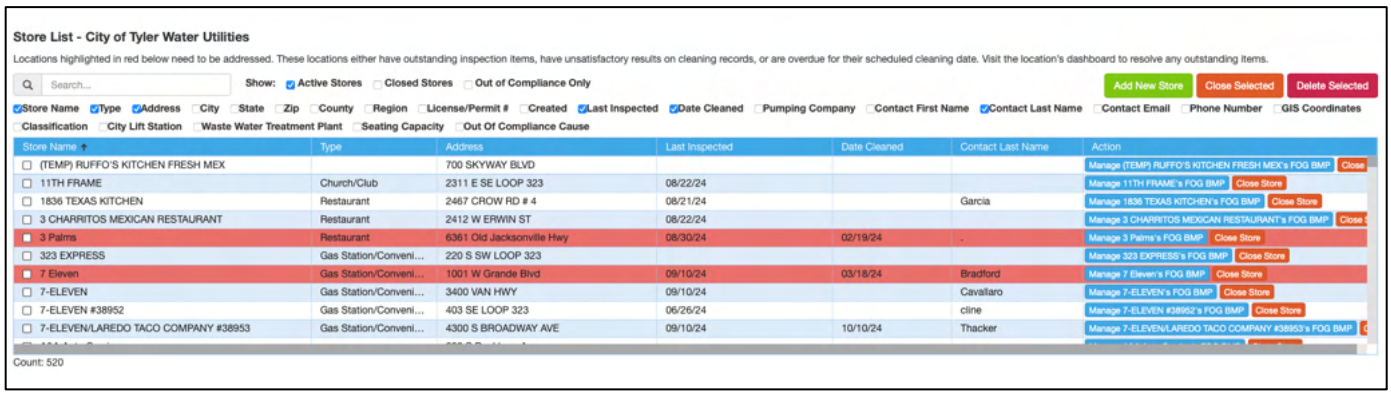
Statement of Policy:

Grease from restaurants, homes, and industrial sources are the most common cause of blockages within a city's wastewater collection system. Grease is a problem because as it travels through collection system it solidifies and reduces the inside diameter of the pipe and blocks flow, leading to sewer overflows.

Controlling grease discharges will help the City of Tyler prevent these blockages and sewer overflows that attribute to public health and water quality problems. The City of Tyler has a formal grease trap ordinance (City Ordinance DIVISION 2. GREASE/GRIT REDUCTION DEVICES Sec. 19-120) and a grease trap inspection program. This program maintains an inventory of grease traps within the City and aids in identifying problem areas through inspections.

The City of Tyler has approximately 350 restaurants with grease traps. Sizes can range from no grease trap at all to as large as 2000 gallons and will be located under sinks, in the kitchen floor, above ground and in ground at various locations on the property.

The pretreatment Inspector is responsible for inspecting all grease traps at least once per year. Inspections are documented and information from that report is maintained in FOGBMP, a cloud-based software to manage FOG programs. Inspections are performed utilizing Past records, GPS location, and various tools.



Applicability:

This procedure applies to all Wastewater Division employees.

Responsibility:

It is the responsibility of the Manager Water Quality or designee to ensure adherence to this policy.

Personnel:

One (1) Pretreatment Technician.

Equipment:

- All safety equipment required for compliance with the safety program
- Assorted Hand Tools
- Metal Detection Device, as needed
- Sludge Judge FOG measuring device
- Pick, shovel, etc.
- Sample bottles (if needed)
- Camera

Materials:

- Degreaser
- Disinfectant
- High Test Hypochlorite (HTH)

Safety Program:

It is important that all employees adhere to all safety regulations and requirements of OSHA, EPA, State, and the City of Tyler. All traffic control measures shall conform to the *Texas Manual on Uniform Traffic Control Devices (TMUTCD).* The supervisor or manager shall be responsible for implementing the Safety Program. A safety check shall be completed prior to the commencement of the work on every work site.

All employees are required to use personal protection equipment (safety boots, safety vests, hard hats, eye protection, ear protection, gloves, etc.) as is necessary for compliance with the safety program.

The City undertakes to provide all relevant safety training to employees and facilitate certification with respect to flagging/traffic control. Incorporated in these standard operating procedures are the reference material and training manuals received by employees as part of the certification process. Reference materials include:

a) OSHA Standards regarding Personal Protective Equipment

b) Safety Manual

c) TEEX - Wastewater Collection Manuals

d) Texas Manual on Uniform Traffic Control Devices (TMUTCD)

e) TxDOT Barricade and Construction Standard Sheets

Procedures:

The following steps will be taken when performing a grease trap inspection:

1. Select traps to be inspected from the master list/database in FOGBMP and exampled below, record any notes helpful to performing the inspection, including grease trap GPS locations or

sketches, etc. Review past inspections for those selected. Group inspections as close as possible to minimize travel time and fuel usage.

2. Prepare truck for sampling. Organize equipment to be used. (Pick, lid key, hammer, wrenches, etc.)



3. Upon arriving at designated inspection site, locate utilizing notes and GPS if necessary. Use appropriate tool(s) to remove lid.

4. For an outside trap, use white measuring rod to check the thickness of grease or visible floatables in the influent and effluent sides of the trap. If it is a small internal trap, remove lid and measure the thickness of grease or visible floatables when possible.

5. Enter all data collected onto the City of Tyler Sanitary Waste-Grease Trap Maintenance Inspection Report (Attachment A). Go over the inspection with the manager, have manager sign the inspection, and have manager post inspection at facility.

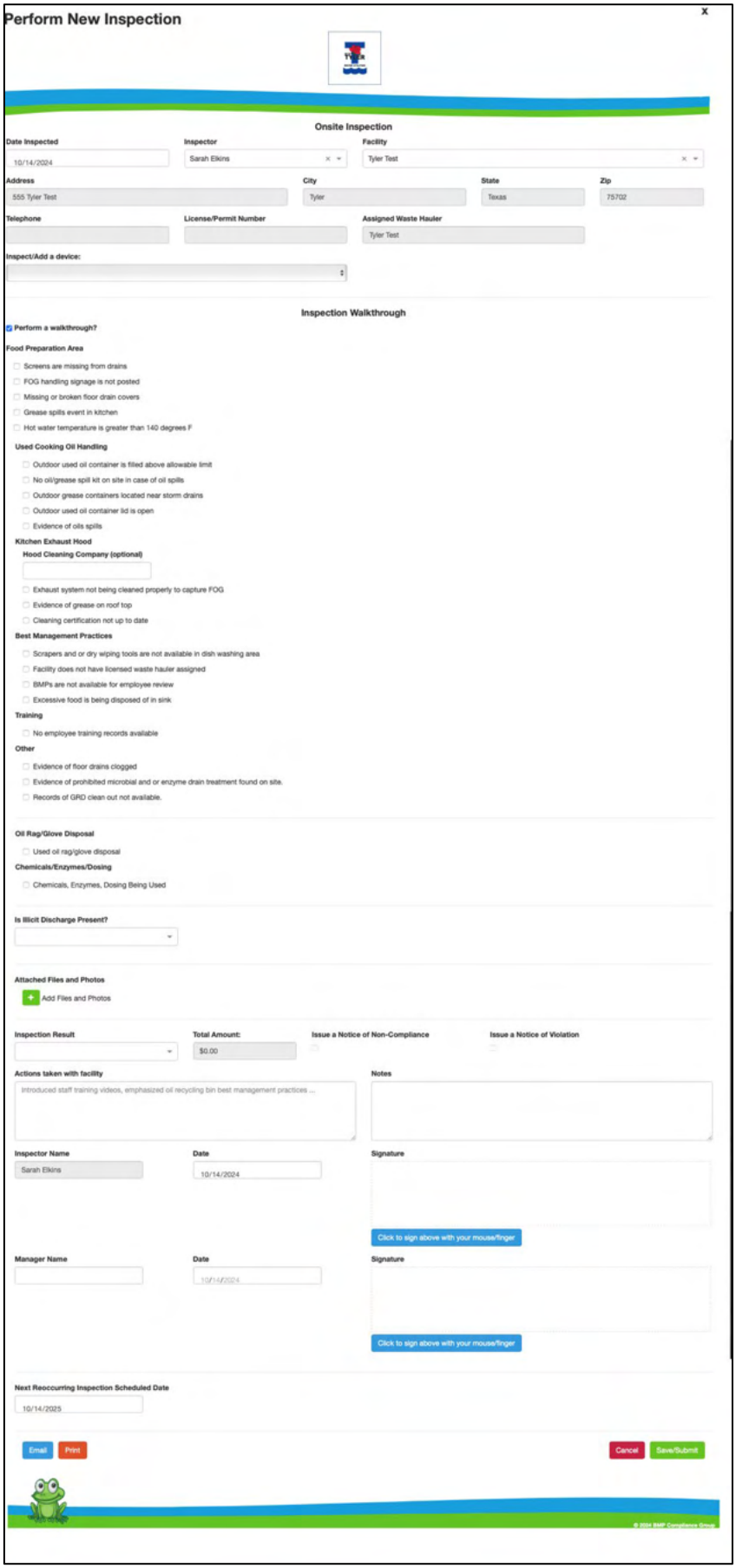
6. Move to the next facility.

7. Add all information collected to the database and file paperwork in appropriate file after returning to office.





Attachment A



Perform New Inspection

Onsite Inspection

Date Inspected: 10/14/2024
Inspector: Sarah Elkins
Facility: Tyler Test
Address: 555 Tyler Test
City: Tyler
State: Texas
Zip: 75702
Telephone:
License/Permit Number:
Assigned Waste Hauler: Tyler Test
Inspect/Add a device:

Inspection Walkthrough

Perform a walkthrough?

Food Preparation Area
- Screens are missing from drains
- FOG handling signage is not posted
- Missing or broken floor drain covers
- Grease spills event in kitchen
- Hot water temperature is greater than 140 degrees F

Used Cooking Oil Handling
- Outdoor used oil container is filled above allowable limit
- No oil/grease spill kit on site in case of oil spills
- Outdoor grease containers located near storm drains
- Outdoor used oil container lid is open
- Evidence of oils spills

Kitchen Exhaust Hood
- Hood Cleaning Company (optional)
- Exhaust system not being cleaned properly to capture FOG
- Evidence of grease on roof top
- Cleaning certification not up to date

Best Management Practices
- Scrapers and or dry wiping tools are not available in dish washing area
- Facility does not have licensed waste hauler assigned
- BMPs are not available for employee review
- Excessive food is being disposed of in sink

Training
- No employee training records available

Other
- Evidence of floor drains clogged
- Evidence of prohibited microbial and or enzyme drain treatment found on site.
- Records of GRD clean out not available.

Oil Rag/Glove Disposal
- Used oil rag/glove disposal

Chemicals/Enzymes/Dosing
- Chemicals, Enzymes, Dosing Being Used

Is Illicit Discharge Present?

Attached Files and Photos
Add Files and Photos

Inspection Result
Total Amount: $0.00
Issue a Notice of Non-Compliance
Issue a Notice of Violation

Actions taken with facility: Introduced staff training videos, emphasized oil recycling bin best management practices ...
Notes

Inspector Name: Sarah Elkins
Date: 10/14/2024
Signature
Click to sign above with your mouse/finger

Manager Name
Date: 10/14/2024
Signature
Click to sign above with your mouse/finger

Next Reoccurring Inspection Scheduled Date: 10/14/2025

Email | Print | Cancel | Save/Submit

© 2024 BMP Compliance Group

Standard CHAIN OF CUSTODY RECORD

WECK WKO#_____

CLIENT NAME:	PROJECT:
ADDRESS:	PHONE: FAX: EMAIL:
PROJECT MANAGER	SAMPLER

SPECIAL HANDLING

- ☐ Same Day Rush 150%
- ☐ 24 Hour Rush 100%
- ☐ 48-72 Hour Rush 75%
- ☐ 4 - 5 Day Rush 30%
- ☐ Rush Extractions 50%
- ☐ 10 - 15 Business Days
- ☐ QA/QC Data Package

Charges will apply for weekends/holidays

Method of Shipment:

COMMENTS

ID# (Lab Use Only)	DATE SAMPLED	TIME SAMPLED	SMPL TYPE	Cl_2 Y/N	SAMPLE IDENTIFICATION/SITE LOCATION	# OF CONT.	ANALYSES REQUESTED											

RELINQUISHED BY	DATE / TIME	RECEIVED BY	DATE / TIME
RELINQUISHED BY	DATE / TIME	RECEIVED BY	DATE / TIME
RELINQUISHED BY	DATE / TIME	RECEIVED BY	DATE / TIME

SAMPLE CONDITION:

Actual Temperature:	
Received On Ice	Y / N
Preserved	Y / N
Evidence Seals Present	Y / N
Container Attacked	Y / N
Preserved at Lab	Y / N

SAMPLE TYPE CODE:

AQ=Aqueous
NA= Non Aqueous
SL = Sludge
DW = Drinking Water
WW = Waste Water
RW = Rain Water
GW = Ground Water
SO = Soil
SW = Solid Waste
OL = Oil
OT = Other Matrix

PRESCHEDULED RUSH ANALYSES WILL TAKE PRIORITY
OVER UNSCHEDULED RUSH REQUESTS

SPECIAL REQUIREMENTS / BILLING INFORMATION

COC version 042707

NET HEALTH
NORTHEAST TEXAS PUBLIC HEALTH DISTRICT

ENVIRONMENTAL HEALTH DEPARTMENT
815 N. BROADWAY AVE.* TYLER, TX 75702*PHONE: (903)-535-0037*FAX: (903)592-0413
WEB: WWW.HEALTHYEASTTX.ORG *EMAIL: ENVIRONMENTALHEALTH@NETPHD.ORG

PLAN REVIEW APPLICATION

*****Completion of this form does not constitute authorization to open an establishment.*****
*****All establishments must be inspected and permitted prior to operation.*****
A Plan Review Fee ($175) is required for EACH application.

Purpose of Application:

☐ New Construction ☐ Major Remodel ☐ Change of Service ☐ Change of Ownership ☐ Advance Consultation

Type of Application: (Check all that apply)

☐ Retail Food Establishment (Includes Child/Adult Care Centers)
☐ Commercial Pool/Spa/Public Interactive Water Feature
☐ Other_____

Site Type: (Check all that apply)

☐ Restaurant ☐ Bakery ☐ Donut Shop	☐ School ☐ Child/Adult Care Ctr	☐ Mobile Home Park ☐ H.O.A. ☐ Apt.
☐ Fast Food ☐ C-Store ☐ Grocery Store	☐ Nursing Home ☐ Assisted Living	☐ Camp ☐ Athletic Complex ☐ Resort
☐ Catering Service ☐ Bar ☐ Mall/Shop Ctr	☐ Medical Facility ☐ Church	☐ Hotel ☐ Motel ☐ Golf Club
☐ Commissary ☐ OTHER: _____	☐ OTHER: _____	☐ OTHER :_____

Establishment and Owner Information:

Name of Establishment:
Physical Address:
Name of Owner:
Owner's Mailing Address:
Owner's Telephone: Alternate #:
Owner's Email Address (Required):

Applicant Information: ☐ *Same as above*

Applicant's Name:
Title (owner, manager, contractor, etc.):
Applicant's Telephone: Alternate #:
Applicant Email Address:
Projected Date for Start of Project:
Projected Date for Completion of Project:

Documentation required to be submitted with this application: *(Not applicable for requested advance consultation)*

☐ Floor Plan with All Required Contents of the Floor Plan Guidance Document.
☐ Supplemental Information Specified in the Plan Review Guidance Document.

OFFICE USE ONLY:

Date Received:_____ Pmt. Method:_____ Adv. Consult Fee($50): _____ Amt. Owed: $____ Amend Fee: $20 ___
Master File #: _____ Inv #: ____ Prog. Element: _____ Location Code: _____ District: _____
Menu: ___ CFM: ____ Sales Tax ID: ____ Fed. EIN: ___ 501(c)(3): ____ DL/ID for personal check:___ Ownership Info: _____
Floor Plan Rec'd:___ Rev. Floor Plan Req.:___ Floor Plan Approved:___ Issued to Inspector:___ Date Issued to Inspector:_____

FOOD ESTABLISHMENT PLAN REVIEW GUIDANCE DOCUMENT

To Be Completed by the Owner/Operator and Submitted to the
Northeast Texas Public Health District (NET Health)
Environmental Health Department
with Application

(FAILURE TO DO SO MAY RESULT IN DELAYS)

Date: _____ ☐ New Construction ☐ Major Remodel ☐ Change of Service ☐ Change of Ownership

CONTACT INFORMATION:

Name of Establishment: _____

Operating Address: _____

Applicant's Name and Title: _____

Phone #: _____ Email Address: _____

OPERATING INFORMATION:

Operating Hours: _____ Number of Staff per Shift: _____

Number of Seats: _____ Total Square Feet of Facility: _____

Number of Restrooms: _____ Number of Floors: _____

Projected Number of Plates per Day: _____ Frequency of Food Deliveries: _____

MATERIALS CHECKLIST – *The following documents are REQUIRED to complete your review:*

☐ **Detailed Proposed Menu**
- including seasonal, off-site catering, and banquet menus

☐ **Equipment Schedule (ALL)**
- **ANSI Equipment Schedule i.e.** equipment certified or classified for sanitation by an ANSI accredited certification program such as NSFI, UL-EPH, ETL-Sanitation, BISSC/ETL-Verified
  - PROVIDE manufacturer's name and model numbers
- **NON-ANSI Equipment Schedule** (Subject to NET Health Approval)
  - PROVIDE manufacturer's name, model numbers, *and* manufacturer's specification sheets

☐ **Site Plan**
- showing location of business in building; location of building on site including alleys, streets; and location of any outside equipment (dumpsters, grease interceptor, well, septic system, etc.).

☐ **Floor Plan of Food Establishment**
- showing location of equipment, plumbing, electrical services and mechanical ventilation
- professionally drawn-to scale ¼" renderings on an 11" x 17" paper minimum. (Refer to NET Health District Order 2016-1 page 19)

☐ **Reflected Ceiling Plan/Lighting Plan**
☐ **Finish Schedule**
☐ **Plumbing Plan**

FOOD MANAGER KNOWLEDGE – facility has (*check all that apply*):

☐ A designated person in charge that is a Certified Food Manager and that can demonstrate knowledge of food-borne disease prevention, application of food safety principles, and the requirements of the REGULATIONS will be available during all hours of operation (REQUIRED);
☐ A written Employee Health policy that excludes or restricts food workers who are ill or have infected cuts or lesions;
☐ A written policy for reporting imminent health hazards to a regulatory authority.
☐ A written policy for employees to follow when cleaning up a contamination event.
☐ Consumer advisory on menu to notify customers that specific animal based foods (such as meat, poultry, fish, shellfish or eggs) when served raw or undercooked are not processed to eliminate pathogens.

CATERING SERVICE

☐ Yes (Provide details below including but not limited to transportation, storage and prep space, equipment, and employee training procedures. Use additional blank paper if needed.)
☐ No
☐ In the future (Subject to another plan review)
☐ N/A

_____
_____
_____

DRY STORAGE – *see Dry Storage Space Calculator on NET Health Website (www.healthyeasttx.org)*

Dry Storage space (square feet): _____ Number of Shelving Units: _____

Type of Service Ware: ☐ Disposable ☐ Reusable ☐ Both

Returnable/damaged goods storage – state location if applicable: _____

COLD STORAGE – *see Refrigerated Space Calculator on NET Health Website (www.healthyeasttx.org)* ☐ N/A

Refrigerated Storage space (square feet): _____ Number of Refrigeration Units: _____

Frozen Storage space (square feet): _____ Number of Freezer Units: _____

Will raw meats, poultry and seafood be stored in the same refrigerators and freezers with cooked/ready-to-eat foods:

☐ Yes ☐ No

If yes, how will cross-contamination be prevented? _____

_____

_____

FOOD PREPARATION: ☐ N/A

Will all produce be washed on-site prior to use? ☐ Yes ☐ No ☐ N/A

If no, will pre-washed and packaged produce be used? ☐ Yes ☐ No ☐ N/A

Does the operator have HACCP plans for the following special processes? **(Please submit separate Variance Request Form (VRF))**

Smoking Food - Preservation	☐ Yes	☐ No	☐ N/A
Curing Food	☐ Yes	☐ No	☐ N/A
Food Additives/ Adding Components - Preservation	☐ Yes	☐ No	☐ N/A
Live Molluscan Shellfish Tank	☐ Yes	☐ No	☐ N/A
Custom Processing Animals	☐ Yes	☐ No	☐ N/A
Reduce Oxygen Packaging / Sous Vide	☐ Yes	☐ No	☐ N/A
Sprouting Seeds / Beans	☐ Yes	☐ No	☐ N/A
Other Food/Beverage Special Processes	☐ Yes	☐ No	☐ N/A
Pets on the Patio (No HACCP plan required only VRF)	☐ Yes	☐ No	☐ N/A

Will the facility be serving food primarily to a highly susceptible population (elderly or children)? ☐ Yes ☐ No ☐ N/A

THAWING FROZEN POTENTIALLY HAZARDOUS FOOD: (Use additional blank paper if needed) ☐ N/A

Thawing method(s) – *check all that apply*:

☐ Refrigeration ☐ Running Water ☐ Microwave ☐ Other (*describe*) _____

COOKING / REHEATING: *How will foods be cooked to temperatures that kill pathogens?* (Use additional blank paper if needed) ☐ N/A

List cooking equipment: 1) _____

2) _____

3) _____

Type of ventilation hoods for equipment: ☐ Type I w/suppression ☐ Type II

HOT HOLDING: *How will hot PHF/TCS foods be maintained at 135°F or above during holding prior to service?* ☐ N/A

List type and quantity of hot holding equipment: (Use additional blank paper if needed)

1) _____

2) _____

3) _____

COOLING: *How will hot TCS foods be cooled to 41°F within 6 hours (135°F to 70°F in 2 hours, then 70°F to 41°F in 4 hours)?* ☐ N/A

Check all cooling methods to be used: ☐ shallow pans ☐ ice baths ☐ ice paddle

☐ reduced volumes ☐ blast chiller ☐ refrigerators

☐ walk-in refrigerator ☐ other: _____

List foods that will be subject to cooling: (Use additional blank paper if needed)

1) _____

2) _____

3) _____

4) _____

5) _____

SINKS – *indicate quantity of each* ☐ SEE PLANS ☐ N/A

Location	4-Comp Sinks	3-Comp Sinks	Single Prep Sinks	Double Prep Sinks	Wall-Hung Hand Sinks	Built In Hand Sinks	Mop Sinks	Dump Sinks
Food Preparation Areas								
Ware Washing								
Restrooms								
Mop Room/Garbage Area								
Bars								
Wait Stations								
Drainage Methods *(FS, FD, Direct)*								

DISHWASHING FACILITIES: *How will cooking utensils and service ware be washed? (*REQUIRED)* ☐ N/A

Equipment	Indicate Quantity or N/A	Sanitizing Method
*3-compartment sink w/drainboards	_____	☐ Hot Water ☐ Chemical (☐ Chlorine ☐ Quat)
4-compartment sink w/drainboards	_____	☐ Hot Water ☐ Chemical (☐ Chlorine ☐ Quat)
Dishmachine	_____	☐ Hot Water ☐ Chemical (☐ Chlorine ☐ Quat)

Other *(describe)*: _____

INSECT AND RODENT CONTROL:

Area	Air Curtain	Screening/Weather-Stripping	Self-Closure	Dock Boots	
Food Preparation Areas	☐	☐	☐	☐	☐ N/A
Service Doors	☐	☐	☐	☐	☐ N/A
Receiving Doors/Dock	☐	☐	☐	☐	☐ N/A
Service Windows	☐	☐	☐	☐	☐ N/A

Name of Contracted Pest Control Company: _____

FINISH SCHEDULE: *complete ONLY if not otherwise provided in plans* ☐ SEE PLANS

Indicate which materials (quarry tile, stainless steel, FRP, etc.) will be used in the following areas:

Location	Floor	Wall	Ceiling	Base Covering
Food Preparation Areas				
Storage Areas				
Hand/Dump Sinks				
Ware Washing				
Restrooms				
Mop Room/Garbage				
Outside Dumpster Areas				
Walk-in Refrigerators/Freezers				
Bars				
Patio				

LIGHTING SCHEDULE: *complete ONLY if not otherwise provided in plans* ☐ SEE PLANS

Location	Fixture Type	Shielded		Illumination @ 30 inches (FOOT CANDLES)	
WIC / WIF / Dry Storage		☐ Yes	☐ No	10 FTC	
Mop / Garbage Rooms		☐ Yes	☐ No	10 FTC	
Customer Self-Service Areas		☐ Yes	☐ No	20 FTC	
RIC/RIF/Under-Counter Units (Inside)		☐ Yes	☐ No	20 FTC	
Warewash / Handwash Areas		☐ Yes	☐ No	20 FTC	
Equipment / Utensil Storage		☐ Yes	☐ No	20 FTC	
Restrooms		☐ Yes	☐ No	20 FTC	
Food Prep Areas Including Bars		☐ Yes	☐ No	50 FTC	☐ N/A

WATER SUPPLY/PLUMBING CONNECTIONS:

Water Supply: ☐ Public ☐ Private (attach copy of PWS approval)

Ice: ☐ Made on Premises (provide ice machine specifications) ☐ Purchased Commercially ☐ N/A

Hot Water: Recovery capacity of hot water system _____ KW/BTU _____ #Gallon Capacity

Backflow Protection: RPZ = Reduced Pressure Assembly (Zone); AVB = Atmospheric Vacuum Breaker

Hose Bibs	☐ RPZ	☐ AVB	☐ Other: _____
Carbonator	☐ RPZ	☐ AVB	☐ Other: _____
Chemical Dispensers	☐ RPZ	☐ AVB	☐ Other: _____
Other	☐ RPZ	☐ AVB	☐ Other: _____

SEWAGE DISPOSAL:

Sewage Disposal	☐ Municipal System	☐ Private (attach copy of permit/approval)	
Refrigeration Condensate	☐ Evaporation Pans	☐ Floor Sink	☐ Other: _____
Lift Stations/Sumps	Describe: _____		

GARBAGE, REFUSE, GREASE COLLECTION:

Designated, curbed and plumbed area for garbage can and/or floor mat cleaning? ☐ Yes ☐ No ☐ N/A

Location: _____

Dumpster Provided? ☐ Yes (Name of Company) _____ ☐ No

Grease Collection Method *(check all that apply)*: ☐ N/A

☐ Disposed of as Solid Waste	Contractor: _____	
☐ Grease Interceptor / Trap	Location: _____	Contractor: _____
☐ Grease Machine	Location: _____	Contractor: _____
☐ Grease Recovery System	Location: _____	Contractor: _____

LINENS / LAUNDRY SERVICE:

Location: ☐ Onsite (Provide Details) ☐ Offsite – Professional Service Contract (Provide Name) ☐ Other ☐ N/A

_____

_____

EMPLOYEES' DRESSING AREAS & LOCKERS / OTHER SUITABLE FACILITIES (PERSONAL ITEMS STORAGE):

Describe Location and/or procedures to prevent contamination of food and/or food related/contact items and/or areas:
(Use additional blank sheet if needed)

_____

_____

_____

I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the Northeast Texas Public Health District (NET Health) may nullify final approval.

Signature(s): _____

Title(s): _____ Date: _____

****

Approval of these plans and specifications by the Northeast Texas Public Health District (NET Health) does not indicate compliance with any other code, law or regulation that may be required by federal, state, or local agencies. It further does not constitute endorsement or acceptance of the completed establishment (structure, equipment, or operational plans).

A pre-opening inspection of the establishment with equipment installed and operational is required prior to commencing operations.

FOR OFFICE USE ONLY

Reviewed with Operator on (date): _____ ☐ Accepted ☐ Not Accepted

Reviewer: _____ Reason for not accepting: _____

☐ APPROVED – NO CONDITIONS ☐ APPROVED – Conditional on stipulations noted on Preliminary Inspection Checklist / Plan Review Checklist

☐ NOT APPROVED – Reason: _____

Appendix 6
Approved Hauler List

By ordinance, waste haulers must be licensed by TCEQ and permitted by the City of Tyler.

Liquid Waste Haulers

Item	Permit Number	ClassCode	Business Name	Address	City	State	Zip Code
1	TYL-001	COMBINED	A&A Septic Tank Service, LLC	1331 W Elm St	Tyler	Texas	75702
2	TYL-002	SEPTIC	Jots Rentals, LLC	823 W. Marshall Ave	Longview	Texas	75602
3	TYL-003	SEPTIC	Garcia's Sanitaion	2416 Frankston Hwy.	Tyler	Texas	75701
4	TYL-004	SEPTIC	AAA Sanitation, Inc	211 N Hill Ave	Tyler	Texas	75702
5	TYL-005	COMBINED	Aaron's Sanitation	320 VZ Cr 4827	Ben Wheeler	Texas	75754
6	TYL-009	SEPTIC	Ambriz Sanitation	8878 Cedarvale Dr.	Tyler	Texas	75708
7	TYL-014	COMBINED	Wilson & Son Pumping	PO Box 1829	Van	Texas	75790
8	TYL-015	GREASE	Boomtown Industries, LLC	PO Box 388	Judson	Texas	75660
9	TYL-016	SEPTIC	Candy Sanitation, LLC	6356 CR 376	Tyler	Texas	75708
10	TYL-020	SEPTIC	EZ Septic	11640 CR 35	Tyler	Texas	75706
11	TYL-026	SEPTIC	C9 Septic & Irrigation	23283 CR 448	Lindale	Texas	75771
12	TYL-029	COMBINED	Jett Septic Service	22388 US Hwy 69N	Mineola	Texas	75773
13	TYL-030	SEPTIC	Joey Ridgle Septic, Inc	8675 SH 31 E	Murchison	Texas	75778
14	TYL-032	SEPTIC	L&L Plumbing &Septic	PO Box 222	Emory	Texas	75404
15	TYL-033	SEPTIC	Larry Reynolds Septic	PO Box 577	Van	Texas	75790
16	TYL-034	SEPTIC	Moreno Septic	16284 CR 3147	Tyler	Texas	75706
17	TYL-036	SEPTIC	Preston Septic	6200 I-20 N Access Rd	Van	Texas	75790
18	TYL-038	SEPTIC	Richard Septic	5269 FM 2869	Hawkins	Texas	75765
19	TYL-039	SEPTIC	Sanchez Septic Tank Services	15241 CR 1103	Flint	Texas	75762
20	TYL-040	SEPTIC	Weaver Septic Service, LLC	1804 South Belton St	Jacksonville	Texas	75766
21	TYL-041	SEPTIC	Robles Septic Tank SVC	2805 Van Hwy	Tyler	Texas	75702
22	TYL-044	SEPTIC	Marco Septic Service	511 S Mahon Ave	Tyler	Texas	75702
23	TYL-045	SEPTIC	Huckabee Investments, LLC, Royal Restrooms	4917 Old Jacksonville Hwy	Tyler	Texas	75703
24	TYL-046	SEPTIC	Site Sanitation Service	617 CR 2934	Alba	Texas	75765
25	TYL-047	SEPTIC	Myrtle Springs Aerobic Septic	PO Box 1444	Canton	Texas	75103
26	TYL-048	COMBINED	Mike's Septic System	22389 I-20	Wills Point	Texas	75169
27	TYL-049	SEPTIC	Jeff's Septic Service	PO Box 681	Eustace	Texas	75124
28	TYL-050	Lechate	TAS Environmental Services, L.P.	3929 California Pkwy E.	Fort Worth	Texas	76119
29	TYL-051	SEPTIC	South End Sanitation	1070 FM 773	Grand Saline	Texas	75140
30	TYL-053	SEPTIC	Cooper's Septic Service	10706 FM 317	Murchison	Texas	75778
31	TYL-054	SEPTIC	Young's Septic Service	1218 Old Kaufman Rd	Athens	Texas	75751
32	TYL-055	SEPTIC	Flores Septic Tank Service	313 E Bow St	Tyler	Texas	75702
33	TYL-056	SEPTIC	PrimeTime Sanitation	10973 Cr 152 W	Bullard	Texas	75757
34	TYL-057	SEPTIC	Thomas Septic	602 CR 3597	Winnsboro	Texas	75494
35	TYL-058	SEPTIC	Elite Restroom Trailers	13586 CR 415	Tyler	Texas	75704
36	TYL-059	GREASE	Liquid Environmental Solutions, LLC	437 Fortson Street	Shreveport	Louisiana	71107
37	TYL-060	GREASE	Edwards Septic and Grease Trap Services, Inc	608 Garrett Rd.	Longview	Texas	75662
38	TYL-063	COMBINED	East Texas Septic	13458 CR 4110	Lindale	Texas	75771
39	TYL-064	SEPTIC	K-John Portable Toilet	1255 A CR 346	Palestine	Texas	75803
40	TYL-065	SEPTIC	MLP Septic Services, LLC	747 VZ CR 1906	Fruitvale	Texas	75127
41	TYL-066	SEPTIC	3-L Septic	1660 CR 3605	Bullard	Texas	75757
42	TYL-067	SEPTIC	Septic Pros	1044 Tall Timbers	Gilmer	Texas	75645
43	TYL-068	GREASE	Northstar Environmental Group, Inc	Don Draton	Gallatin	Tenn.	37066
44	TYL-069	SEPTIC	Willda Beast LLC	PO Box 12250	College Station	Texas	77842
45	TYL-070	SEPTIC	Paramount Wastewater Solutions, LLC	4025 Paramount Way	Temple	Texas	76502
46	TYL-071	Lechate	Prestige Environmental LLC	5603 US HWY 259 N	Diana	Texas	75640
47	TYL-072	COMBINED	A&B Sanitation Services	120 Euclid Ave	Rusk	Texas	75785
48	TYL-073	SEPTIC	SOUTHERN SEPTIC	5311 VZ C R 1222	Grand Saline	Texas	75140

Last Updated 12/30/2025

TYLER WATER UTILITIES

APPLICATION FOR SEPTAGE DISPOSAL PERMIT

Business Name: _____ TCEQ Registration No.: _____

Address: _____ Business Phone: _____

City/State: _____ Zip Code: _____

Name of Owner: _____ Residence Phone: _____

Residence Address: _____ City/State/Zip: _____

Social Security No: _____ Emergency Phone: _____

Parent Company Name, Address, and Phone (If Applicable):

_____

_____

Provide the Following Specific Information on the Vehicles to be Permitted:

Veh No.	Year	Make	Model	License Number	Vehicle ID Number (VIN)	Gallons	Type Meter	Inspected & Approved By	Amt Fee

(Attach a Color Photograph of Each Vehicle)
(Attach a Photocopy of Each Driver's Motor Vehicle Operator's License)

I, the undersigned, hereby make application to dispose of Septage in the City of Tyler, Texas, and declare to accept and abide by all pertinent ordinances and regulations in the City of Tyler, Texas. I understand\ that falsification of any information submitted in the application shall be cause for termination of the Septage Disposal Permit and that each permit shall be renewed on an annual basis.

_____
Signature of Owner Date

STATE OF TEXAS
COUNTY OF SMITH

This instrument was acknowledged before me on the _____ day of _____, 20_____, by _____.

_____
Notary Public in and for Smith County, Texas

REVIEWED AND APPROVED BY:

_____
Manager, Water Production & Water Quality

CITY OF TYLER

SEPTAGE DISPOSAL PERMIT
TYL-07-67

In accordance with the City Code, a PERMIT IS HEREBY GRANTED TO:

COMPANY NAME: _____

MAILING ADDRESS: _____

_____

TELEPHONE NUMBER: _____

OWNERS NAME: _____

for disposal of SEPTAGE at the City's disposal facility for a period of one (1) calendar year beginning January 1 and ending December 31 using only the following VEHICLE(S):

VEHICLE NO	YEAR	MAKE	MODEL	CAPACITY	LICENSE NO	VIN

DISPOSAL WILL BE IN ACCORDANCE WITH CHAPTER 30 ARTICLE V OF THE CODE OF ORDINANCES, CITY OF TYLER, TEXAS.

THIS PERMIT IS NON-TRANSFERABLE.

APPROVED THIS _____ DAY OF _____, 2017

_____

Manager, Water Production &
Water Quality

Appendix 7
Sample Notice Of Violation (NOV) Letters

Hand Delivered

Received By (print): _____

Signature/Date: _____

[Date]

[Restaurant Name
Address
Tyler, TX]

Subject: Notice of Violation

Dear Wastewater Customer:

The City of Tyler Code of Ordinances (DIVISION 2. GREASE/GRIT REDUCTION DEVICES Sec. 19-120. General Sewer Use Requirements) sets forth uniform requirements for users of the wastewater collection system of the City of Tyler. It provides the City the capability to comply with all applicable state and federal laws.

This letter serves as a Notice of Violation (NOV) and requires specific actions. According to the Texas Food Establishment Rules TAC 25, Part 1, Chapter 229.170 (h) Sewage, all waste water and sewage generated from your facility shall be disposed of through an approved sanitary sewage system that is constructed, maintained and operated according to law. In accordance with that requirement as well as the Ordinance, your facility needs to maintain acceptable levels of Fats, Oil and Grease. You must install a grease interceptor as required in the Ordinance. Under the Texas Food Establishment Rules 229.166(j) Food establishment drainage systems, including grease traps, that convey sewage shall be designated and installed as specified under subsection (f)(1)(A) of this section. This requires you to engage a licensed plumber to properly size and install a grease interceptor for your establishment. Your plumber must use the 2015 International Plumbing Code with the City of Tyler revisions for the design, and will submit the plans for review and approval to the Northeast Texas Public Health District and Building Services prior to installation. You have sixty days from the date of this letter to submit the plans, and then another 60 days following approvals to have the grease interceptor installed, inspected and operational. When the interceptor is operating we will then arrange for retesting of your waste discharge for compliance with the Ordinance.

In addition, a copy of the applicable Code of Ordinances may be obtained or online at:

https://codelibrary.amlegal.com/codes/tyler/latest/tyler_tx/0-0-0-104840

If you have any questions, or require further information, please call the Environmental Health Department at _____ . Thank you for your attention to this matter.

Sincerely,

SAMPLE

Received By:_____
Print

Signature/Date:_____

Date

Restaurant
Address
Address

Subject: Notice of Violation

Dear Wastewater Customer:

The City of Tyler Code of Ordinances (DIVISION 2. GREASE/GRIT REDUCTION DEVICES Sec. 19-120. General Sewer Use Requirements) sets forth uniform requirements for users of the wastewater collection system of the City of Tyler. It provides the City the authority to comply with all applicable state and federal laws.

Inspection of the above facility on Date showed that the required Grease Interceptor pumping frequency was not being followed. This facility has a minimum grease pumping frequency of once every ninety (90).

Restaurant is in violation of the Ordinance.

This letter serves as a Notice of Violation (NOV) and requires specific actions. This facility is required to pump out the grease interceptor at the required frequency and keep a minimum of 5 (five) years worth of pumping manifest receipts on site. If compliance is not achieved a Violation Referral Form will be forwarded to the Municipal Court.

In addition, a copy of the applicable Code of Ordinances may be obtained or online at:

https://codelibrary.amlegal.com/codes/tyler/latest/tyler_tx/0-0-0-104840

If you have any questions, or require further information, please call Environmental Health Department at _____. Thank you for your attention to this matter.

Sincerely,

City of Tyler

SAMPLE

Appendix 8
Food Service Establishments (FSE) List

This list should be updated annually and include all businesses, schools, churches, etc. that have GRD or sand traps that require periodic inspection and are regulated by ordinance.

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
1	11TH FRAME	Church/Club	2311 E SE LOOP 323
2	1836 TEXAS KITCHEN	Restaurant	2467 CROW RD # 4
3	271 INDOOR SOCCER	Amusement/Entertainment	4504 US-271
4	3 CHARRITOS MEXICAN RESTAURANT	Restaurant	2412 W ERWIN ST
5	3 Palms	Restaurant	6361 Old Jacksonville Hwy
6	7 BREW	Coffee Shop	1753 S SW LOOP 323
7	7 Eleven	Gas Station/Convenience Store	1001 W Grande Blvd
8	7-ELEVEN/LAREDO TACO COMPANY #38953	Gas Station/Convenience Store	4300 S BROADWAY AVE
9	ABUELO'S MEXICAN RESTAURANT	Restaurant	8926 S BROADWAY AVE # 129
10	ALL SAINTS EPISCOPAL SCHOOL	School	2695 S SW LOOP 323
11	AMC 14	Restaurant	7415 S BROADWAY
12	ANDY'S FROZEN CUSTARD	Restaurant	6106 S BROADWAY
13	ANDY'S FROZEN CUSTARD	Restaurant	110N COLLEGE AVE #104
14	ANIMAL TECHNOLOGIES		2016 E ERWIN ST #6415
15	APPLEBEE'S #8018	Restaurant	5502 S BROADWAY
16	ARBYS	Restaurant	4006 S BROADWAY
17	ASHER POINT INDEPENDENT LIVING	Nursing Home	506 RICE RD
18	ASPEN CREEK	Restaurant	1725 W SW LOOP 323
19	ATRIA COPELAND	Nursing Home	5317 NEW COPELAND RD
20	ATRIA WILLOW PARK ASSISTED LIVING	Nursing Home	3500 S VINE
21	AZALEA HEIGHTS	Nursing Home	3505 OLD JACKSONVILLE HWY
22	AZALEA TRAILS A.L. & M.C. COMMUNITY	Nursing Home	5550 OLD JACKSONVILLE HWY
23	AZTEC URBAN MEXICAN	Restaurant	7918 S BROADWAY
24	Apple Gal	Active	2459 Mosaic Way
25	B-B-Q HERNANDEZ		501 S GLENWOOD
26	BAHAMA BUCKS	Restaurant	6621 S BROADWAY AVE # 200
27	BERNARD MEDITERRANEAN REST	Restaurant	212 GRANDE BLVD # C106
28	BJ'S RESTAURANT & BREWHOUSE	Restaurant	210 W SW LOOP 323
29	BLACK PEARL	Restaurant	108 W ERWIN ST
30	BMW of		2401 W SW Loop 323
31	BOARDS AND BITES CAFE OF	Restaurant	1851 TROUP HWY
32	BODACIOUS BBQ	Restaurant	4030 FRANKSTON HWY
33	BRAUM'S	Restaurant	5858 OLD JACKSONVILLE HWY
34	BRAUM'S #259	Restaurant	3635 TROUP HWY
35	BRAUM'S #266	Restaurant	7101 S BROADWAY
36	BRIARCLIFF HEALTH CENTER	Nursing Home	3403 S VINE AVE
37	BRICK'S BAR	Bar	418 E ERWIN
38	BROOKDALE EAST		3505 UNIVERSITY BLVD
39	BROOKDALE SOUTH	Nursing Home	5403 PLANTATION DR
40	BROOKSHIRE'S FOOD STORE #28	Grocery Store	2734 E 5TH ST
41	BROOKSHIRE'S FOOD STORE #51	Grocery Store	100 RICE RD
42	BROOKSHIRE'S FOOD STORE #9	Grocery Store	2020 ROSELAND
43	BUBBA'S 33	Restaurant	4504 S BROADWAY
44	BUFFALO WILD WINGS #645	Restaurant	7916A S BROADWAY AVE
45	BURGER KING #1677	Restaurant	4113 S BROADWAY
46	BURGER KING #17173	Restaurant	2801 W SW LOOP 323
47	BURGER KING #17323	Restaurant	7445 S BROADWAY
48	BURGER KING #4280	Restaurant	530 S SW LOOP 323
49	BURGER WAREHOUSE	Restaurant	1839 TROUP HWY
50	BURNING WOK	Restaurant	1021 E 5TH ST
51	Burger King	Restaurant	1602 S SE LOOP 323
52	Byrider		3908 S SW Loop 323
53	C ROJOS TAQUERIA	Restaurant	7205 S BROADWAY AVE
54	CAFE 1948	Coffee Shop	110 N College Ave #103
55	CALDWELL ZOO	Restaurant	2203 ML KING
56	CASCADES GOLF COURSE CLUB HOUSE	Church/Club	4511 BRIARWOOD RD
57	CATALINA'S	Restaurant	622 N PALACE AVE
58	CATFISH KING	Restaurant	1216 S BECKHAM
59	CEFCO	Gas Station/Convenience Store	677 E NE LOOP 323

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
60	CEFCO #78	Gas Station/Convenience Store	5011 TROUP HWY
61	CENIKOR FOUNDATION	Medical	1827 W GENTRY PKWY
62	CHEDDAR'S CASUAL CAFE #2018	Restaurant	6701 S BROADWAY
63	CHIANGMAI THAI KITCHEN	Restaurant	8934 S BROADWAY AVE # L4-480
64	CHICK FIL A	Restaurant	1873 S SW LOOP 323
65	CHICK-FIL-A	Restaurant	4601 S BROADWAY AVE
66	CHICK-FIL-A	Restaurant	5943 S BROADWAY AVE
67	CHICK-FIL-A	Restaurant	13816 US Hwy 69
68	CHICK-FIL-A/HIGHLANDS VILLAGE	Restaurant	3830 TROUP HWY
69	CHICKEN EXPRESS	Restaurant	1270 S SW LOOP 323
70	CHICKEN EXPRESS	Restaurant	6363 OLD JACKSONVILLE HWY
71	CHICKEN SALAD CHICK	Restaurant	4710 S BROADWAY AVE
72	CHILI'S	Restaurant	6201 S BROADWAY AVE
73	CHINA KING	Restaurant	4542 S BROADWAY AVE
74	CHINASTAR EXPRESS & GRILL	Restaurant	510 S SW LOOP 323 # 104
75	CHIPOTLE MEXICAN GRILL	Restaurant	8916 S Broadway Ave Suite 104
76	CHIPOTLE MEXICAN GRILL #1613	Restaurant	4751 S BROADWAY AVE
77	CHUCK E. CHEESE'S #031	Restaurant	736 W SW LOOP 323
78	CHURCH'S CHICKEN	Restaurant	105 N NW LOOP 323
79	CHURCH'S CHICKEN #10759	Restaurant	120 S SE LOOP 323
80	CHURCH'S CHICKEN #714	Restaurant	822 W GENTRY PKWY
81	CHUY'S	Restaurant	5935 S BROADWAY AVE
82	CICI'S PIZZA #140	Restaurant	1938 E SE LOOP 323
83	CICI'S PIZZA #486	Restaurant	211 N NW LOOP 323
84	CLEAR SPRINGS RESTAURANT	Restaurant	6519 S BROADWAY
85	COTTON PATCH CAFE	Restaurant	322 E SE LOOP 323 # 200
86	CRUMBL COOKIES	Restaurant	8982 S BROADWAY AVE #110
87	CTMF HEALTH SYSTEM		800 E DAWSON ST
88	CULTURE ETX	Restaurant	118 W ERWIN
89	CUMBERLAND ACADEMY HIGH SCHOOL	School	7200 PALUXY DR
90	CUMBERLAND ACADEMY MIDDLE SCHOOL	School	1040 SHILOH RD
91	City of Vehicle Services	Government	410 W Oakwood St
92	Classic Toyota		1717 W SW Loop 323
93	Country Kitchen	Restaurant	1828 E SE Loop 323
94	DAIRY QUEEN	Restaurant	416 S SE LOOP 323
95	DAIRY QUEEN #15	Restaurant	8850 S BROADWAY AVE
96	DAIRY QUEEN #2	Restaurant	3250 W GENTRY PKWY
97	DAIRY QUEEN #5	Restaurant	1809 E SE LOOP 323
98	DAIRY QUEEN #7	Restaurant	2611 E 5TH
99	DAKOTA'S	Restaurant	4803 OLD BULLARD #1
100	DANIEL BOONE'S GRILL & TAVERN	Restaurant	1920 E SE LOOP 323
101	DENNY'S RESTAURANT #7006	Restaurant	3422 GENTRY PKWY
102	DOMINO'S PIZZA	Restaurant	701 W GENTRY
103	DOMINO'S PIZZA #6438	Restaurant	5371 S BROADWAY
104	DOMINO'S PIZZA #6962	Restaurant	5111 TROUP HWY # 103
105	DOMINO'S PIZZA BAKERY	Restaurant	1694 S BECKHAM AVE
106	DON BENITOS	Restaurant	3701 TROUP HWY
107	DON JUAN ON THE SQUARE	Restaurant	113 E ERWIN ST
108	DON JUAN MEXICAN RESTAURANT	Restaurant	1313 E ERWIN ST
109	DONUT DELIGHT	Restaurant	225 E AMHERST DR
110	DONUT PALACE	Restaurant	3357 OLD JACKSONVILLE HWY
111	DONUT PALACE	Restaurant	4007 S BROADWAY # C
112	DONUT PALACE	Restaurant	5530 OLD JACKSONVILLE HWY
113	DONUT PALACE	Restaurant	3009 E 5TH
114	DONUT TIME	Restaurant	2522 SHILOH RD # 400
115	DUNKIN DONUTS/BASKIN ROBBINS	Restaurant	1400 W SW LOOP 323 # 120
116	DUTCH BROS	Coffee Shop	2879 TX-31
117	Daiquiri's To Go	Restaurant	713 W SW LOOP 323
118	Donut Palace	Restaurant	12691 HWY 64

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
119	Dunkin Donuts	Restaurant	5012 Troup Hwy
120	E Smooth Car Wash		2324 E 5th St
121	EAST TEXAS CRISIS CENTER	Government	2401 HUGHEY DR
122	EAST TEXAS DONUTS	Restaurant	215 W MLK BLVD # 10
123	EAST TEXAS DONUTS	Restaurant	1898 WCUMBERLAN
124	EL JILO MEXICAN RESTAURANT	Restaurant	3323 N NE LOOP 323
125	EL NORTENO	Restaurant	1027 E NE LOOP 323
126	EL PUENTE D. MENDEZ		309 E VALENTINE ST
127	ENOCH'S CHOMP	Restaurant	3979 UNIVERSITY BLD
128	ENOCH'S WINE& COFFEE	Restaurant	3979 UNIVERSITY BLVD
129	ETX Brewing Company	Restaurant	221 S BROADWAY AVE
130	EXPRESS AUTO & DIESEL		216 E Front St
131	Excel Express Wash		5105 Troup Hwy
132	FAST FUELS	Gas Station/Convenience Store	2524 SHILOH RD
133	FAST FUELS MART	Gas Station/Convenience Store	215 W MLK BLVD
134	FD'S GRILL HOUSE	Restaurant	8934 S BROADWAY AVE # 494
135	FIRE FISH	Restaurant	3709 TROUP HWY #700
136	FIREHOUSE SUBS/CORNER BAKERY CAFE	Restaurant	3304 TROUP HWY
137	FIRST WATCH	Restaurant	150 E 9TH ST
138	FISH HOOK CAFÉ	Restaurant	3319 N NE LOOP 323
139	FREEBIRDS WORLD BURRITO	Restaurant	5105 S BROADWAY AVE
140	FRESH BY BROOKSHIRE'S #801	Grocery Store	6991 OLD JACKSONVILLE HWY
141	FUZZY'S TACO SHOP	Restaurant	1871 TROUP HWY
142	Fairfield Inn	Hotel	309 W HERITAGE DR
143	Fancy Donuts	Restaurant	2101 S SE LOOP 323
144	Firestation Auto Center		1008 W 4th St
145	Ford		2626 S SW Loop 323
146	Fountains of Tyler VILLA OF /COTTAGE	Nursing Home	3323 GARDEN VALLEY
147	Freddy's Frozen Custard & Steakburgers		7707 S Broadway Ave
148	GARDEN ESTATES ASSISTED LIVING	Restaurant	2055 GRANDE BLVD
149	GENTRY'S DONUTS		1500 W GENTRY PKWY
150	GLEAUX Carwash		909 W SW Loop 323
151	GO FISH	Restaurant	127 W SW LOOP 323
152	GOLDEN CHICK	Restaurant	205 W SW LOOP 323
153	GOLDEN CORRAL	Restaurant	5602 S BROADWAY AVE
154	GRACE COMMUNITY SCHOOL	School	3215 OLD JACKSONVILLE HWY
155	GRANDE DONUT CAFE	Restaurant	986 E GRANDE
156	GRANDY'S	Restaurant	1226 S BECKHAM AVE
157	GREAT HARVEST BAKERY CAFE	Restaurant	6621 S Broadway Ave #100
158	GREEN ACRES BAPTIST CHURCH	Church/Club	1607 TROUP HWY
159	GREENBRIER NURSING & REHAB	Nursing Home	3526 W ERWIN
160	Gleaux Car Wash		6313 S Broadway Ave
161	Greenberg Smoked Turkeys Inc	Industrial	221 McMurrey Dr
162	HACIENDA LEONES	Restaurant	3040 W GENTRY PKWY
163	HAMPTON INN & SUITES	Hotel	8962 S BROADWAY AVE
164	HANGRY JOE'S	Restaurant	3915 University Blvd
165	HAPPY'S FISH HOUSE	Restaurant	2202 E 5TH ST
166	HAWAIIAN BROS	Restaurant	6915 S BROADWAY AVE
167	HILTON GARDEN INN	Hotel	220 E GRANDE BLVD
168	HOLLYTREE COUNTRY CLUB	Restaurant	6700 HOLLYTREE DR # 104
169	HOT SPOT	Gas Station/Convenience Store	1608 E FRONT ST
170	HUMO	Restaurant	6899 OAK HILL BLVD
171	Hall Buick GMC		3010 S SW Loop 323
172	Happy Donuts	Bakery	2116 E 5th St
173	Holiday Inn		5701 S Broadway Ave
174	ICHIBAN RAMEN	Restaurant	137 S SW LOOP 323
175	IHOP	Restaurant	115 W SW LOOP 323
176	IHOP #3414	Restaurant	209 S SW LOOP 323
177	INKA'S	Restaurant	1523 E ERWIN ST

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
178	INSOMNIA COOKIES	Restaurant	3979 UNIVERSITY BLVD SUITE 400
179	JACK IN THE BOX #3803		1703 S BROADWAY AVE
180	JALPITA	Restaurant	812 E NE LOOP 323
181	JASON'S DELI	Restaurant	4913 S BROADWAY
182	JERSEY MIKE'S	Restaurant	4754 S BROADWAY AVE
183	JERSEY MIKES #2	Restaurant	1690 BECKHAM AVE
184	JOEY'S TACOS	Restaurant	2122 N GRAND AVE
185	JUCY'S	Restaurant	2330 E 5TH ST
186	JUCY'S HAMBURGERS	Restaurant	6421 OLD JACKSONVILLE HWY
187	JUCY'S HAMBURGERS	Restaurant	1300 S SW LOOP 323
188	JUCY'S TACO	Restaurant	2701 OLD HENDERSON HWY
189	JUMBO SEAFOOD	Restaurant	3278 MINEOLA HWY
190	JUST PIES	Restaurant	2970 Old Henderson Hwy
191	Jack O' Diamonds Honda	Automotive Garage	2600 W SW Loop 323
192	Javi's	Restaurant	7212 Old Jacksinville Hwy
193	Jimmy's Egg	Restaurant	6004 S Broadway Ave #100
194	KABAYAN ASIAN FOOD MART		6004 S BROADWAY # 307
195	KAWA'S	Restaurant	1024 W SW LOOP 323
196	KENS PIZZA	Restaurant	4526 S BROADWAY AVE
197	KENTUCKY FRIED CHICKEN	Restaurant	3630 TROUP HWY
198	KENTUCKY FRIED CHICKEN	Restaurant	6901 S BROADWAY AVE
199	KING TORTAS	Restaurant	319 N BECKHAM AVE
200	KRAZY CAJUN	Church/Club	8374 PALUXY DR
201	LA MADELEINE FRENCH BAKERY & CAFÉ	Restaurant	419 W SW LOOP 323
202	LA PLAZITA	Restaurant	11980 HWY 64
203	LAGO DEL PINO	Restaurant	14706 COUNTY RD 1134
204	LAS MEJORES	Restaurant	500 E ERWIN
205	LAS TRES REINAS	Restaurant	1415 E ERWIN STREET
206	LAUGHING CRAB	Restaurant	4601 S BROADWAY AVE SUITE H22B
207	LEMON YELLOW LATIN BITES	Restaurant	2443 Mosaic Way Suite A
208	LIANG'S RESTAURANT	Restaurant	7278 OLD JACKSONVILLE
209	LINDO MEXICO #2	Restaurant	2410 E GENTRY PKWY
210	LITTLE CAESAR'S PIZZA	Restaurant	512 E FRONT ST
211	LITTLE CAESARS	Restaurant	1919 W GENTRY PKWY
212	LITTLE CAESARS PIZZA	Restaurant	1741 TROUP HWY
213	LITTLE CAESARS PIZZA	Restaurant	510 S SW LOOP 323 # 310
214	LITTLE CAESARS PIZZA	Restaurant	2251 THREE LAKES PKWY # 101
215	LITTLE ITALY	Restaurant	3320 S BROADWAY
216	LOCAL Car Wash		7671 S Broadway Ave
217	LONGHORN STEAKHOUSE	Restaurant	4705 S BROADWAY
218	LOS GUEROS	Restaurant	929 S VINE
219	LOUISIANA FRIED CHICKEN		1515 S VINE AVE
220	LOURDES MARIE BAKERY	Restaurant	119 W FRONT ST
221	LUPITA'S RESTAURANT	Restaurant	2820 FRANKSTON HWY
222	La Michoacana Meat Market	Grocery Store	310 N Beckham Ave
223	Laser Wash		206 Winchester Dr
224	Los Gordos	Restaurant	3092 TX 124 Spur
225	MAMA OLIVO MEXICAN RESTAURANT	Restaurant	903 E ERWIN
226	MAMA'S BREAKFAST & MORE	Restaurant	2105 E 5TH ST
227	MAMA'S BREAKFAST & MORE #2	Restaurant	7484 S BROADWAY AVE
228	MANNY'S TEX MEX CAFE	Restaurant	1433 S BECKHAM AVE
229	MARBLE SLAB CREAMERY	Restaurant	4915 S BROADWAY AVE
230	MARCO'S PIZZA	Restaurant	7924 S BROADWAY AVE # 400
231	MARGARITA'S	Restaurant	1327 E FRONT
232	MARIO'S ITALIAN RESTAURANT	Restaurant	7916 S BROADWAY # 200
233	MARISCOS DJ'S	Restaurant	1201 E ERWIN
234	MARISCOS LOS CHOCHOS	Restaurant	1510 E GENTRY PKWY
235	MCALISTER'S DELI #510	Restaurant	4325 OLD BULLARD RD
236	MCDONALD'S # 10313	Restaurant	2034 E SE LOOP 323

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
237	MCDONALD'S # 3239	Restaurant	4014 S BROADWAY
238	MCDONALD'S #1301	Restaurant	1300 S BECKHAM AVE
239	MCDONALD'S #20046	Restaurant	2705 E 5TH ST
240	MCDONALD'S #33526	Restaurant	180 S SW LOOP 323
241	MCDONALD'S #37426	Restaurant	5894 OLD JACKSONVILLE HWY
242	MCDONALD'S #6031	Restaurant	3109 W GENTRY PKWY
243	MCDONALD'S #8135	Restaurant	5802 S BROADWAY
244	MEALS ON WHEELS	Active	3001 ROBERTSON RD
245	MENCHIE'S FROZEN YOGURT	Restaurant	8926 S BROADWAY AVE # 100
246	MERCADO MEXICO CAFE	Restaurant	2214 W SW LOOP 323
247	MERCEDES BENZ OF		3274 Professional Dr
248	MI MEXICO LINDO	Restaurant	405 W FRONT ST
249	MI MEXICO LINDO		801 S SE LOOP 323
250	MI RANCHITO RESTAURANT		1014 W FRONT ST
251	MIKOTO	Restaurant	6611 S BROADWAY AVE # 200
252	MING'S CAFE	Restaurant	5707 S BROADWAY
253	MOOCHO BURRITO	Restaurant	200 W ERWIN # B
254	Majesty Event Center	Church/Club	900 W Bow St
255	McAlister's Deli	Restaurant	5868 Old Jacksonville Hwy
256	McDONALDS	Restaurant	1091 E GENTRY PKWY
257	Mexico Lindo	Restaurant	2605 E 5TH
258	Mi Mexico Lindo	Restaurant	121 N NW LOOP 323
259	NAMASTE	Restaurant	2301 S BROADWAY AVE
260	NASHVILLE CHICK STATION	Restaurant	7205 S BROADWAY AVE #300
261	NATURAL GROCER #TYU096	Grocery Store	4820 S BROADWAY AVE
262	NEVERIA TUTTI FRUTTI		2325 W ERWIN ST
263	NEW YORK PIZZA AND BISTRO LLC	Restaurant	1621 S BROADWAY AVE
264	NEWK'S EXPRESS CAFE	Restaurant	3985 OLD JACKSONVILLE HWY
265	NOBILITEA	Restaurant	6245 S BROADWAY AVE
266	NOBILITEA	Restaurant	2376 DUELING OAKS
267	NOTHING BUNDT CAKES	Restaurant	4917 S BROADWAY AVE
268	Noodles & Dumplings	Restaurant	3300 TROUP HWY
269	OAK HILLS TERRACE MEMORY CARE		2651 ELKTON TRAIL
270	OLIVE GARDEN #1437	Restaurant	5520 S BROADWAY AVE
271	OLIVETO ITALIAN BISTRO	Restaurant	3709 TROUP HWY # 100
272	ON THE BORDER MEXICAN CAFE	Restaurant	4301 S BROADWAY
273	OUTBACK STEAKHOUSE #4460	Restaurant	5704 S BROADWAY
274	Ohayo Sushi	Restaurant	6205 S Broadway Ave
275	P&K DONUTS	Restaurant	508 W FRONT ST
276	PAC N SAC THOMPSON	Gas Station/Convenience Store	5006 PALUXY
277	PALETERIA POLAR 4	Restaurant	917 S VINE
278	PANADERIA NUEVO LEON BAKERY	Restaurant	323 N BECKHAM AVE
279	PANDA EXPRESS	Restaurant	6910 S BROADWAY
280	PANDA EXPRESS #2711	Restaurant	3904 TROUP HWY
281	PANDA EXPRESS #3430	Restaurant	8404 MILITARY DR
282	PANERA BREAD		5755 S BROADWAY AVE
283	PAPA JOHN'S #1227	Restaurant	631 S BECKHAM
284	PAPA JOHN'S PIZZA #793	Restaurant	6751 S BROADWAY
285	PAPACITA'S OF INC.	Restaurant	6704 S BROADWAY
286	PARK PLACE NURSING & REHABILITATION CENT		2450 E 5TH ST
287	PARRY'S PIZZERIA	Restaurant	3314 TROUP HWY 110
288	PEI WEI ASIAN EXPRESS		4601 S BROADWAY # VC-10
289	PEKING CHINESE RESTAURANT	Restaurant	302 E FRONT ST
290	PHILLIPS 66	Gas Station/Convenience Store	6127 NEW COPELAND RD
291	PHILLIPS 66	Gas Station/Convenience Store	1717 E GENTRY PKWY
292	PHO HOT	Restaurant	4903 S Broadway Ave
293	PIADA ITALIAN STREET FOOD	Restaurant	8942 S BROADWAY AVE # 140
294	PIZZA HUT	Restaurant	7925 S BROADWAY AVE # 1010
295	PIZZA HUT	Restaurant	3905 University Blvd

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
296	PIZZA HUT #2890	Restaurant	1817 S BROADWAY # #2
297	PIZZA HUT #40820	Restaurant	3871 STATE HWY 64
298	POCH'S RICE CAFE	Restaurant	1700 S SE LOOP 323 # 102
299	POP'S WINE BAR	Active	7268 OLD JACKSONVILLE HWY
300	POPEYE'S #11182	Restaurant	3820 W ELM ST
301	POPEYE'S #11672	Restaurant	2316 E 5TH ST
302	POSADOS CAFE/	Restaurant	2500 E 5TH
303	POTPOURRI HOUSE CORP	Restaurant	3320 TROUP HWY # 300
304	POTS N PANS II	Restaurant	1210 W CLAUDE ST
305	PRESTIGE ESTATES	Nursing Home	6928 PALUXY DR
306	PROVIDENCE PARK REHAB & SKILLED NURS	Nursing Home	5505 NEW COPELAND RD
307	Patterson Volkswagen		3800 Chandler Hwy
308	Patterson Hyundai		3120 S SW Loop 323
309	Peltier Chevrolet		2700 W SW Loop 323
310	Peltier Subaru		3200 S SW Loop 323
311	Petal Hill	Nursing Home	900 S BAXTER AVE
312	Prime 102	Restaurant	102 N COLLEGE AVE # 100
313	RAISING CANE'S CHICKEN FINGERS	Restaurant	4186 S BROADWAY AVE
314	RAZZOO'S CAJUN CAFE	Restaurant	7011 S BROADWAY AVE
315	REHAB ASSOCIATES	Medical	3131 TROUP HWY
316	REPUBLIC ICEHOUSE RESTAURANT AND BAR	Restaurant	3807 UNIVERSITY BLVD
317	RESIDENCE INN BY MARRIOTT		350 W HERITAGE DR
318	REUNION INN ASSISTED LIVING LLC.	Nursing Home	1515 RICE RD
319	REUNION PLAZA	Nursing Home	1401 RICE RD
320	RHEA'S HOT LINKS	Restaurant	204 S FANNIN
321	RICK'S ON THE SQUARE	Restaurant	104 W ERWIN
322	RICOSITAS	Restaurant	1717 E GENTRY PKW SUITE 300
323	ROMA ITALIAN KITCHEN	Restaurant	3320 Troup Hwy Suite 170
324	ROOST CHICKEN SALAD & DELI	Restaurant	5377 S BROADWAY
325	ROSE HEIGHTS CHURCH OF GOD	Church/Club	2120 OLD OMEN RD
326	ROSE TRAIL NURSING	Nursing Home	930 S BAXTER AVE
327	ROTOLO'S PIZZERIA	Restaurant	8970 S BROADWAY AVE # 148
328	ROUNDER'S PIZZA	Restaurant	1400 W SW LOOP 323
329	ROYAL DONUTS		2626 OLD HENDERSON HWY
330	ROYAL DONUTS	Restaurant	3213 W GENTRY PKWY
331	RUBY'S #1	Restaurant	2021 E GENTRY PKWY
332	RUBY'S #2	Restaurant	813 LINDSEY LN
333	RUBY'S #3	Restaurant	3502 S BROADWAY AVE
334	RUDY'S BAR-B-Q & COUNTRY STORE	Restaurant	1410 S SW LOOP 323
335	Raising Canes	Restaurant	513 S SE LOOP 323
336	S.K. DONUT PALACE		6004 S BROADWAY AVE # 210
337	SALTGRASS STEAKHOUSE	Restaurant	7214 S BROADWAY AVE
338	SAM'S CLUB # 8284	Grocery Store	2025 S SW LOOP 323
339	SCHLOTZSKY'S #3	Restaurant	2105 S SE LOOP 323
340	SCHLOTZSKY'S DELI	Restaurant	720 W SW LOOP 323
341	SHELL	Gas Station/Convenience Store	1951 BLUE MOUNTAIN BLVD
342	SHIPLEY DONUTS		1700 S SE LOOP 323 # 100
343	SHIPLEY DONUTS		5119 S TROUP HWY
344	SHOGUN	Restaurant	5515 S BROADWAY AVE
345	SISTER 2 SISTER	Restaurant	135 SHELLEY DR
346	SLIM CHICKENS	Restaurant	3922 TROUP HWY
347	SLIM CHICKENS	Restaurant	7925 S BROADWAY AVE # 100
348	SMITH COUNTY MAIN JAIL	Government	206 E ELM ST
349	SOLA BREAD/PIZZA CO.	Restaurant	2453 EARL CAMPBELL PKWY
350	SONIC #061	Restaurant	5611 S BROADWAY
351	SONIC #701	Restaurant	2501 W GENTRY
352	SONIC DRIVE IN #4963	Restaurant	102 N NW LOOP 323
353	SONIC DRIVE IN #6313	Restaurant	5980 OLD JACKSONVILLE # RD
354	SONIC DRIVE-IN #3	Restaurant	3710 TROUP HWY

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
355	SOUTHERN CLASSIC CHICKEN		411 S GLENWOOD
356	SPRING CREEK BARBEQUE	Restaurant	5810 S BROADWAY
357	SPROUTS FARMERS MKT #157	Grocery Store	4015 S BROADWAY AVE
358	STANLEY'S FAMOUS PIT BBQ	Restaurant	525 S BECKHAM AVE
359	STAR DONUT & CROISSANT	Restaurant	1940 TROUP HWY
360	STARBUCKS	Restaurant	5868 OLD JACKSONVILLE HWY
361	STARBUCKS	Restaurant	4790 S BROADWAY AVE
362	STARBUCKS #62189	Coffee Shop	501 S SE LOOP 323
363	STARBUCKS #66891	Coffee Shop	6995 S BROADWAY AVE
364	STARBUCKS COFFEE #14399	Restaurant	113 N NW LOOP 323
365	STARBUCKS COFFEE #9616	Restaurant	1817 E SE LOOP 323
366	STARBUCKS COFFEE COMPANY	Restaurant	8982 S BROADWAY AVE # 104
367	STUDIO MOVIE GRILL	Restaurant	8954 S BROADWAY AVE
368	SUPER 1 FOODS #605	Restaurant	3828 TROUP HWY
369	SUPER 1 FOODS #610	Grocery Store	1105 E GENTRY PKWY
370	SUPER 1 FOODS #625	Grocery Store	113 N NW LOOP 323
371	SUPER 1 FOODS #642	Restaurant	172 CENTENNIAL PKWY
372	SUPER FOOD MART	Restaurant	1212 E NE LOOP 323
373	SUPER MERCADO DEL PUEBLO	Grocery Store	2311 W ERWIN ST
374	SUPER MERCADO MONTERREY	Grocery Store	510 S SW LOOP 323 #300
375	San Miguel	Restaurant	2862 Old Henderson Hwy
376	Scrubbies Car Wash		6461 Old Jacksonville Hwy
377	Shine On Vine	Car Wash	1307 S Vine Ave
378	Sky Bar & Grill	Restaurant	1721 S Broadway Ave
379	Sky's the Limit Diner	Restaurant	150 AIRPORT RD
380	Splash Car Wash	Car Wash	2060 Shiloh Rd
381	Splash N Dash	Car Wash	2017 S Broadway Ave
382	Splash N Dash	Car Wash	301 S SW Loop 323
383	Subway	Restaurant	101 E 8th St
384	TACO BELL	Restaurant	5978 OLD JACKSONVILLE HWY
385	TACO BELL	Restaurant	2760 E 5TH ST
386	TACO BELL	Restaurant	7425 S BROADWAY
387	TACO BELL #28277	Restaurant	2611 GENTRY PKWY
388	TACO BELL #28278	Restaurant	3825 TROUP HWY
389	TACO BELL #28279	Restaurant	500 S SW LOOP 323
390	TACO BELL #28280	Restaurant	3808 S BROADWAY AVE
391	TACO BUENO	Restaurant	4907 OLD BULLARD RD
392	TACO BUENO		1305 S SE LOOP 323
393	TACO SHOP		407 E NE LOOP 323
394	TAKARA Japanese Restaurant	Restaurant	1879 Troup Hwy
395	TANGO MANGO	Restaurant	7205 S BROADWAY AVE #300
396	TAPATIO'S GRILLED CHICKEN	Restaurant	614 E VALENTINE ST
397	TAQUERIA EL LUGAR I	Restaurant	1726 E GENTRY PKWY
398	TAQUERIA EL LUGAR III	Restaurant	2121 E 5TH ST
399	TAQUERIA FLOR DE TAXCO	Restaurant	2522 Shiloh Rd
400	TAQUERIA JR'S @ LOOP		3815 S SW LOOP 323
401	TAQUERIA LA FAMILIA GRANADOS	Restaurant	3434 CR 1125
402	TAQUERIA, FRUTERIA	Restaurant	514 ELM ST
403	TARGET STORE T-0775	Grocery Store	7003 S BROADWAY AVE
404	TASTE OF THE NORTH	Restaurant	403 W MLK Jr BLVD
405	TEODORA'S ENCHILADAS	Restaurant	1813 E DUNCAN ST
406	TEXACO	Gas Station/Convenience Store	1118 W GENTRY PKWY
407	TEXAS COLLEGE CAFETERIA	School	2404 N GRAND AVE
408	TEXAS DE BRAZIL CORPORATION	Restaurant	2376 DUELING OAKS # #100
409	TEXAS DONUTS	Restaurant	1627 S VINE AVE
410	TEXAS MUSIC CITY GRILL	Restaurant	5424 OLD JACKSONVILLE HWY
411	TEXAS ROADHOUSE	Restaurant	2101 E SE LOOP 323
412	TEXAS SPINE & JOINT HOSPITAL	Medical	1814 ROSELAND BLVD
413	THE CATCH	Restaurant	1714 S BECKHAM AVE

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
414	THE CENTER AT GRANDE	Nursing Home	3219 E GRANDE BLVD
415	THE DINER	Restaurant	7924 S BROADWAY # 1000
416	THE GATHERING CUP	Restaurant	5100 CHANDLER HWY
417	THE GROVE	Restaurant	3500 OLD JACKSONVILLE HWY
418	THE HEIGHTS OF	Nursing Home	2650 ELKTON TRL
419	THE JALAPENO TREE	Restaurant	420 W SW LOOP 323
420	THE SPORTS ZONE BAR AND GRILL		115 E ERWIN ST
421	TIBA GRILL	Restaurant	211 SHELLEY DR
422	TIME SQUARES GRAND SLAM	Active	5201 S BROADWAY # 170
423	TINO'S TACOS	Restaurant	510 W Front St
424	TISD/ LEGACY HIGHSCHOOL	School	4500 RED RAIDER DR
425	TISD/ANDY WOODS ELEMENTARY SCHOOL	School	16551 Lakeview Circle
426	TISD/BELL ELEMENTARY		1409 HANKERSON
427	TISD/BIRDWELL ELEMENTARY SCHOOL	School	2010 S TALLEY AVE
428	TISD/BONNER ELEMENTARY	School	235 S SAUNDERS
429	TISD/BOULTER MIDDLE SCHOOL	School	2926 GARDEN VALLEY RD
430	TISD/CALDWELL ELEMENTARY ARTS ACADEMY	School	331 S COLLEGE
431	TISD/CAREER & TECHNOLOGY CENTER	School	3013 EARL CAMPBELL PKWY
432	TISD/CLARKSTON ELEMENTARY SCHOOL	School	2915 WILLIAMSBURG
433	TISD/DIXIE ELEMENTARY SCHOOL	School	213 PATTON LANE
434	TISD/DOUGLAS ELEMENTARY		1525 N CARLYLE AVE
435	TISD/EARLY COLLEGE HIGH SCHOOL	School	2800 W SHAW
436	TISD/GRIFFIN ELEMENTARY	School	2650 N BROADWAY
437	TISD/HUBBARD MIDDLE SCHOOL	School	1300 HUBBARD DR
438	TISD/JACK ELEMENTARY	School	1900 BALSAM GAP LANE
439	TISD/JONES BOSHEARS ELEMENTARY SCHOOL	School	3450 CHANDLER HWY
440	TISD/MOORE MIDDLE SCHOOL		2101 DEVINE ST
441	TISD/ORR ELEMENTARY SCHOOL	School	3350 PINE HAVEN RD
442	TISD/RAMEY ELEMENTARY	School	2000 N FOREST
443	TISD/RICE ELEMENTARY SCHOOL	School	5215 OLD BULLARD RD
444	TISD/ST LOUIS EARLY CHILDHOOD CENTER	School	2800 WALTON RD
445	TISD/T AUSTIN ELEMENTARY	School	1105 W FRANKLIN
446	TISD/THREE LAKES MIDDLE SCHOOL	School	2445 THREE LAKES PKWY
447	TISD/TYLER HIGH SCHOOL	School	3535 LIONS LN
448	TISD/W A PEETE ELEMENTARY	School	1511 BELLWOOD
449	TJC/CHICK-FIL-A #80576	Restaurant	1200 MAGNOLIA
450	TOP DONUT	Restaurant	7205 S BROADWAY AVE # 400
451	TOP IT OFF PIZZA		1700 S SE LOOP 323 # 108
452	TOPP'S PIZZA	Restaurant	3101 SHILOH RD # 131
453	TORCHY'S TACOS	Restaurant	426 E SE LOOP 323
454	TORTILLERIA Y TAQUERIA PALACIOS		200 N PALACE AVE
455	TWELVE	Restaurant	405 W SW LOOP 323
456	Texaco	Gas Station/Convenience Store	3400 VAN HWY
457	The Mighty Crab	Restaurant	2001 W SW LOOP 323
458	The Same Good Donuts		1514 W Gentry Pkwy
459	UNCLE JACK'S KITCHEN	Restaurant	721 N PALACE AVE
460	UT/Met Cafe	Coffee Shop	3900 UNIVERSITY BLVD
461	UTHET REGIONAL HOSPITAL		1000 S BECKHAM
462	VALERO	Gas Station/Convenience Store	403 SE LOOP 323
463	VIETNAMESE PHO RESTAURANT		3837 W 64 HWY
464	VILLAGGIO DEL VINO	Restaurant	4803 OLD BULLARD RD #102
465	Village Bakery		111 E 8th St
466	WAL-MART MARKET #4193	Restaurant	1900 E SE LOOP 323
467	WAL-MART MARKET #4605	Grocery Store	5976 OLD JACKSONVILLE HWY
468	WAL-MART MARKET #5700	Grocery Store	2151 FRANKSTON HWY
469	WAL-MART SUPERCENTER #1022	Grocery Store	3820 W 64 HWY
470	WAL-MART SUPERCENTER #1044	Grocery Store	5050 TROUP HWY
471	WAL-MART SUPERCENTER #2688	Grocery Store	6801 S BROADWAY
472	WAL-MART SUPERCENTER #6467	Restaurant	450 S SE LOOP 323

Food Service Establishments (FSE) List

Item	Store Name	Type	Address
473	WALK ON'S BISTREAUX AND BAR	Restaurant	6525 S BROADWAY AVE
474	WALLY'S GROCERY & DELI		302 W MLK
475	WASABI SUSHI BAR & ASIAN BISTRO	Restaurant	5617 DONNYBROOK
476	WATERTON REHABILITATION	Medical	2875 SHILOH RD
477	WENDY'S OLD FASHIONED HAMBURGERS	Restaurant	3920 S SW LOOP 323
478	WENDY'S OLD FASHIONED HAMBURGERS	Restaurant	427 W FRONT ST
479	WHATABURGER	Restaurant	4825 S BROADWAY AVE
480	WHATABURGER	Restaurant	8910 S BROADWAY AVE
481	WHATABURGER #1107	Restaurant	5916 OLD JACKSONVILLE HWY
482	WHATABURGER #32	Restaurant	1739 S BECKHAM
483	WHATABURGER #580	Restaurant	1717 S SE LOOP 323
484	WHATABURGER #667	Restaurant	345 S SW LOOP 323
485	WHATABURGER #86	Restaurant	1919 W GENTRY PKWY
486	WHATABURGER #972	Restaurant	12405 S 155 HWY
487	WHATABURGER #980	Restaurant	5003 TROUP HWY
488	WHERES RUFUS SPORTS BAR		6100 S BROADWAY
489	WHITEHOUSE MOZELLE BROWN ELEMENTARY	School	14600 CR 2191
490	WILLIAMS CHICKEN #67		1102 W GENTRY PKWY
491	WILLOW BROOK COUNTRY CLUB		3205 W ERWIN
492	WING STOP	Restaurant	7496 S BROADWAY AVE
493	WING STOP		1918 E SE LOOP 323
494	WING STOP	Restaurant	400 S SW LOOP 323
495	Washworld Car Wash		1880 WNW Loop 323
496	West Erwin Auto Repair		801 W Erwin St
497	Xpress Car Wash	Car Wash	8618 S Broadway Ave
498	Xpress Carwash		2123 WSW Loop 323
499	YAMATO JAPANESE RESTAURANT	Restaurant	2210 W SW LOOP 323
500	Yoshi Revolving Sushi	Restaurant	713 W SW LOOP 323 Suite C
501	ZAZA Thai	Restaurant	6611 S BROADWAY AVE #100
502	ZIPPY J	Gas Station/Convenience Store	5011 Old Bullard RD
503	ZIPPY J	Gas Station/Convenience Store	1578 E GRANDE BLVD
504	ZIPPY J	Gas Station/Convenience Store	1610 S VINE AVE
505	ZIPPY J	Gas Station/Convenience Store	12734 COUNTY RD 1125
506	ZIPPY J	Gas Station/Convenience Store	6351 PALUXY DR

Appendix 9

FOG Software

Software specifically developed to manage the FOG program was purchased by TWU. BMP Compliance Group software has enhanced FOG inspection capabilities, automated maintenance scheduling, and support for electronic pump-out manifests from facilities & haulers. Violations are also tracked utilizing the LINKO software.

Features & Tools

- Profiles each FOG generating facility within the City of Tyler.
- Profiles each facility's grease trap(s) (Size, type, location, due date, etc).
- Profiles all licensed and approved waste haulers within your jurisdiction.
- Profiles all licensed and approved disposal facilities.
- Automated cleaning record submission with electronic cleaning logs for every facility.
- Tracking and alerts for delinquent or missed grease trap cleanings.
- Customizable FOG inspection form with NOVS, warnings, and fines.
- Sewer overflow event log and hotspots reports.
- Custom fats, oils & grease best management plan for each facility.
- Customized data reports for all reporting facilities and waste haulers.

Appendix D

Sanitary Sewer Overflow Response Plan

SSORP

Tyler Water Utilities
Sanitary Sewer Overflow Response Plan (SSORP)

This document is intended to be reviewed in conjunction with the CMOM Plan and updated as procedures and reporting forms are changed.

January 2025

SANITARY SEWER
OVERFLOW RESPONSE PLAN
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APPENDIX 1 NOTICE OF WASTEWATER OVERFLOW/SPILL FORMS
APPENDIX 2 LIFT STATION POWER OUTAGE PLAN AND SOPS
APPENDIX 3 EMERGENCY CONTACT INFORMATION
APPENDIX 4 SITE DISINFECTION AND SSO/SPILL QUANTIFICATION
APPENDIX 5 EXAMPLE NOTIFICATION LETTERS
APPENDIX 6 TRAINING

- TCEQ TITLE 30, CHAPTER 327.32 SPILL REPORTING
- TCEQ SUBCHAPTER A: MONITORING AND REPORTING SYSTEM

- TCEQ SUBCHAPTER C: PUBLIC NOTICE OF SPILLS OR ACCIDENTAL DISCHARGES FROM WASTEWATER FACILITIES OWNED OR OPERATED BY LOCAL GOVERNMENTS

- TEXAS WATER CODE TITLE 2 WATER ADMINISTRATION SUBTITLE D, WATER QUALITY CONTROL CHAPTER 26, WATER QUALITY CONTROL SUBCHAPTER A, ADMINISTRATIVE PROVISIONS

  - SEC.26.001. DEFINITIONS
  - SEC.26.039. ACCIDENTAL DISCHARGES AND SPILLS.

1.0 BACKGROUND AND PURPOSE

This manual documents the City of Tyler's Sanitary Sewer Overflow Response Plan (SSORP) including procedures and reporting requirements of the Texas Commission on Environmental Quality (TCEQ) and Environmental Protection Agency (EPA). The City of Tyler permits with the above agencies are:

Southside Treatment Plant
TPDES Permit WQ0010653002/TX0047988

Westside Treatment Plant
TPDES Permit WQ0010653001/TX0047996

The Sanitary Sewer Overflow Response Plan (SSORP) is designed to ensure that reports of suspected sewer overflows (SSOs) are confirmed, and once confirmed SSOs are addressed so the impact of the SSO can be minimized with respect to public health, adverse effects on water quality and customer service. The procedures outlined in this manual provide guidance to staff in responding to SSOs and documents procedures to evaluate the cause. The SSORP also includes provisions to ensure appropriate notification and reporting to local, state and federal authorities. **This plan only applies to wastewater overflows and does not apply to any other non-wastewater overflow including hazardous waste spills or overflows of hazardous waste. Hazardous material response team or fire department will assume control of any suspected hazardous waste spill regardless of source.**

This manual will be used by staff to inform and provide direction for SSO/spill reporting and follow-up procedures to maintain the City's compliance with Federal and State regulations as they apply to the wastewater collection system. It is important that the SSORP and CMOM Plan be reviewed and updated as needed on a regular biennial basis. Figure 1 presents the Utility organization chart with staff responsibilities as they relate to the SSORP. Note that the Lift Station Response Plan (LSRP) is an integral part of the SSORP and is detailed in Appendix 2.

1.1 OBJECTIVES

The primary objectives of the SSORP are (1) the protection of public health and the environment, (2) compliance with requirements governing the procedures for responding to SSOs, and (3) minimization of the risk of enforcement actions against the City.

Figure 1
Tyler Water Utilities
Collection System Organization Chart

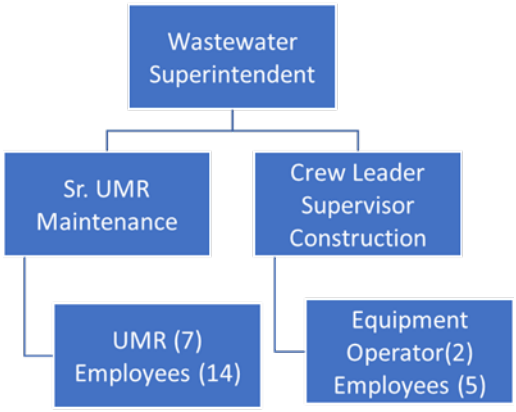
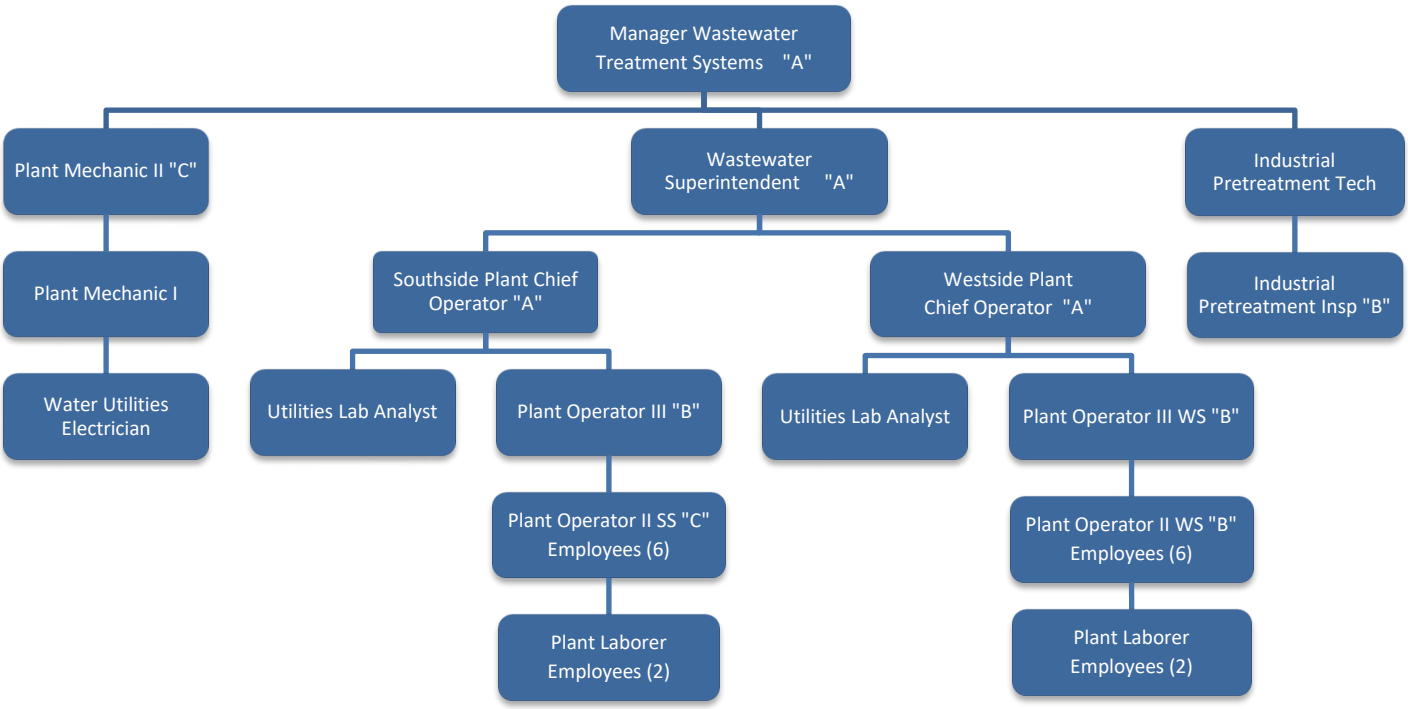


Figure 1 (Continued)
Tyler Water Utilities
Wastewater Treatment Organization Chart



The SSORP shall not supersede other City emergency operations plans or Standard Operating Procedures (SOPs) unless determined and directed otherwise by the appropriate authority.

1.2 APPLICABILITY

Regulatory and enforcement agencies applicable to this plan:

- State of Texas - TCEQ
- United States of America - United States Environmental Protection Agency (USEPA) Region 6 – Dallas, Texas

Terminology Related to Reporting Requirements

An SSO is an overflow, spill, diversion, or release of wastewater from, or caused by, conditions in the City's sewer collection system. On May 11, 2016, TCEQ commissioners adopted the Volume Based Exemptions for Certain Accidental Discharges (Senate Bill (SB) 912, 84th Legislature). These rules allow any single, accidental discharge or spill of treated or untreated domestic wastewater that occurs at a wastewater treatment or collection system owned or operated by a local government to be reported to the TCEQ monthly, as a summary of spills (TCEQ Form 20756), provided the following conditions are met:

- the spill volume is 1,000 gallons or less;
- it is not associated with another accidental discharge or spill;
- it is controlled or removed before entering water in the state;
- it does not adversely affect a public or private source of drinking water;
- it will not endanger human health or safety or the environment; and
- it is not otherwise subject to local regulatory control and reporting requirements.

The rule requires the City to use standard methods established by the TCEQ when calculating the volume of an accidental discharge or spill. Additionally, the rules created a definition for the history of noncompliance and allow the TCEQ to require more frequent reporting based on that history.

In this SORP, SSOs that meet the requirements above are sometimes referred to as "Spills" in order to make clear the distinct reporting requirements associated with those events as compared to other SSOs. For purposes of the CMOM and SORP, a TCEQ accidental discharge or spill is a sub-category of SSO that has a different reporting requirement. Section 2.5 of this SSORP presents information on SSO and spill reporting. TCEQ regulations can be found at: https://www.tceq.texas.gov/permitting/wastewater/plans/design-rules . At times, this SORP may refer to events as spills, SSOs, releases, or use other similar terms. Except with respect to any distinct reporting requirements, any such references should be read to apply to any event that meets the definition of an SSO.

For those SSOs that do not meet the above "Spill" criteria the TCEQ notification should be initiated by the City's designated staff member within 24 hours of the first responder's confirmation. A written report on the SSO, using TCEQ Form 501, is due within five (5) days of the event. For the purpose of this SSORP, bypasses refer to pipes or channels constructed or intended as a temporary path for the flow within the Tyler collection system during a SSO response event. Bypasses within the collection system are not SSOs but are a mitigation technique that may be used during a SSO

response. Bypasses within the treatment plant shall be reportable when they impact the treatment process or effluent quality in accordance with 30 Texas Administrative Code, Chapter 305, Subchapter O. Employees shall have a working knowledge of this plan and are responsible for ensuring each SSO or spill is handled in a manner that complies with this plan and TCEQ/EPA regulations.

The Texas Water Code applies to any accidental discharge of untreated or partially untreated wastewater from a collection system. However, an overflow at a customer cleanout or private lateral (not caused by the City mainline or lateral sewer) located on private property is defined as a stoppage, not a SSO, and is not reported to TCEQ. Both the TCEQ and USEPA consider an "overflow", "spill", and "treatment plant bypass" events that require reporting per Tyler permit requirements.

Note: Potable water discharges, usually from water line breaks or flushing water mains, are reportable to TCEQ if the discharge causes or may cause pollution or results in an environmental impact (such as a fish kill). Potable water spills are considered "other waste" by TCEQ and must be reported as soon as possible and at least within 24 hours.

2.0 OVERFLOW RESPONSE PROTOCOL

Spreadsheets that electronically file and track the frequency and location of collection system overflows and lift station overflows are maintained by the Operations Manager and Manager Water Quality respectively. The spreadsheets will assist in directing corrective measures and prioritizing maintenance activities where chronic problems have been encountered.

The response time is embedded within the CityWorks™ work order system for every work order issued. The CityWorks™ Work Order system documents the time the work order is issued. The responding crew record the arrival time and time the work is completed. Crew location at the time a potential SSO call comes into the Service Center will impact the crew response time. The goal of TWU is to respond to reports of backups in homes or businesses within an average time of 1.0 hours and resolve the issue within an average of 4 hours.

After an SSO event has been resolved and cleaned up, a review will be undertaken to address the following criteria:

1. An attempt will be made to determine the cause of a SSO sewer overflow by review of the Notice of Wastewater Overflow field report (Appendix 1) by the Superintendent or designee. Where the cause of the SSO is uncertain, then additional actions may be initiated depending on the suspected cause.
2. Follow-up inspections (including visual inspection or televised inspection) may be performed at the site of a SSO in order to determine the cause of the SSO and the corrective action(s) needed to prevent reoccurrence. Data will be captured in the CityWorks™ Work Order system. If no additional evidence of cause is found, these inspections may be terminated.
3. After each SSO, the Preventive Maintenance (PM) schedule for the affected sewer(s) for cleanings, inspections, etc., may be considered in order to prevent similar future occurrences. The site of the SSO will remain on a more frequent PM schedule, if necessary, until it is reasonably determined that the site is no longer a risk for a future occurrence due to maintenance needs.
4. After the occurrence of a SSO, notification of relevant parties will be conducted (if applicable) in order to prevent future similar occurrences. Examples of relevant parties include employees and management of restaurants, manufacturers, construction sites, etc. if their actions contributed to an overflow. Notification may include information on City Ordinances applicable to the given parties and type of operation, requirements that must be met in order to comply with the given ordinance, and the measures to be taken by the personnel to eliminate future overflows.

The overflow response protocol presents a strategy for the City to mobilize labor, materials, tools and equipment to correct or repair and mitigate any condition which may cause or contribute to an SSO. The plan considers a wide range of potential system failures that could create a SSO to surface waters, structures, and/or land surfaces.

2.1 RECEIPT OF INFORMATION REGARDING A SEWER OVERFLOW/SPILL

An SSO may be detected by City employees, residents, businesses or by others. The City answers telephone calls dialed to the Service Center at 903-531-1285. The Service Center is primarily responsible for receiving phone calls from the public and dispatching them to the appropriate staff. The Service Center is responsible for receiving calls of possible SSO from the wastewater collection system (e.g., sewer pipes and lift stations) and for notifying the appropriate personnel in the City. After normal business hours and weekends, calls are forwarded to the Golden Road Water Treatment Plant 903-597-6541 where on-call crews are dispatched. Citizens can contact the City of Tyler or receive information from the City using the following methods:

1. Service Center: For water emergencies call 903-531-1285 during regular business hours; for after hour emergencies call 903-597-6541. These numbers are posted on the City web site, publications and provided to media.
2. On-line Services: The City of Tyler web site, www.cityoftyler.org, provides information on each department, frequently asked questions, and notification numbers. Tyler Public Works is a joint effort between the City of Tyler Engineering Department and Tyler Water Utilities to highlight capital improvement projects, city standards, consent decree information and ongoing public works projects.
3. Social media accounts, Facebook, Twitter, YouTube, Pinterest, and LinkedIn are used by various City departments to keep citizens up to date on current issues that may affect their services.
4. Newsletters: The City publishes electronic newsletters that residents can receive or download from the city web site. The My Tyler email newsletter was launched in 2003 as a tool to keep citizens better informed about their municipal government. The email newsletter is produced by the Communications Department and sent out periodically to those who register on the My Tyler page on the City website. The emails include the latest information, announcements, and programming updates from all City of Tyler Departments.

In general, residents are not well versed in the difference between a water line leak, an SSO or overflowing storm sewer. Many calls from residents, particularly during dry weather, are therefore not properly identified until the responding crew arrives on scene. SSO reports from customers may actually be water main leaks. Although the Service Center will attempt to obtain accurate information from the resident, the responding crews will confirm if an SSO actually exists. The first responders will clarify and document the on-site conditions and impacted waters, if any. For possible SSO, the Service Center obtains information offered by the caller and attempts to collect other relevant information regarding the possible overflow, including:

a. Contact/Customer Name.
b. Contact/Customer Phone and E-mail.
c. Location of the suspected overflow.
d. Observations of the caller (e.g., odor, duration, back or front of property).
e. Other relevant information that will enable the responding crews, if required, to quickly locate and respond to the caller's observation.

The Service Center prepares a service request and enters this information into the CityWorks™ work order system and creates a new work order. The service center dispatcher notifies the crew of suspected overflows. In the event possible overflow calls outnumber the available response staff, calls will be prioritized in the following manner (listed in order from highest to lowest priority):

- Sewage in a creek; sewer overflow or lift station overflow to dry land with immediate and direct public access.

  This is the highest priority. The dispatcher will IMMEDIATELY DISPATCH this call to the On-Call supervisor responsible or designee. If the dispatcher is unable to contact the supervisor or designee, dispatcher will continue calling until a supervisor or crew leader is reached, regardless of her/his area of responsibility.

- SSO to Dry Land with no immediate and direct public access. Order of Priority for Cave-In:
  a. Sewer pipes damaged/suspected damage
  b. No reported damage

- Utilities damaged by a construction activity

- Locating utilities. When receiving such calls, confirm whether or not the call is for emergency related locating of utilities.

- Customer service requests

The Service Center dispatcher provides notification of suspected SSOs directly to the appropriate crew.

SSOs detected by any personnel in the course of their normal duties shall be reported immediately to the service center where a service request will be initiated. The service center dispatcher shall record the relevant overflow information, create a CityWorks™ work order, and notify the appropriate crew.

The responding crew shall confirm any reported possible SSO. The on-site supervisor or designee shall document the SSO using the Field Reporting Form (See Appendix 1). Until confirmed, the reported SSO should be referred to as a "possible" SSO, spill or overflow. The Operations Manager (for collection system SSOs) or Water Quality Manager (for lift station SSOs) will notify TCEQ within 24 hours of a confirmed SSO. The TCEQ Water Quality Noncompliance Notification Form TCEQ - 501 shall be reviewed and signed by the Operations Manager or Manager Water Quality and then submitted within 5 days of confirmation of the reported SSO to the TCEQ Regional Office and TCEQ Austin Office. If the event was reported within 24 hours via phone, or an incomplete form was submitted as part of the 5-day reporting requirement, a completed and signed updated (supplemental) Form 501 shall be faxed or mailed as soon as possible to the TCEQ Regional Office and Austin Office. A copy will be mailed to the Austin address located at the bottom of the form.

Applicable supervisory or management personnel will be responsible for reviewing these completed forms to determine follow-up actions to minimize the SSO re-occurrence. Table 1 summarizes the overflow response tracking protocol.

The personnel on duty shall immediately convey all information regarding lift station failures and SSOs to the Manager Water Quality and initiate the investigation and correction. The Lift Station Power Outage Response Plan provides specific information on procedures associated with each lift station outage. The detailed Lift Station Power Outage Response Plan resides with each of the following and is being used as guidance in minimizing the impact of power outages or lift station failures:

- *Operations Manager*
- *Manager Water Quality*

Copies are distributed to responding staff and posted at lift stations and distributed at training sessions.

TABLE 1
Sewer Overflow Response Tracking Protocol

Step Event/Activity

1. Report of possible SSO received by the Service Center at 903-531-1285 (after hours at Golden Road Water Treatment Plan 903-597-6541).

2. Service Center Dispatcher prepares a service request through CityWorks™ documenting the caller-provided information.

3. Service Center Dispatcher contacts crew personnel who deploy a response crew to investigate the possible reported SSO.

4. Verification of SSO by response crew and initiate corrective actions.

5. Responding crew completes investigative work order and reports to supervisor and provides an assessment of the significance of the SSO (e.g., volume/flow rate of spill, contained vs. discharge to surface water) and confirms SSO.

6. Supervisor confirms SSOs to the Operations Manager or Lift Station overflows to the Manager Water Quality. The Operations Manager or Manager Water Quality contacts TCEQ Regional Office within 24 hours of confirmed SSO. Director of Utilities completes the 5-day report TCEQ Notice of Wastewater Overflow Form 501 and submits to both TCEQ Regional Office and TCEQ in Austin.

7. In the case of a TCEQ spill, summarize monthly spill report using TCEQ Form 20756. Save the sent SSO confirmation FAX report to document FAX transmission to Regional Office and mail copy to Austin.

8. For SSO events lasting longer than 24 hours or events that require updating of initial 24-hour notice, Operations Manager or Manager Water Quality will prepare a supplemental TCEQ Form 501 and send updated form to applicable regulatory agencies. All SSO events require written 5-day reports.

9. Operations Manager, Manager Water Quality and Utilities Director will make the decision based on established criteria by TCEQ on Public Advisory Procedures and Media Notification Procedures to be implemented, if any.

2.2 DISPATCH CREWS TO SITE OF SEWER OVERFLOW

The purpose of immediate response to a failure of any element within the wastewater collection, treatment and lift station systems, which threatens to cause or causes an SSO, is to isolate and correct the problem. Crews and equipment shall be made available to respond to any actual SSO location. Figure 2 presents the standard Daily Crew and Equipment Staffing available to respond to overflows. Also, additional maintenance personnel, materials and equipment shall be called as needed.

1) Dispatching Crews

- Service Center prepares service request work orders created for reported SSOs and notifies the appropriate On-Call designee or Plant Mechanic. Observations will be logged on the active work order.
- Upon confirmation by the responding crew of a reported SSO, if necessary, the Supervisor shall directly call for support or if requested to do so, the service center may be contacted to call up appropriate additional crews and resources on behalf of the responding crew.

2) Crew Instruction and Work Orders

- Responding crews shall be dispatched and shall receive instructions from their supervisor regarding appropriate crews, materials, supplies and equipment to be deployed.
- The utilities dispatcher, communicating with crews responding to a request for service, shall ensure that the entire communication has been received and acknowledged by the responding crews. To avoid delay, all standard communications procedures shall be followed. All employees dispatched to the site of a sewer overflow shall proceed immediately to that site. Any delays or conflicts in assignments must be immediately reported to the appropriate Supervisor or designee for resolution.
- Responding crews shall report their findings, including damage to private and public property or threat to public health and safety, to their supervisor or designee as frequently as necessary to keep him/her abreast of the conditions found.
- Supervisor or designees and utilities dispatcher shall assist, as necessary, at crew shift changes, in the transfer of all pertinent information to the next shift, including any details of the problems and observations described by customers.

3) Preliminary Assessment of Damage to Private Property

- The responding crew shall use discretion in helping a property owner/occupant who has sustained property damage. The responding crew should not enter private property for purposes of assessing damage unless directed otherwise by a supervisor or designee. Residents should be instructed to contact the Senior Utility Specialist at 903-531-1238 to make damage claims. The City of Tyler letter to residents affected by building backups is provided in Appendix 5. This letter will be handed out to affected residents and provide information on obtaining cleanup assistance. The City of Tyler Senior Utility Specialist is responsible for addressing any claims residents may have regarding backups.

- If property damage was caused by the use of a Tyler Water Utilities jetter or vactor, contact the Senior Utility Specialist (903-531-1238) who will assist the resident in the claim protocol. After hours and on weekends, responding crews will provide the resident contact information for making a claim.

4) Field Supervision and Inspection

- The supervisor or designee assigned to a confirmed SSO shall visit the site of the overflow to assure that provisions of this overflow response plan and other directives are met. The supervisor or designee will determine if outside vendor services is required and will make the initial contacts to facilitate needed outside services.
- In the case of a lift station overflow to a creek or dry land, the superintendent shall be responsible for notifying the Manager Water Quality.

5) Coordination with Hazardous Material Response

- Responding crew shall contact their supervisor as soon as possible whenever a suspicious substance (e.g., oil sheen, foamy residue) is found on the ground surface, surface waters or ponded areas, or upon detection of a suspicious odor (e.g., gasoline) not common to the sewer system.
- Should the supervisor decide it is necessary to alert the TCEQ in consultation with the local Fire Department, the responding crew shall await the arrival of the hazardous material response team to take over the scene. Remember that any vehicle engine, portable pump or open flame (e.g., cigarette lighter) can ignite an explosion or fire where flammable fluids or vapors are present. Keep a safe distance and observe caution until assistance arrives. The on-site staff shall also take measures to keep the general public away from the impacted area. Perimeter control of pedestrian and vehicular traffic shall be established using traffic barricades, barricade warning tape, or temporary barrier/safety fencing with signage, "Caution Do Not Enter" where appropriate.
- The Fire Department's hazardous material response team shall be contacted by dialing 911 if the overflow contains or is thought to contain hazardous material.
- Upon arrival of the hazardous material response team, the responding crew shall take direction from the lead person with that team. Only when that authority determines it is safe and appropriate for the responding crew to proceed under the SSORP with the SSO containment, correction, and clean-up activities, can they then proceed.

2.3 OVERFLOW CORRECTION, CONTAINMENT, AND CLEANUP

SSOs may result from blocked sewers, pipe failures, lack of capacity, power outages, treatment plant, lift station malfunctions, contractors, or mechanical malfunctions among other natural and manmade causes. City staff is on alert and shall respond immediately upon receipt of notification of a possible SSO. This section describes specific actions to be performed by the responding crews during a sewer, treatment plant or lift station overflow. Table 2 presents the SSO Checklist. These actions are instrumental for:

- Protecting public health, environment, and property from an SSO and restore the surrounding area back to normal as soon as practical.
- Establishing perimeters and control zones with appropriate traffic cones and barricades, vehicles or use of natural topography (e.g., hills).
- Promptly notifying regulatory agencies of preliminary SSO information and potential impacts.
- Containing the SSO to the maximum extent practical including preventing the discharge of sewage into surface waters and returning as much of the sewage back into the collection system as practical.
- Minimizing the City exposure to any regulatory agency penalties and fines.

Under most circumstances, TWU will handle response activities with its own work forces. The City possesses the skills and experience to respond rapidly and in the most appropriate manner. An important issue with respect to an emergency response is to ensure that temporary actions necessary to divert flows and repair the problem do not produce problems elsewhere in the system. For example, the repair of a force main requires the shutdown of the lift station. If the closure is not handled properly, a backup of sewage may create other SSOs. Circumstances may arise when the City requires the support of an outside construction contractor. This may occur when a deep pipeline requires an emergency repair in order to resolve the SSO and extensive shoring or bypass pumping is necessary.

Containment of the SSO is critically important to minimize the impact of the SSO. Responding crews must evaluate the local conditions and select equipment and techniques to contain the SSO. The method used for containment will vary based on site conditions. General options for containment and equipment are summarized in Table 2. Dry weather SSOs may be temporarily contained in the storm sewer system by plugging the pipeline (pneumatic plugs or sandbags) downstream of the SSO location. Lift stations tributary to the SSO should be turned off where possible and/or manually controlled to maximize system storage upstream of the SSO location.

Information that can be distributed to residents to address building backups is presented in Appendix 5. On-site crews and supervisors should maintain copies of the information for distribution to residents following a backup or overflow on private property.

2.4 RESPONSIBILITIES OF RESPONDING CREW UPON ARRIVAL

It is the responsibility of the first responding personnel who arrive at the site of a sewer, treatment plant or lift station overflow to protect the health and safety of the public by mitigating the impact of the overflow to the highest extent possible. Emergency contact telephone numbers are presented in Appendix 3 should conditions warrant immediate notification. The crew shall take responsible actions to protect public health and water quality by mitigating the impact of the SSO to the greatest extent possible. However, should the cause of the SSO not be the responsibility of the City, e.g., caused by an overflowing private sanitary sewer, but there is imminent danger to public health, public or private property, or to the quality of waters of the State, then prudent emergency action shall be taken until the responsible party assumes responsibility and provides appropriate action. Upon arrival at an overflow the responding crew shall do the following:

1. Determine the cause of the SSO, e.g., sewer line blockage, sewer line break, lift station mechanical or electrical failure, treatment plant process flow problem, etc.
2. Identify and request, if necessary, assistance or additional resources to correct the SSO or to assist in the determination of its cause.
3. Determine if private property has been affected. If yes, contact the Senior Utilities Specialist at 903-531-1238.
4. Take immediate steps to stop the SSO, e.g., relieve pipeline blockage, manually operate lift station controls, repair pipe, etc. Extraordinary steps may be considered where overflows from private property threaten public health and safety (e.g., an SSO running off of private property into the public right-of-way).
5. Extra care should be taken in securing the work site immediately adjacent to or around private property.
6. Request additional personnel, materials, supplies or equipment that will expedite and minimize the impact of the overflow.

TABLE 2
SSO Response Checklist

- ✓ Investigation, SSO Confirmation and Site Assessment
- ✓ Dispatch Initial Response Personnel and Equipment
- ✓ Stop and Contain SSO
- ✓ Assess Best Cleanup Method
- ✓ Initiate Site Remediation
- ✓ Inspect Receiving Waters (if applicable)
- ✓ Initiate Sampling of Affected Waters (if applicable)
- ✓ Post Warning Signs (if applicable)
- ✓ TCEQ Initial Notification within 24 hours
- ✓ Public Notifications (if applicable)
- ✓ Complete Remediation
- ✓ Collect Follow-up Samples (if applicable)
- ✓ Remove Signs (if applicable)
- ✓ TCEQ 5 day report
- ✓ Follow-up SSO Root Cause Analysis

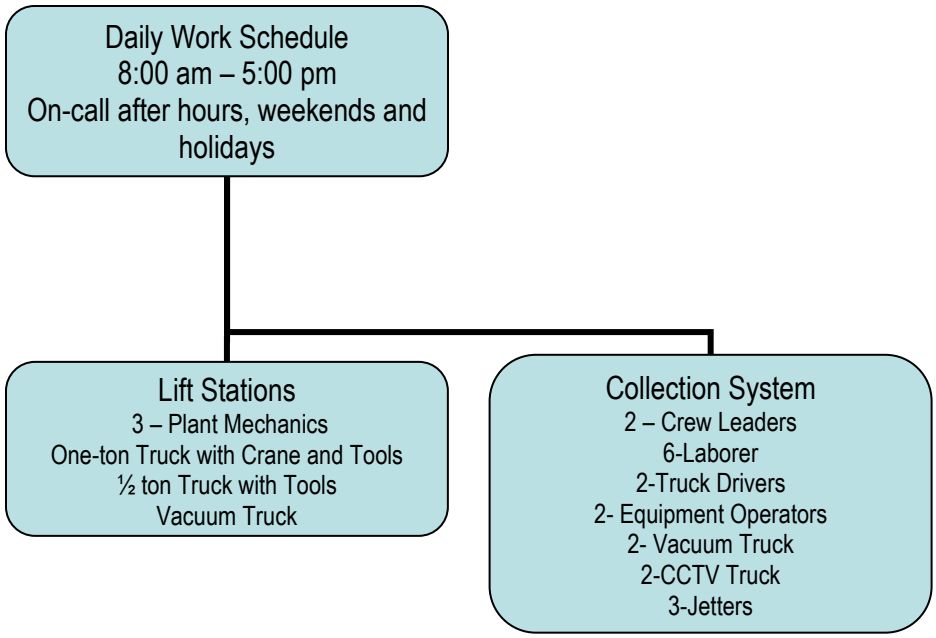
Major SSO Containment Options and Required Equipment

Overflow onto Ground	Required Equipment
• Create earthen trench or berm to contain or divert SSO	• Sandbags
• Place sandbags in gutter or around low ponding area	• Plastic sheets
• Turn off or manually control tributary lift station if possible	• Bypass pumps/hose or pipe

Overflow Into Storm Sewer or Open Ditch	Required Equipment
• Contact storm water department to coordinate containment	• Sandbags/pneumatic plugs
• Locate storm drain/ditch at downstream end point	• Plastic sheets
• Plug affected storm system outlet(s) and coordinate with Operations Superintendent to contain and cleanup SSO	• Bypass pumps/hose or pipe
• Turn off or manually control tributary lift station if possible	

Figure 2
Daily Crew and Equipment Staffing

Revised 1/13/2025



In general, the first response equipment and crew will be a trouble truck dispatched to the potential site. Upon confirmation and extent of the SSO a request of additional crew(s) and equipment may occur. Equipment available for secondary response includes:

- 2-Vactors
- 3-Jetters
- Generators
- Backhoe
- Portable pumps (Local Vendor)
- Bypass pipe/hoses
- Portable lighting equipment
- Sandbags
- Spill containment supplies
- Disinfectant
- Posting signage

2.5 Initial Measures for Containment and Reporting

Figure 3 summarizes the Sewer Overflow Response Plan. Crews arriving initially will:

- ✓ Initiate measures to contain the overflowing sewer and recover, where possible, sewage which has already spilled, minimizing the impact to public health or the environment.
- ✓ Determine the immediate destination of the overflow, e.g., storm drain, surface water, ground surfaces, structure, etc.
- ✓ Identify and request additional materials and equipment to contain or isolate the SSO, if not readily available.
- ✓ Take immediate steps to contain the SSO, e.g., block or bag storm drains, recover through vacuum truck, divert/pump into downstream sanitary sewer manhole, etc.
- ✓ Check treatment plant process equipment/lift station status.

In the event of a prolonged sewer line blockage or collapse, treatment plant issues, or lift station outage, a determination shall be made in a timely fashion to operate a portable pump-around operation to direct flows around the defective or damaged facility. Personnel shall be trained in proper portable pump capacity selection and the setup of temporary suction and discharge piping to assure safe and reliable emergency operation. Other methods of bypassing shall be utilized when appropriate such as fluming and berms to contain flows while repairs are made.

Appropriate measures shall be taken to determine the proper size and number of portable pumps required to effectively handle the sewer bypass pumping operation. Any regulatory agency issues that arise as a result of a prolonged pumped bypass situation (e.g., need for redundancy of portable pumping) shall be addressed in conjunction with emergency repairs.

SSO sites including contaminated soil, stream and riverbanks, and shorelines of other types of bodies of water, shall be thoroughly cleaned after an overflow. No readily identifiable residues (e.g., fecal matter, rags, papers, or plastics) shall remain. Where practical, the area shall be thoroughly flushed with the wash-down water which should be contained and properly disposed. Heavy flushing could make containment of wash down water impractical. Solids and other debris shall be flushed, swept, raked, picked-up and transported to proper disposal area.

The overflow site shall be secured to prevent contact by the public until the site has been thoroughly cleaned. Posting, if required, shall be undertaken.

Where appropriate, the overflow site shall be disinfected and deodorized. If a ponded area contains sewage which cannot be pumped dry, it shall be treated with bleach or dry high-test hypochlorite (HTH). If sewage has entered a body of water that may contain fish or other aquatic life, bleach or other disinfectants shall not be applied. Appendix 4 contains additional guidance on the quantification of SSOs and the use of disinfectants.

The Notice of Wastewater Overflow Form and CityWorks™ Work Order shall be completed by the responsible Supervisor. The TCEQ shall be notified, as specified in Section 6.0, immediately following confirmation of an SSO into a waterway and no later than 24 hours after confirmation. The hard copy 5-day report (Form 501) for a SSO to surface waters is forwarded to TCEQ and EPA when repair work on the sewer is completed but no later than five days of confirmation of a SSO.

Confirmed Sanitary Sewer Overflow or Spill

Sanitary Sewer Overflow:

1. Contain if possible
2. Correct problem causing SSO
3. If significant SSO requiring Public Notice (see Public Notice Guidelines below):
   a) contact Operation Manager or Water Quality Manager who will notify TCEQ within 24 hours
   b) Determination to deploy signage
   c) Director notifies City Manager and Communications Director
   d) Media Notifications
4. Clean affected area and disinfect
5. Operations Manager or Water Quality Manager will report SSO within 5 days (Form 501)

Public Notice Guidelines:

1. The SSO is 50,000 gallons or more where one or more of the following conditions also exists:
   A. the SSO occurs within ½ mile of a public or private source of drinking water;
   B. the SSO occurs within ½ mile of a private drinking water well;
   C. the SSO occurs within ½ mile up-gradient of a surface water intake of a public or private source of drinking water;
   D. the SSO occurs in an active groundwater recharge area;
   E. the SSO occurs up-gradient and within ½ mile of a karst terrain or shallow alluvial well that is a source of drinking water; OR
2. The SSO is 100,000 gallons or more.
3. Send copy of public notice to TCEQ within 48 hours

Sanitary Sewer Spill:

1. Contain and correct problem causing spill
2. Contact Operations Manager or Water Quality Manager who will report spill to TCEQ monthly (Form 20756)

Report all SSOs within 24 hours using TCEQ Form 501 Reporting Form UNLESS it meets the following Spill criteria, then report monthly on TCEQ Form 20756 Reporting Form:

1. the spill volume is less than 1,000 gallons;
2. it is not associated with another accidental discharge or spill;
3. it is controlled or removed before entering water in the state;
4. it does not adversely affect a public or private source of drinking water;
5. it will not endanger human health or safety or the environment; and
6. it is not otherwise subject to local regulatory control and reporting requirements.

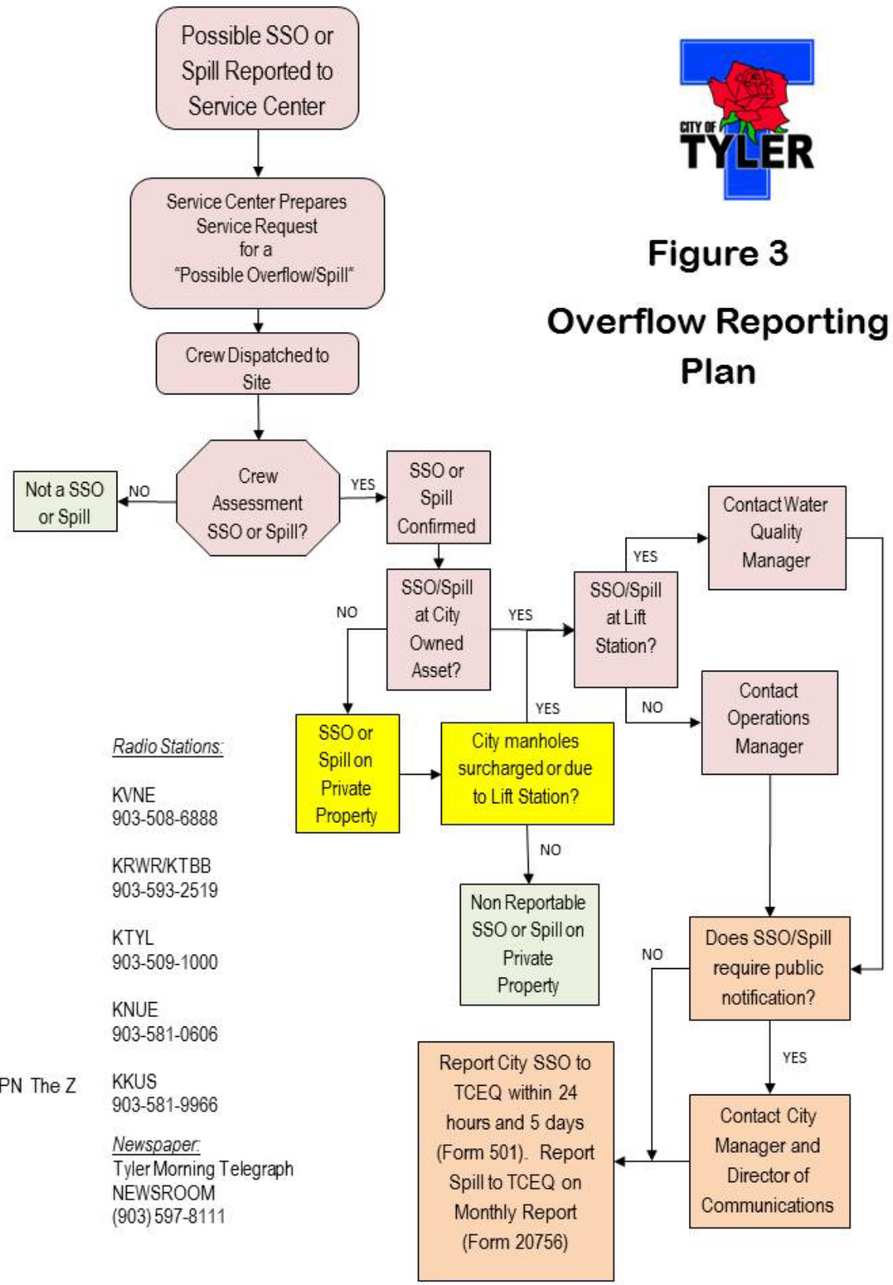


Figure 3

Overflow Reporting Plan

U.S. Environmental Protection Agency (EPA)
Phone: (214) 665-6444
Fax: (214) 665-7446
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202-2733

Texas Commission on Environmental Quality (TCEQ)

TCEQ Region 5, Tyler
TCEQ Regional Office
Attn: Lisa Fisher
2916 Teague Drive
Tyler, TX 75701-3734
Tel: 903-535-5137
Fax: 903-525-0384

Austin Office Mailing Address
TCEQ
Water Quality Compliance Monitoring Team MC 224
Enforcement Division
P.O. Box 13087
Austin, Texas 78711-3087

Texas Parks & Wildlife Department (TPWD) - Kills and Spills Region 2
Greg Conley
11810 FM 848
Tyler, Texas 75707
Office: (903) 566-2518
Cell: (903) 520-3821
Fax: (903) 566-2357
Email: greg.conley@tpwd.state.tx.us

TPWD 24-Hour Communication Center
4200 Smith School Road
Austin, Texas 78744
Phone: (512) 389-4848

Television Stations:

KYTX CBS19 & MYTX
2211 ESE Loop 323
Tyler, TX 75701
903-581-2211
Fax: 903-581-5769

KLTV ABC 7
105 West Ferguson Street
Tyler, TX 75702
(903) 597-5588

KETK NBC/KFXK FOX51/KTPN The Z
4300 Richmond Road
Tyler, Texas 75703
(903) 581-5656

Radio Stations:

KVNE
903-508-6888

KRWR/KTBB
903-593-2519

KTYL
903-509-1000

KNUE
903-581-0606

KKUS
903-581-9966

Newspaper:
Tyler Morning Telegraph
NEWSROOM
(903) 597-8111

Note: All communications with any media will be coordinated through the City's Communication Department

If an SSO requires more than 24 hours to correct, a written status report shall be forwarded by certified mail to TCEQ every five days until correction of the SSO is completed. Information recorded for Sewer Overflows should include the following:

1. Indication of whether there was an actual observation of an SSO running into surface waters, or whether there was only an indication (e.g., sewer residue on the ground surface leading to the surface water) that sewage had possibly flowed to surface waters but was not actually observed.
2. Indication that the SSO had not reached surface waters. Guidance in characterizing these overflows as dry land only includes:

    a. SSOs to underground storm drains (with no public access) where a Maintenance Crew verifies, by inspection, that the entire volume is contained in an impoundment and where complete cleanup occurs, leaving no residue.
    b. SSO where observation or on-site evidence clearly indicates all sewage was retained on land and did not reach surface water and where complete cleanup occurs leaving no residue.

A determination of the start time of the SSO using one or more of the following methods:

a. Date and time report of an SSO was received by the Service Center representative.
b. Date and time of a visual observation by a City employee.
c. Lift station flow charts and other recorded data.
d. Treatment plant observations.

A determination of the stop time of the SSO using the following method:

a. When the blockage is cleared, or flow is controlled or contained
b. Visual observations.

A determination of the volume or rate of the SSO:

a. When the rate of SSO is known multiply the duration by the rate of flow to determine the volume of the SSO.
b. When the rate of SSO is not known, investigate the surrounding area for evidence of ponding, obtain dimensions of ponding and calculate volume in gallons. Total volume divided by the appropriate time interval will provide a flow rate.
c. If a manhole is observed overflowing use the chart and photographs in Appendix 4 to estimate the rate of SSO, then multiply by the duration of the SSO.

An assessment of any damage to public and private property should be documented. Personnel shall not enter private property for purposes of estimating damage to structures, floor and wall coverings, and personal property.

The supervisor or designee confirming the reported SSO shall make follow-up contact with the customer(s) reporting the incident summarizing the actions taken to resolve the overflow, to clean up the area, and to post and barricade the area if necessary.

Note: The City of Tyler currently notifies the TCEQ Regional office by telephone within 24 hours of a confirmed SSO. The 5-day report, using TCEQ form 501, is transmitted by FAX to the Regional TCEQ Office and a copy is mailed to TCEQ in Austin.

The TCEQ Form 501 is also used for TCEQ defined spills and marked as "Monthly" and is not submitted to TCEQ. Rather this information is used to complete the monthly TCEQ Form 20756 (Monthly Spill Reporting Form) to summarize TCEQ defined spills. This summary report is sent to the TCEQ Regional Office via FAX and a copy mailed to TCEQ in Austin monthly.

2.6 Post SSO Primary Cause Analysis

The Operations Manager, for collection system overflows, or Manager Water Quality, for lift station overflows, is responsible for reviewing and maintaining the SSO spreadsheet and database. Part of the review process is the evaluation of the primary cause of the SSO following containment and cleanup. The primary cause of the SSO will be analyzed to determine if other actions are necessary to prevent future SSOs at this location. The Managers may implement additional actions to establish the cause and then initiate actions to prevent future SSOs at the location. For purposes of addressing repeat backups, blockages and SSOs, a "chronic problem" is defined as a backup, blockage or SSO that occurs at the same asset and/or same line segment at a frequency of more than once in two calendar years. Following are activities the Manager or designee may initiate to further evaluate and address the SSO:

- Evaluate the location and identify line segment(s) for televised inspection
- Review video and logs to isolate the primary cause of the SSO
- Review available historical data including SSO history, cleaning, and inspection history
- Determine if the site is a chronic problem that warrants detailed investigation
- Prepare work order and place line segment on a preventive maintenance cleaning schedule or where a maintenance schedule already exists, increase cleaning frequency
- Prepare work order and place line segment on root removal list
- Prepare work order and place line segment(s) or specific location(s) within the line on repair list
- Contact FOG Coordinator (Manager Water Quality) with area suspected of contributing to grease blockage. FOG coordinator will review and may generate work order for increased inspections in the area, distribute FOG outreach educational materials in the area, and/or issue notice of violation where appropriate.

Data collected during the analysis will be used to update the SSO spreadsheet with primary cause for the SSO. The updated spreadsheet will be the basis for the TCEQ reporting. The Operations Manager or Manager Water Quality will review the primary causes for SSOs and make necessary adjustments to preventive maintenance cleaning schedules, root removal activities, pipeline repair or rehabilitation schedules, etc. to prevent repeat SSOs.

3.0 MONITORING/SAMPLING OF SURFACE WATERS AFFECTED BY SSOS

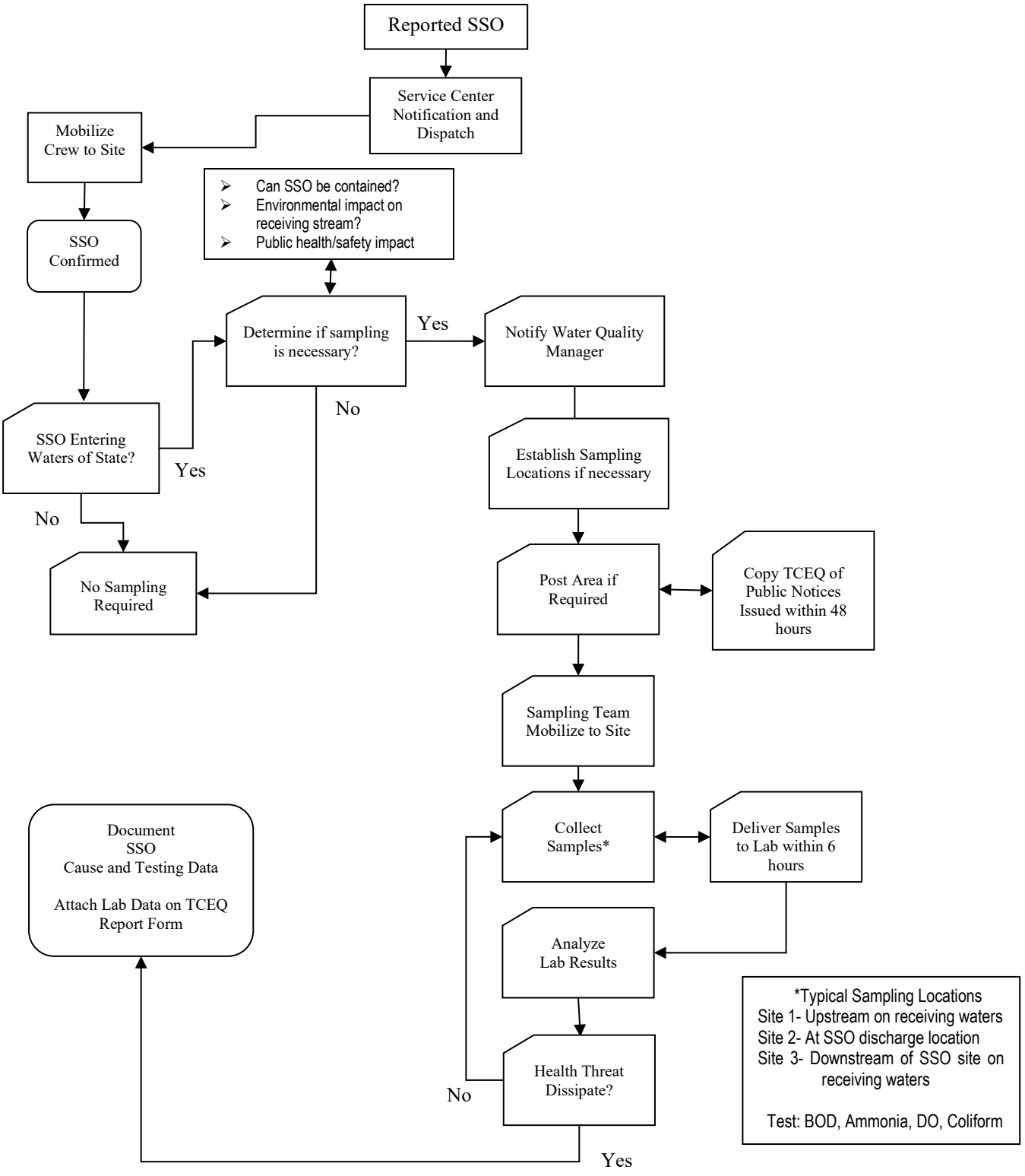
The City will monitor, and sample surface waters affected by SSOs. Once reported, personnel from the City will respond to the location of the SSO. These personnel will take the following steps, immediately after initiating efforts to stop the overflow:

- Stop SSO and determine volume of SSO (i.e., total gallons).
- Determine if SSO goes to a stream or receiving water. The impact of the overflow on water quality is assessed by visual inspection for abnormal conditions such as effects on aquatic life, abnormal color, odor, etc.
- Notify sampling team if a SSO reaches a stream or receiving water. If a storm or other conditions present an unsafe sampling environment, sampling may be omitted, and impacts will be based on visual observations only until sampling can be resumed.
- Post signs for restricting public access if necessary.

Requests for sampling during SSOs may be initiated by the Operations Manager or Manager Water Quality. The Manager Water Quality shall be contacted to initiate sampling actions due to SSOs. If a contact is not available, leave a message telling each person who you are and that you have preceded in contacting staff and with whom you plan to speak. The supervisor is responsible to see that the Manager Water Quality is contacted in the case of any SSO where sampling is required. Figure 4 presents a general sampling flow diagram that summarizes the sampling procedures. The sampling request shall be made by contacting:

Manager Water Quality
Office: (903) 939-8278

Figure 4
Sampling Activity Flow Chart



4.0 NOTIFICATION PROCEDURES

This section describes the actions the City may take, in cooperation with TCEQ and EPA to protect the public and limit public access to areas potentially impacted by SSOs. Actions to limit public access to areas impacted by SSOs which do not reach surface water but affect ground surfaces, structures or other resources are also addressed.

4.1 POSTING AND SIGNAGE

TWU has primary responsibility for determining whether signage (see Figure 5) is necessary for areas affected by SSOs to ground surfaces, structures, or surface waters. The main factor in determining when and where to post signs is the degree of public access to any effects of the overflow that may remain at the site. The posting of signage would not necessarily prohibit use or access to the area unless posted otherwise but provide a temporary warning of potential public health risks due to a recent sewage contamination. TWU may elect to use such signs, for example, where heavy flushing made it impractical to recover all of the wash-down water commingled with sewage. In cases when posting of signs is not sufficient or not feasible, door hangers may be used instead of, or in addition to, signs. The Operations Manager and Manager Water Quality shall make this decision. Table 3 outlines the posting decision process for City personnel.

Table 3
SANITARY SEWER OVERFLOW (SSO) POSTING DECISION PROCESS

Step Event/Action

1. Responding superintendent or crew supervisor confirms reported SSO.
2. Supervisor makes recommendation on intent to either post or not to post, or intent to use other public notification measures depending on the degree of the public's accessibility of the area impacted by the SSO.
3. Regardless of the posting decision, the Operations Manager (for collection system SSOs) or Manager Water Quality (for lift station SSOs) calls TCEQ when making the 24-hour initial report. SSO data is forwarded to the Senior Utility Specialist for compiling the 5-day SSO report (Form 501) for the Director to sign and submit to TCEQ. Note that the Operations Manager and Manager Water Quality also submit spill data to the Senior Utility Specialist for compiling the monthly report (Form 20756) for the Director to sign and submit to TCEQ.
4. The Operations Manager or Manager Water Quality is advised of the final posting recommendation. Operations Manager or Manager Water Quality will determine to either post or not to post.
5. Locations of SSOs to surface waters must be posted until the area is free from contaminates as evidenced by the on-site observations or laboratory test results.

Figure 5
SANITARY SEWER OVERFLOW (SSO)
POSTING SIGNAGE





Note: The Operations Manager or Manager Water Quality will determine which signage, if any, is appropriate for the location and report to the Director.

4.2 OTHER PUBLIC NOTIFICATION

Should it be determined that the posting of signs indicating that surface waters, ground surfaces or structures have been subject to a SSO are not sufficient, the Operations Manager or Manager Water Quality shall determine the need for further public notification. This additional notification will be accomplished through the use of pre-scripted notices made available to the print or electronic news media for immediate publication or airing, or by other measures. See Appendix 5 for example news releases. Circumstances under which further public notification may be considered include:

- When permanent repairs to resolve an SSO will take in excess of 24-48 hours and the reduction in the usage of water in homes and businesses would assist in managing the operation of the locally affected sewer or lift station.
- When permanent repairs to resolve an SSO will take in excess of 24-48 hours and the citizenry need to be advised of repair schedules and possible traffic detours in the vicinity of the repairs and/or sewer or lift station pump-around operations.
- When permanent repairs to resolve an SSO which took in excess of 24-48 hours are completed and the City wishes to recap the episode such as the circumstance(s) contributing to the cause of the SSO, measures taken to repair and cleanup the affected area, time required to effect repairs, total gallons of the SSO, and any continuing monitoring of surface waters/ if applicable; and,
- When posting of waterways and ground surfaces affected by SSOs cannot be effectively accomplished to adequately protect public health and safety (e.g., receiving water is bordered by private property).

4.3 REGULATORY AGENCY NOTIFICATION PLAN

Agency notifications shall be performed in parallel with other City internal notifications. The procedures for providing notification to the media of an SSO are presented in this section. Internal notification and mobilization of personnel are detailed in Section 2.0 – Overflow Response Procedure.

Using data supplied from the confirmation of reported possible overflows and subsequent updates from response personnel, the supervisor shall notify the Operations Manager or Manager Water Quality. The Operations Manager or Manager Water Quality shall notify TCEQ within 24 hours of all SSOs. A five (5) day report (Form 501) will be prepared and submitted. Spills that meet TECQ requirements (refer to Section 1.2) will be grouped and reported monthly on Form 20756.

Laboratory and/or field sampling test data will be attached or sent when available as a supplemental report.

4.4 TCEQ PUBLIC NOTIFICATION REQUIREMENTS

The Texas Commission on Environmental Quality regulations addresses public notification requirements. Subchapter C: Public Notice of Spills or Accidental Discharges from Wastewater Facilities Owned or Operated by Local Governments (Chapter 319.302 Notification Requirements and 319.303 Notice to Local Officials and Local Media) states:

§319.302. Notification Requirements.

(a) The owner of a facility must designate a responsible individual to comply with this subchapter.

(b) In addition to the noncompliance notification to the commission required by §305.125(9) of this title (relating to Standard Permit Conditions) and any notification required under Chapter 327 of this title (relating to Spill Prevention and Control), the owner of a facility, through its responsible individual, must notify appropriate local government officials and the local media (see §319.301 of this title (relating to Definitions)) whenever one of the following types of spills occurs from the facility:

(1) a spill, regardless of volume, that the facility owner knows or has reason to know, will adversely affect a public or private source of drinking water;

(2) a spill with a volume of 50,000 gallons or more where one or more of the following conditions also exists:

(A) the spill occurs within 1/2-mile of a public or private source of drinking water;

(B) the spill occurs within 1/2-mile of a private drinking water well which is located within 1/2-mile of a public water supply well;

(C) the spill occurs within 1/2-mile up-gradient of a surface water intake of a public or private source of drinking water;

(D) the spill occurs in an active groundwater recharge area;

(E) the spill occurs up-gradient and within 1/2-mile of a karst terrain or shallow alluvial well that is a source of drinking water;

(3) a spill of 100,000 gallons or more.

(c) The responsible individual must issue the notice as quickly as possible, but not later than 24 hours after the facility becomes aware of the spill. The notice may be hand-delivered, sent by facsimile, e-mail, or by phone with follow-up written notice. The contents of the notice must comply with §319.303 of this title (relating to Notice to Local Officials and Local Media.)

(d) Within 48 hours of providing notice to appropriate local government officials and local media, the responsible individual must provide to the commission regional office in whose region the spill occurred a copy of the notice, the date notice was provided to local officials and local media, and a list of notice recipients.

§319.303. Notice to Local Officials and Local Media.

(a) Persons responsible for a wastewater spill must ensure notice complies with subsections (b) and (c) of this section. Responsible persons may contact the commission to obtain a template which may be used in the event of a wastewater spill.

(b) For all wastewater spills as referenced in §319.302(b) of this title (relating to Notification Requirements) the notice must contain the following:

(1) one of the following statements:
(A) a spill from a wastewater treatment facility has occurred; or
(B) a spill from a collection facility has occurred;
(2) the facility name;
(3) person to contact for further information;
(4) the location of the spill;
(5) the estimated date and time of the spill;
(6) the estimated volume of the spill (number of gallons);
(7) the type of the spill (domestic, industrial, etc.);
(8) a description of the area potentially affected, including a down-gradient and lateral distance from the spill site;
(9) the suspected cause of the spill; and
(10) a list of actions that have been taken including, but not limited to:

(A) notification of:
(i) appropriate local government officials; and
(ii) the TCEQ regional office;
(B) containment of the spill;
(C) increased monitoring of water supply systems; and
(D) initiation or completion of cleanup activities.

(c) If the wastewater spill meets the conditions of §319.302(b)(2) and/or (b)(3) of this title then the notice must also contain the following precautionary statements:

(1) Persons using private drinking water supply wells located within 1/2-mile of the spill site or within the potentially affected area should use only water that has been distilled or boiled at a rolling boil for at least one minute for all personal uses including drinking, cooking, bathing, and tooth brushing. Individuals with private water wells should have their well water tested and disinfected, if necessary, prior to discontinuing distillation or boiling.
(2) Persons who purchase water from a public water supply may contact their water supply distributor to determine if the water is safe for personal use.
(3) The public should avoid contact with waste material, soil, or water in the area potentially affected by the spill.
(4) *If the public comes into contact with waste material, soil, or water potentially affected by the spill, they should bathe and wash clothes thoroughly as soon as possible.*

Figure 6 presents the TCEQ Notification Template for use in providing the required notification should the overflow meet the requirements for notifying City officials and media. The following summarizes the normal protocol when City officials and media must be notified of an overflow:

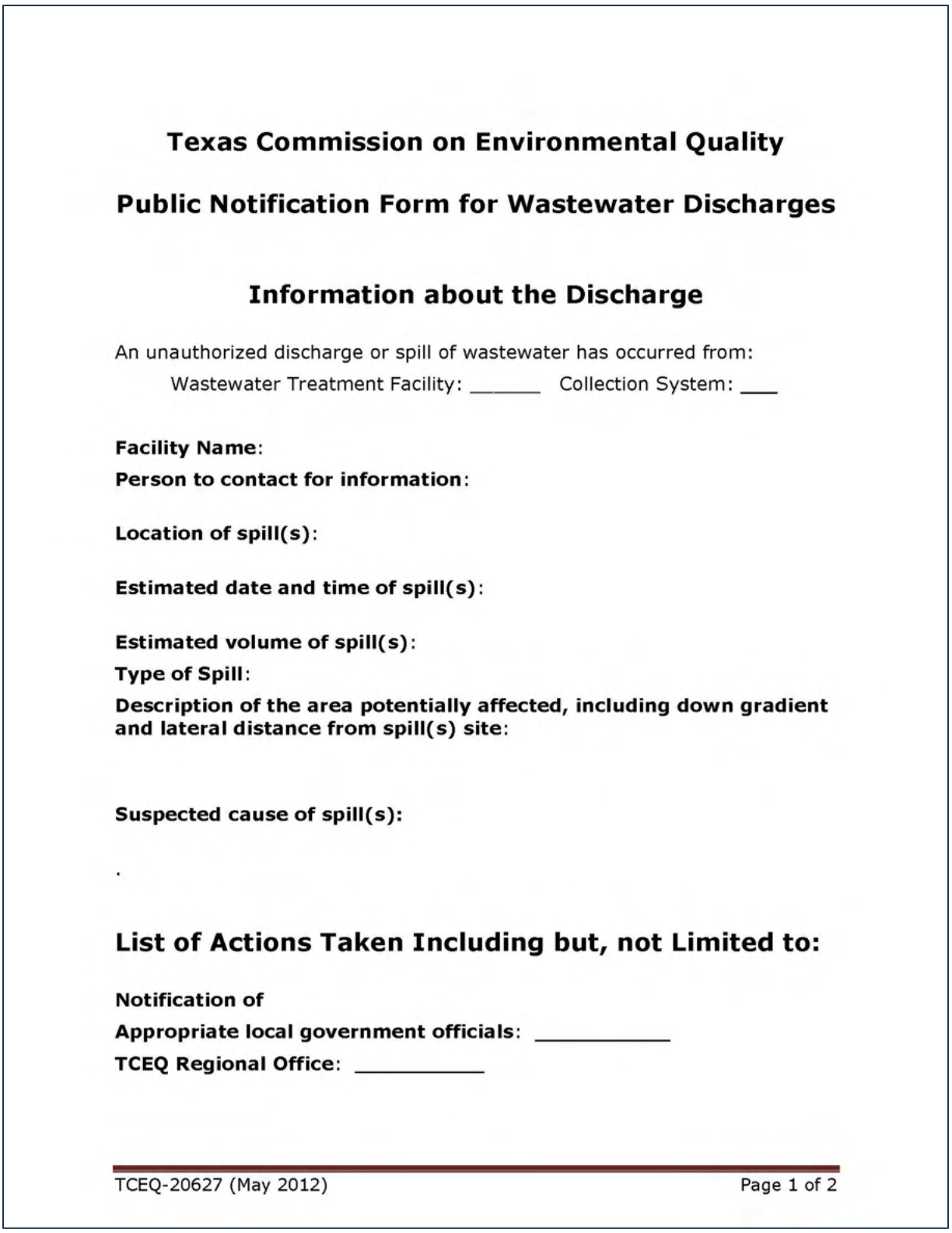
1. The Director, Operations Manager or Manager Water Quality will prepare a City of Tyler Media Release Letter with attached TCEQ Notification Letter Form TCEQ-20627 (See Figure 6) and contact the Environmental Compliance Engineer 903-531-1085 and brief them on the content and details of the event. A copy of the proposed notification letter will be sent to the City Communications Department that will coordinate the notification efforts and contact the appropriate local City officials and media outlets.

   This notification is done as soon as possible, but not later than 24 hours after becoming aware of a major overflow.

2. Immediately (no more than 48 hours) after distributing the public notice, the Operations Manager or Manager Water Quality shall submit a copy of the notification to TCEQ Region 5 by faxing notice to 903-525-0384.

3. After hours and weekend sewer overflows are reported to the Golden Road Water Treatment Plant at 903-597-6541. SSOs that occur on weekends will be called in to the TCEQ and will be submitted on the following Monday.
   a. Calls received by the Service Center from the media dealing with SSOs are always referred to the Communications Department.
   b. The Director or designee is authorized to be interviewed by the media as the designated spokesperson.

Figure 6
TCEQ Public Notification Template



Texas Commission on Environmental Quality

Public Notification Form for Wastewater Discharges

Information about the Discharge

An unauthorized discharge or spill of wastewater has occurred from:

Wastewater Treatment Facility: _____ Collection System: ___

Facility Name:

Person to contact for information:

Location of spill(s):

Estimated date and time of spill(s):

Estimated volume of spill(s):

Type of Spill:

Description of the area potentially affected, including down gradient and lateral distance from spill(s) site:

Suspected cause of spill(s):

.

List of Actions Taken Including but, not Limited to:

Notification of

Appropriate local government officials: _____

TCEQ Regional Office: _____

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Figure 6 - Continued
TCEQ Public Notification Template

Containment of spill:

Increased monitoring of water supply systems:

Initiation of cleanup activities:

Precautionary Statements:

1. Persons using private drinking water supply wells located within ½ mile of the spill site or within the potentially affected area should use only water that has been distilled or boiled at a rolling boil for at least one minute for all personal uses including drinking, cooking, bathing, and tooth brushing. Individuals with private water wells should have their well water tested and disinfected, if necessary, prior to discontinuing distillation or boiling.
2. Persons who purchase water from a public water supply may contact their water supply distributor to determine if the water is safe for personal use.
3. The public should avoid contact with waste material, soil, or water in the area potentially affected by the spill.
4. If the public comes into contact with waste material, soil, or water potentially affected by the spill, they should bathe and wash clothes thoroughly as soon as possible.

4.5 MEDIA REQUESTS

The City of Tyler is committed to maintaining an open and informative dialogue with members of the media as well as the general public. In order to avoid confusion and provide the most factual information regarding utility issues, as well as protect our customers' right to privacy, the City Communication Department should be notified of any media (newspaper, trade publication, radio, etc.) contact.

Cooperation with reporters is essential in order to provide them with the needed information in a timely manner. They are the means of transmitting correct and factual information from the City of Tyler to the general public. If an employee is approached in the field or at work by a member of the media concerning an incident involving the utility (whether it is an accident involving a City of Tyler employee, a major or extended interruption of service, or an issue considered to be controversial in nature) that employee should advise the reporter that their contact should be the City's Communication Department. Offer them the appropriate phone number or obtain their name and phone number for the Communications Department so that a return call may be made. The employee should also advise their immediate supervisor or manager that an inquiry has been made by the media so the supervisor or manager may forward details of the incident to the Communications Department. The Communications Department will determine if the inquiry should be redirected.

Managers, supervisors or crew leaders can serve as the contact in the field for questions regarding routine projects that may be taking place near or on a customer's property, such as repair work or outage response. If a customer approaches a field employee with questions regarding a routine project, they should politely direct the customer to the manager, supervisor, or crew leader. If that person is not on site at the time, the employee should offer to take the customer's name and phone number and have the manager, supervisor or crew leader contact them as soon as possible to answer any questions or concerns.

4.6 REQUESTS FOR CONSTRUCTION SITE AND FACILITY TOURS

Safety of the general public and security of City of Tyler facilities should be of utmost priority for all employees. For this reason, construction site and facility tours for members of the general public should be cleared through the office of the Director. That person will be in charge of seeking approval of a facility tour from the respective member of the Department. No one from the general public or the media is permitted to enter non-public areas of the City of Tyler facilities without first seeking permission from the Director. Employees are within their right to ask unauthorized persons to leave the premises immediately.

5.0 DISTRIBUTION AND MAINTENANCE OF SSORP

The SSORP reflects the procedures established for responding to reports of possible SSOs and confirmed SSOs from the wastewater collection system, treatment plants and lift station system so as to:

- Minimize the adverse effects of SSOs on public health, water quality and beneficial uses of the receiving waters.
- Minimize the SSO volume which enters surface waters.

Updates of the SSORP shall be made to reflect all changes in City and regulatory policies and procedures as may be required to achieve its objectives.

5.1 REVIEW AND UPDATE OF SSORP

The SSORP shall be reviewed every two years in association with the CMOM Plan and amended as appropriate by the Operations Manager or Manager Water Quality. The City shall:

- Periodically review the SSORP and update the manual as needed
- Conduct annual training on the use of the SSORP with appropriate personnel.
- Review and update, as needed, the various contact person lists included in the SSORP.

5.2 REVIEW OF PROCEDURES AND PREPAREDNESS

Training for preparedness and responsiveness associated with SSOs will be provided as required to the supervisory staff. This training provides basic standard operating procedures and reporting requirements. The SSO training of city staff will focus on;

- Defining the goals and purpose of the SSORP;
- Review of Overflow Response Procedures;
- Monitoring/Sampling of Surface Waters;
- Public Advisory Procedure;
- Regulatory Notification Procedure;
- Media Notification Procedures; and,
- SSORP updates and revisions.
- SSO/spill quantification and use of Appendix 4
- Caution in the use of disinfectants

The purpose of the training program is to provide personnel with the proper training, skills, and equipment to complete job requirements safely and in compliance with regulatory requirements. The department provides safety training to all staff, including office personnel. TCEQ maintains electronic training records for those City employees with PDH annual training requirements for operator certification. Appendix 6 presents the required training by title.

APPENDIX 1

NOTICE OF WASTEWATER OVERFLOW FORMS

Note: The City of Tyler currently notifies the TCEQ Regional office by telephone within 24 hours of a confirmed sanitary sewer overflow. The 5 day report, using TCEQ form 501, is transmitted by FAX to the Regional TCEQ Office and a copy is mailed to TCEQ in Austin.

The TCEQ Form 501 is also used for TCEQ defined spills and marked as "Monthly" and is used to complete the monthly TCEQ Form 20756 (Monthly Spill Reporting Form) to summarize TCEQ defined spills. This summary report is sent to the TCEQ Regional Office via FAX and a copy mailed to TCEQ in Austin monthly.

TCEQ Region 5, Tyler
TCEQ Regional Office
Attn: Lisa Fisher
2916 Teague Drive
Tyler, TX 75701-3734
Tel: 903-535-5137
Fax: 903-525-0384

TCEQ Compliance Monitoring Team (MC224)
Enforcement Division
P.O. Box 13087
Austin, TX 78711-3087

SSO Notification	
Origination Date: 09/01/2017	**Policy Number:** Wastewater-016
Revision: 11/21/2024	**Approved:** Kathie M. Daily

Sanitary Overflow Notification Procedures

Refer to the Sanitary Sewer Overflow Response Plan (SSORP) for detailed procedures associated with SSO and Spill reporting and notifications. In general, notification of a sanitary overflow from a manhole, lift station or a significant discharge from a property lateral will follow the steps outlined below:

1. Service Center dispatches personnel to the scene of the possible overflow (manhole, cleanout, etc.)

2. Personnel arrives onsite and confirms overflow/spill and begins mitigation efforts.

3. Personnel will contact the appropriate Supervisor immediately. The Supervisor will then notify the Operations Manager for collection system overflows or the Water Quality Manager for lift station overflow. The Manager will notify TCEQ (if required). Notification should include location, amount of overflow and steps being taken for mitigation or as much information as possible at the time of notification.

4. Supervisor will travel to overflow site to determine the severity of the overflow, gather information. If a fish kill is verified, immediately notify TCEQ, TPWD, Operations Manager, Water Quality Manager and Communications Director with any updated information about the overflow. Post appropriate signage if necessary to control access. Upon this notification of TCEQ and TPWD, ask each whether or not there will be a site visit from any of their representatives. If either indicates that a site visit will occur, ask for contact information, an estimated time of arrival and document the information provided from each.

5. After overflow condition is mitigated, clean up area to extent possible. Communicate with TCEQ and/or TPWD representative to establish a time to clear away all dead fish (identifying species and size) from affected area. Clear away all solids from overflow area. Use de-chlorination equipment and flush hydrant to flush clean water over area affected by overflow. Spray disinfectant and deodorizer on affected area after cleanup completed.

   If overflow is determined to have been caused by a blockage created from non- flushables such as paper towels, disposable mops, etc. advise the Supervisor. The Supervisor will then notify the offending property owner/management that non-flushables are to be disposed of properly (not through the sanitary sewer system).

6. As soon as is practical, and as safety and light permits, the creek adjacent to the overflow or the creek where the overflow runs into will be walked and inspected. This inspection will be for water quality conditions and to ensure fish kill has been thoroughly mitigated.

7. Manager or his designee must notify by phone or fax (within 24 hours): TCEQ Regional Office, phone 903-535-5137 (leave message if after hours) Fax 903-525-0384, TPWD Emergency Response Spill Reporting hotline (800)832-8224 and 24 hour communication Center at 512-389-4848 or at the number(s) listed below. Notification must include location, volume, content of discharge, time the discharge was stopped and what was done to mitigate the discharge.

a. If volume reaches 100,000 gallons, immediately notify Communications Director, at (903) 531-1272.

b. Within 48 hours after notifying the public, the Superintendent or his designee must report to the regional office that public notice has been given.

c. SSO meeting the requirements for public notification occurring outside of normal business hours, then the Superintendent or his designee should also notify the TCEQ Emergency Response Hotline (1-800-832-8224).

d. Submit field forms and notifications to Senior Utility Specialist.

8. Senior Utility Specialist will complete written report of Unauthorized Discharge using TCEQ Form 501 within 5 days and obtain Directors signature, then:

a. Send original hard copy via form letter per attachment #32 to:
TCEQ Region 5, Tyler
TCEQ Regional Office
Attn: Lisa Fisher
2916 Teague Drive
Tyler, TX 75701-3734
Tel: 903-535-5137
Fax: 903-525-0384

b. Send copy via form letter per attachment to:
TCEQ Water Compliance Monitoring Team
Enforcement Division
P. O. Box 13087
Austin, Texas 78711-3087

c. Send copy via form letter per attachment to:
Greg Conley, Pollution Biologist
TPWD Kills and Spills Team
11810 FM 848
Tyler, Texas 75707
Office (903) 566-2518
Cell (903) 520-3821
Fax (903) 566-2357
greg.conley@tpwd.state.tx.us

d. Copy the following on above letters:
Environmental Compliance Engineer
City Manager

Water Quality Noncompliance Notification

See back of Form for Guidance for Completion

☐ Unauthorized Discharge ☐ Reportable Effluent Violation ☐ Monthly Spill Report ☐ Other

General Information

Entity Name: **Telephone No: (903) 531-1285**

☒ Permittee ☐ Subscriber ***Permit Number:** ☐ TCEQ 10653-02 TX0047988 Southside Plant
☐ TCEQ 10653-01 TX0047996 Westside Plant

TCEQ Region: 5-Tyler **County: Smith**

Noncompliance Summary

Description of Noncompliance (include location, discharge route, and estimated volume of unauthorized discharge):

Cause of Noncompliance:

Duration: **Start Date and Time:** **End Date and Time:**
Or Date Expected to be Corrected:

Potential Danger to Human Health and Safety or the Environment:

Actions Taken

Monitoring Data: Data should be attached or submitted to TCEQ when available.

☐ Yes ☐ No Field Measurements
☐ Yes ☐ No Laboratory Samples
☐ Yes ☐ No Fish Kill If yes, estimated number killed:

Actions Taken to Mitigate Adverse Effects:

Actions Taken to Correct the Problem and Prevent Recurrence:

Information Reported by (Name/Title):

Verification Information

Information Reported By (Name/Title): _____

Date/Time Reported via Phone: _____ **To Whom: Lisa Fisher 903-535-5137**

Date Faxed (903-525-0384) to TCEQ Region 5: _____**Date Mailed to TCEQ MC224:**_____

Note: If this form is being used for a 5-day written report, a copy of the form should be sent to the TCEQ Region Office, and the original to: TCEQ, Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087.

*** If the noncompliance is an unauthorized discharge from a wastewater collection system, use the permit number of the treatment plant to which the collection system is tied. If you are uncertain of this permit number, you may call the TCEQ Regional Office for assistance.**

Guidance - Water Quality Noncompliance Notification Form

When reporting an unauthorized discharge or sanitary sewer overflow (SSO), it is important to include all information that is requested on the notification form. If you have questions about the form, do not hesitate to call your TCEQ Regional Office and ask to speak to a wastewater investigator. All information should comply with reporting requirements noted in Texas Water Code Section 26.039, 30 Texas Administrative Code (TAC) Section 305.125(9), and, if applicable, 30 TAC Section 319.302(b).

This form may be used as the 24-hour notification to the Regional Office and may also be used as the 5-day written report. If the event was reported within 24 hours via phone, or an incomplete form was submitted as part of the 24-hour reporting requirement, you must fax or mail a completed, signed copy within 5 days to the Water Section Manager at your TCEQ Regional Office. The original, signed copy should be mailed to the address located at the bottom of the form.

Unauthorized Discharge - An unauthorized discharge is any discharge of wastewater into or adjacent to waters in the state at a location not permitted as an outfall. An SSO is any overflow, regardless of volume, from a sewer collection system (i.e., lift stations, manholes, force mains, cleanouts, service lines). An SSO is considered to be an **"unauthorized discharge."**

General Information

"Entity name" is your permitted name (owner name for subscriber systems). Designate with an "X" or "✓" to identify whether you are a permittee or subscriber.

Permit Number - Include your TCEQ WQ permit number (i.e., WQ0012345001). If you are a **subscriber,** use the permit number of the treatment plant to which the collection system is tied. If the WQ permit is unknown, please call the TCEQ Regional Office for assistance.

Noncompliance Summary

Description of Noncompliance:

- Location & collection system structure (i.e., Manhole at 650 Main St.)
- Route of discharge – Follow the discharge from its origin to where it was contained or entered a receiving waterway. If the receiving waterway is unnamed, provide the name of the nearest named adjoining waterway. (Examples: soaked into ground; manhole → nearby storm ditch → unnamed tributary of Kings Creek)
- Estimated amount of the discharge (includes any recovered amount)

Cause of Noncompliance: Why did this incident occur? Was it caused by grease, blockage, infiltration or inflow, equipment failure, structural failure, power outage, vandalism, human error, contractor, unknown?

Duration: Include dates and times.

Potential Danger to Human Health & Safety or the Environment: Any danger to the aforementioned should be promptly discussed with the TCEQ Regional Office. Additional notifications may be necessary.

Actions Taken

Monitoring Data: Designate with an "X" or "✓."

Actions taken to Mitigate Adverse Effects: Ask yourself, "How did we keep this from becoming an environmental or health problem?" Include information such as:

- amount recovered from the total estimated amount stated under the description above
- method used to recover the wastewater
- treatments used for disinfection or deodorizing
- activities to lessen impact to property, a waterway, or public health

Actions taken to correct the problem and prevent recurrence: Ask yourself, "How did we address the direct cause of the overflow, and was there anything else we did to prevent this noncompliance from occurring again?" Include actions such as:

- jetting the main
- educating residents about proper grease disposal
- adding the location to your preventative maintenance list
- repairing equipment, circuits, or replacing lines, etc.

Verification Information

Information Reported By: Include both your name and title. Please sign and date the form.

Accidental Discharge or Spill Monthly Summary Form

See back of form for guidance for completion

General Information:

Permittee: ☒ Subscriber: ☐

Regulated Entity Name: City of Tyler 903-531-1285 EPA ID No: Click here to enter text.

Regulated Entity No: Click here to enter text. TCEQ Region: Region 5 - Tyler

Permit No: ☐ TCEQ 10653-02 TX0047988 Southside Plant County: Smith

☐ TCEQ 10653-01 TX0047996 Westside Plant

Start Date Start Time	End Date End Time	Volume (gallons)	Location	Cause	Steps taken to reduce, eliminate, and prevent recurrence	Description/Content	Standard Method for Volume Calculation

Information Reported by (Name/Title) Kevin Olson/Operations Manager Signature:_____

Date Reported_____ FAX to 903-525-0384 Attn: Lisa Fisher Mailed to Austin: ___/___/_____

Note: A copy of this form should be sent to your TCEQ Regional Office no later than the 20th day of the following month and the original to the TCEQ Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087

*If the accidental spill or discharge occurs at a Subscriber system (collection system only), use the RN associated to the collection system. If you are uncertain of your RN, you may call the TCEQ Regional Office for assistance.

When reporting an accidental or unauthorized discharge or spill, it is important to include all information that is requested on the notification form. If you have questions about the form, do not hesitate to call your TCEQ Regional Office and ask to speak to a wastewater investigator. All information should comply with reporting requirements noted in Texas Water Code Section 26.039, 30 Texas Administrative Code (TAC) Section 305.132, and, if applicable, 30 TAC Section 327.32.

This form may be used in lieu of 24-hour notification to the Regional Office when the accidental or unauthorized discharge or spill meets the requirements in 30 TAC 305.132 and 30 TAC 327.32. You must fax or mail a completed, signed copy within 20 days of the following month to the Water Section Manager at your TCEQ Regional Office. The original, signed copy should be mailed to the address located at the bottom of the form.

General Information

Entity name - permitted name or owner name for subscriber systems.

Permit Number – Your TCEQ WQ permit number (i.e., WQ0012345001). If you are a subscriber, use the RN to which the collection system is associated. If the RN is unknown, please call the TCEQ Regional Office for assistance.

Noncompliance Summary

Volume – volume must be estimated by the one of the four methods outlined in 30 TAC

Location – include address or latitude and longitude coordinates

Cause –

Potential field cause(s) of release:

- Fats, Oils, Grease
- Flooding
- Roots
- Excess Infiltration/Inflow
- Debris
- Contractor Damage
- Breaks Due to Erosion
- Vandalism
- Breaks, Other Causes
- Undetermined
- Equipment malfunction
- Other: _____

Steps taken reduce, eliminate or prevent recurrence – List all steps taken to ensure no further reoccurrences

Description/content – a description of the events that lead to the spill including the contents of the spill and actions taken to clean

Standard Method – name the method you used to estimate the volume

APPENDIX 2

LIFT STATION POWER OUTAGE PLAN/ SSO SOP

The Lift Station Power Outage Response Plan provides specific details on procedures associated with each lift station outage. The Lift Station plan is used as guidance in minimizing the impact of power outages or other lift station failures.

Lift Station Response Plan

Introduction

The City of Tyler (City) recognizes the importance of the regular and proper operation of its wastewater lift stations to properly convey wastewater for the protection of the environment and to safeguard public health and safety. Historically, a lift station failure is a very rare occurrence, however, a failure of a lift station may result in customer service being disrupted and may result in a Sanitary Sewer Overflow (SSO) if it takes an extended period of time to return the lift station to service. A failure may result from a power outage, mechanical failure, lift station control failure, pump blockage, vandalism, severe storm damage, and so on. For these reasons the City has developed this Lift Station Response Plan (LSRP) to document lift station monitoring and response procedures to address such events and to minimize the impact on customers and the environment.

This LSRP provides a summary of the staffing and equipment available to continue the proper operation and maintenance of the City's lift stations. Additionally, it includes the specific details of the activities and procedures that personnel follow during an event that does not fall within the normal operation and maintenance of a lift station.

Organizational Hierarchy and Responsibilities

The Water Quality Manager is ultimately responsible for the lift station response plan elements within TWU.

Specifically for lift stations, the Water Quality Manager oversees the dedicated crews responsible for operation and maintenance of the lift stations including the response to failures. City crews routinely visit each lift station on a daily basis. The Plant Mechanics are responsible for troubleshooting any identified failure and performing the remedial measures necessary to resolve the failure event. Additional staff is engaged on an as-needed basis as determined by the staff on site.

Alarms and Response Procedures

For every lift station, the City monitors the following four (4) events:

- Main Power Failure
- Control Power Failure
- High Water Level In Wetwell

When any of these events are detected, a signal is transmitted to notify staff of a potential failure. When an alarm is received and verified, crews are dispatched to resolve the issue. The SSO Overflow Response Plan Manual details procedures used to address those situations where an SSO occurs as a result of a lift station failure. Upon receipt of an alarm, the plant mechanic will proceed to the lift station and each crew will initiate troubleshooting procedures (Table 1, Attachment A) to identify if the failure is electrical, mechanical or blockage in origin.

For an observed lift station failure, the following actions will be taken:

1. If Power is Available:
    a. Check electrical meter is turning to confirm power at station
    b. Check electrical panel to ensure main switch is engaged and system is in auto mode of operation
    c. Confirm problem still exists if operated in manual mode
    d. Confirm circuit breakers have not tripped
    e. Confirm pumps are operating
    f. Check wet well to ensure level is moving
    g. Observe pump check valve to determine if it is opening normally
    h. Check if each individual pump is operating or if none of the pumps are operating
2. If Power is Not Available:
    a. Start backup generator power system per manufacturer's procedures or initiate delivery of portable pumps.
    b. Review Power Outage Plan for specific lift station and review retention time before SSO is likely
    c. Obtain supplemental crews (electrical and mechanical) if needed
    d. Initiate delivery of appropriate backup portable generator, portable pumps, or vacuum/vactor vehicles based on specific response plan for the specific lift station

In the event of a force main leak or failure, the following actions will be taken:

1. The leaking force main will be isolated or bypassed if the retention time does not offer enough time to make repairs to the pipeline.
2. City personnel or outside contractor (depending on the damage, location, depth of pipeline, etc.) will complete repairs to the force main.
3. Where alternate force mains are available, valves will be adjusted to bypass the failed force main or divert as much flow from the failed force main as possible.
4. Containment of any SSO and cleanup will follow the procedures in the SSO Response Plan Manual.

In the event of multiple, simultaneous alarms, staff prioritize the lift stations based on likely time to overflow and dispatches crews accordingly. If necessary, additional crews are engaged and dispatched to resolve the issues.

Response Equipment List and Location

Various equipment is available to the staff to respond to lift station alarms. The specific equipment to be used to resolve an event will depend on the cause and existing lift station configuration. Equipment and other options available for lift station outages include, but is not limited to:

1. On-site backup generators
2. Portable backup generators having installed power transfer switches
3. Portable pumps and quick connect fittings

4. Vacuum/Vactor vehicles to pump and truck wastewater during outage
5. Engagement of local Equipment Vendors and Service Providers
6. Support from adjacent jurisdictions via Mutual Aid Agreements

Portable equipment is stored at the Water Service Center or available from local suppliers. The equipment that City staff will utilize depends on the nature of the outage and the lift station configuration. The requisite time for crews to implement alternative flow control measures or restore lift station service before the outage results in an SSO varies from lift station to lift station and is dependent upon one or more factors including, but not limited to, incoming flow volumes, storage volume within the system, upstream diversion(s) and control(s), and flow by-pass capabilities. Crews are instructed to monitor the flow at the location where flow is most likely to escape the system based on elevations and hydraulic grade lines. By observing flow elevations at the designated point, response crews can adjust their response as necessary to prevent an SSO.

Training and Safety

Appropriate staff will participate in regularly scheduled training sessions to assist response crews in awareness of their responsibilities in executing their duties in a safe and effective manner. These training sessions will be organized based on the latest SSORP and LSRP, as well as other pertinent reference materials. Training sessions will also incorporate hands-on field demonstrations to ensure the preparedness of all response personnel for anticipated situations. Field demonstrations will be performed to test equipment, response time, training effectiveness, and manpower capabilities.

Training and event participation will be documented and maintained by the City. City staff is encouraged to receive training through various industry associations and to participate in City-provided lift station and collection system training.

LSRP Availability and Updates

The City will routinely review, evaluate and update the effectiveness of this LSRP as appropriate. The LSRP will be amended as necessary to reflect changes in facilities or changes in operations or maintenance procedures that may materially affect the potential for SSOs related to the lift stations. As policies change and response procedures are refined, the LSRP will be reviewed and modified to reflect all necessary changes. The City may also review and recommend modifications as appropriate after any SSO occurrence.

The City will maintain the master copy of this LSRP and amendments at the City's operations yard and, upon request, be made available to the public for review. Copies will be distributed to appropriate staff, City Departments and regulatory agencies as necessary. Copies, or portions of this document as appropriate, will be kept in response vehicles and at designated lift stations.

ATTACHMENT A

LIFT STATION TROUBLESHOOTING GUIDE

Table 1 Troubleshooting Pump Stations

The following chart provides some typical problems associated with pumping stations and possible solutions.

Troubleshooting Guide
Raw Sewage Pump Stations

Indications/ Observations	Probable Cause	Check or Monitor	Solutions
1. Black and odorous septic wastewater.	1a. Improper operation of lift station. 1b. Flat grades in collection system.	1a. Inspect lift station. 1b. Check velocity in collecting lines.	1a. Repair lift station. 1b. Flushing program to maintain correct velocities.
2. Intermittent flow or surging.	2a. Improper wet well sensor adjustment. 2b. Hydraulic capacity of station is exceeded. 2c. Illegal connections to the system.	2a. Check sensor adjustment. 2b. Check designed capacity. 2c. Check sanitary sewer system to determine the source.	2a. Adjust level sensors. 2b. Install surge tank. 2c. Remove and prevent illegal connections.
3. Intermittent flow or surging during heavy rainfall.	3a. Flooded streets and water entering through manholes. 3b. Broken lines.	3a. Check seals on manholes. 3b. Inspect for broken lines.	3a. Seal manholes and repair cracks in manhole structures. 3b. Repair broken lines.
4. Pump not running.	4a. Defective control circuit. 4b. Defective motor.	4a. Use a meter to check switching circuits. 4b. Check motor operation.	4a. Replace defective part. 4b. Replace motor
5. Pump not running, circuit breaker will not reset.	5a. Clogged pump or closed valve.	5a. Inspect pump for obstruction.	5a. Remove obstruction.
6. Pump is running, but reduced discharge.	6a. Pump air-bound. 6b. Clogged impeller. 6c. Wearing rings.	6a. Air bleed pipe. 6b. Inspect for obstructions. 6c. Check clearance.	6a. Remove obstruction. 6b. Remove obstruction. 6c. Replace worn rings.
7. Clogged pump or pump suction line.	7a. Grease accumulations.	7a. Check grease accumulation on walls of wet well.	7a. Frequent cleaning of wet well or removal of grease by dewatering the well, and scraping the bottom.
8. Rising power consumption per gallon.	8a. Clogged pump. 8b. Misaligned belt drives.	8a. Total daily pumpage and maximum minimum flow rates. 8b. Check alignment.	8a. Remove obstruction in pump. 8b. Realign belt drive.
9. Improper liquid levels.	9a. Coating on liquid high probes. 9b. Hang-ups in float level detectors. 9c. Leaks in bladders. 9d. Fouling in bubbler controls.	9a. Check probe. 9b. Float detector. 9c. Check bladder. 9d. Check Bubbler.	9a. Clean probe. 9b. Remove obstruction, release float. 9c. Repair or replace bladder. 9d. Clean bubbler.
10. Excessive wear or damage to pumps.	10a. Sand accumulations in wet well. 10b. Grease accumulations in the wet well.	10a. Inspect for eroding action, corrosion, and solids build up. 10b. Inspect wet well walls.	10a. Remove sand from wet well. 10b. Clean wet well. (see 4a. Solution)

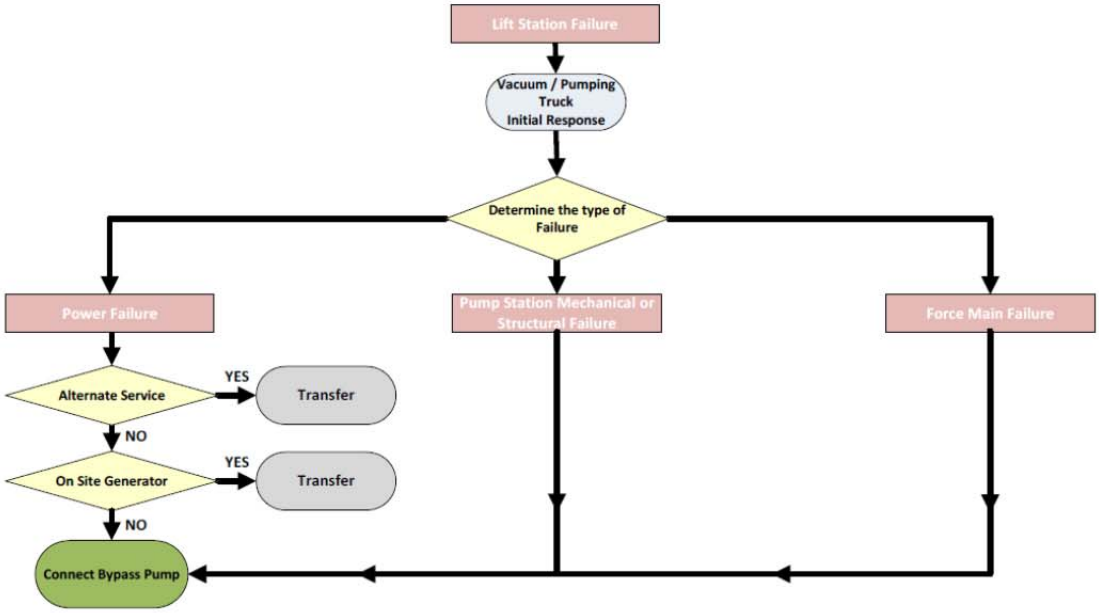
Table 1 Troubleshooting Guide Continued

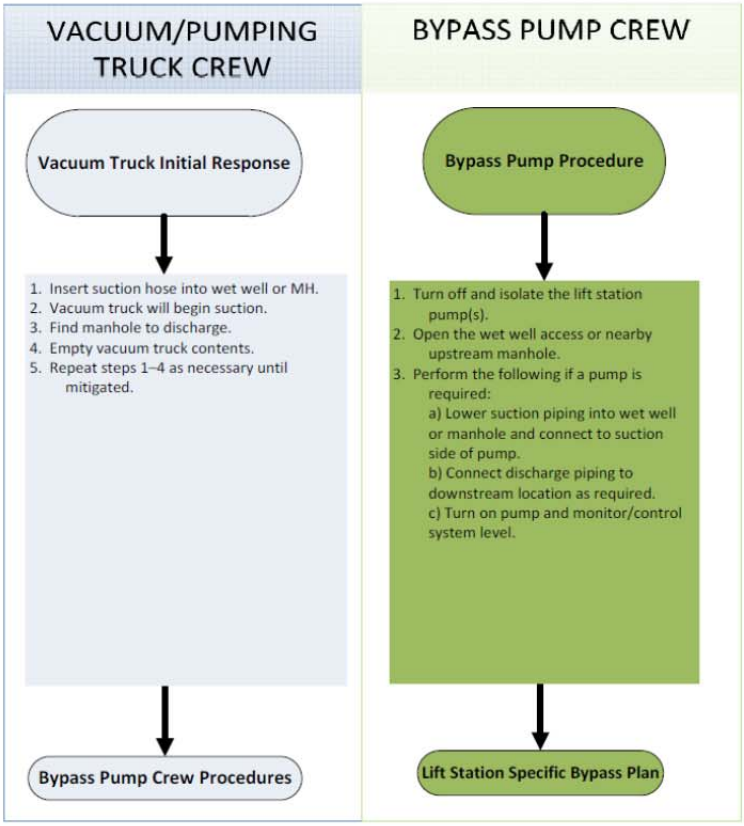
Pump Stations		
Cause	**Diagnostic Tools**	**Actions to Prevent Future Occurrences**
Primary power failure	Engineering evaluation support Contact Power Company	Arrange "2nd source power from Power Company" or quick connect for portable generator or portable pumps
Standby power failure	Engineering evaluation support Check pump station status	Make repair; periodic load bank testing; exercise equipment weekly; increase preventive maintenance (PM)
Pump/drive failure	Engineering evaluation support Check pump station status	Make repair; increase preventive maintenance; keep portable pumping available nearby; consider unit replacement or rehab
Force main failure	Engineering evaluation support Inspect right-of-way/easement	Make point repair; inspect interior main walls upstream and downstream of repair; consider replacement of line; assess need for corrosion control.
Equipment controls/switch gear failure		Make repair; increase preventive maintenance
Hydraulic capacity limit	Engineering evaluation support Temporary flow monitoring	Perform pump test; check test curves against design criteria and actual flows; temporarily escalate wastewater minimization practices in tributary area in interim until capital improvements are made; supply portable pump to augment capacity
Vandalism	Check pump station status	Coordinate with police for increased patrolling of area; make less accessible with fencing; fortify vault and door security; alarm and enhance outdoor lighting

ATTACHMENT B

LIFT STATION RESPONSE PLAN PROCESS

Standard Operating Procedure for Lift Station Failure





VACUUM/PUMPING TRUCK DATA	
City Truck Capacity	2,400 gal
Commercial Truck Capacity	5,000 – 6,000 gal

APPENDIX 3

EMERGENCY CONTACT INFORMATION

Emergency Telephone Numbers

Emergency Phone Numbers			Primary Number	Secondary Number
Director of Utilities	Kate Dietz	kdietz@tylertexas.com	903-531-1234	
Utilities Engineer	Tiffany Currie	tcurrie@tylertexas.com	903-531-1206	
Environmental Compliance Engineer	Paul Neuhaus	pneuhaus@tylertexas.com	903-531-1085	903-312-4280
Operations Manager	(open)			
Manager, Water Quality	Mike Norris	mnorris@tylertexas.com	903-939-8278	
Senior Utility Specialist	Pam Lee	plee@tylertexas.com	903-531-1238	
After Hours Emergency	Golden Road Water Treatment Plant (Water Line Break)		903-597-6541	
	Service Center (Water Line Break & Sewer Stoppage)		903-531-1285	
Environmental Health Department (NetHealth)			903-535-0037	
City Manager	Edward Broussard	ebroussard@tylertexas.com	903-531-1250	
Communications Director	Julie Goodgame	jgoodgame@tylertexas.com	903-531-1272	903-245-5377
City Engineer	Darin Jennings	djennings@tylertexas.com	903-531-1239	
Stormwater	Paul Neuhaus	pneuhaus@tylertexas.com	903-531-1085	903-312-4280
Traffic	Cameron Williams	cwilliams@tylertexas.com	903-531-1204	
Risk Management	Sara McCracken	smccracken@tylertexas.com	903-531-1149	
Utility Locates	Service Center		903-531-1285	
Power Company:	Oncor Electric Delivery		911	888-313-4747
Gas Company:	CenterPoint Energy		911	800-259-5540
Police Department:			911	903- 531-1000
State Hwy Patrol:			903-939-6000	
Federal Bureau of Investigation:			903-592-4301	
Fire Department/ Ambulance Service:			911	
Texas Emergency Management Agency:			(512) 424-2208	(512) 424-2208

TCEQ Region 5
Telephone: Lisa Fisher

TEL: 903-535-5137
FAX: 903-525-0384

TCEQ Region 5, Tyler
TCEQ Regional Office
Attn: Lisa Fisher
2916 Teague Drive
Tyler, TX 75701-3734
Tel: 903-535-5137
Fax: 903-525-0384

TCEQ Compliance Monitoring Team (MC224)
Enforcement Division
P.O. Box 13087
Austin, TX 78711-3087

Parks & Wildlife: 24 Hour Communication Center 512-389-4848
Tyler District Office: Greg Conley 903-566-2518

Region 6 EPA: **24 Hour Number: 214-665-6595**

United States Environmental Protection Agency
EPA Region 6 Main Office
1201 Elm Street, Suite 500
Dallas, Texas 75270
800-887-6063

Department Listing

Department	Address	Phone Number
Airport	700 Skyway Blvd., Suite 201	(903) 531-2343
Animal Services	4218 Chandler Hwy.	(903) 535-0045
Building Services	423 W. Ferguson St.	(903) 531-1151
City Clerk	212 N. Bonner Ave.	(903) 531-1106
City Manager's Office	212 N. Bonner Ave.	(903) 531-1250
City University	212 N. Border Ave.	(903) 595-7172
Code Enforcement	P.O. Box 2039, Tyler, TX 75710-2039	(903) 531-1312
Communications	212 N. Border Ave.	(903) 531-1272
Development Services	423 W. Ferguson St.	(903) 531-1039
Engineering Services	511 W. Locust St.	(903) 531-1239
Finance Department	304 N. Border Ave.	(903) 531-1138
Fire Department	1718 W. Houston	(903) 535-0005
GIS	423 W. Ferguson St.	(903) 531-1241
Historic Preservation	423 W. Ferguson St.	(903) 531-1175
Human Resources	212 N. Bonner Ave.	(903) 531-1100
Information Technology	212 N. Bonner Ave.	(903) 531-1119
Keep Tyler Beautiful	414 N. Bois D'Arc Ave.	(903) 595-7217
Lean Six Sigma/ City University/ Performance Excellence	212 N. Bonner Ave.	(903) 595-7172
Legal	212 N. Bonner Ave.	(903) 531-1161
Liberty Hall	103 E. Erwin St.	(903) 595-7274
Library	201 S. College Ave.	(903) 593-7323
Main Street	110 W. Erwin St.	(903) 593-6905
Municipal Court	813 N. Broadway Ave.	(903) 531-1266
Neighborhood Services	900 W. Gentry Pkwy.	(903) 531-1303
Parks & Recreation	2000 W. Front St.	(903) 531-1370
Planning	423 W. Ferguson St.	(903) 531-1175
Police Department	711 W. Ferguson St.	(903) 531-1090
Purchasing	2300 W NW Loop 323	(903) 531-1288
Risk Management	212 N. Bonner Ave.	(903) 531-1104
Solid Waste	414 N. Bois D'Arc Ave.	(903) 531-1388
Stormwater Management Program	511 W. Locust Street	(903) 531-1393
Streets Department	3305 Frankston Hwy.	(903) 531-1393
Traffic Engineering	511 W. Locust St.	(903) 531-1201
Tyler Area Metropolitan Planning Organization	423 W. Ferguson St.	(903) 531-1175
Tyler Transit	210 East Oakwood St.	(903) 533-8057
Tyler TV 3	212 N. Bonner Ave.	(903) 595-7172
Tyler Water Utilities	511 W. Locust St.	(903) 531-1238
Vehicle Services	410 W. Oakwood St.	(903) 531-1321
Volunteer Services	212 N. Bonner Ave.	(903) 531-1100
Water Business Office	511 W. Locust St.	(903) 531-1230
Water Production and Water Quality	14792 CR 192	(903) 939-2724

City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Approved for Projects Greater Than $50,000:

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
A & B Construction LLC Ann Carpenter 3001 Sale Street, Ste. 117 Dallas TX 75219 469-422-5429	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☑ Raising/Lowering Appurtenances ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☑ Water/Sewer Treatment Plants ☑ Booster Stations (Water) ☑ Lift Stations (Sewer)	☑ Demolition ☑ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☐ Misc. Concrete	12/31/2021 **Reapplication Deadline:** 3/31/2022

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
AAA Sanitation Jimmie Banks 211 N Hill Ave Tyler TX 75702 903-593-5909	☐ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☐ Raising/Lowering Appurtenances ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☑ Water/Sewer Treatment Plants ☑ Booster Stations (Water) ☑ Lift Stations (Sewer)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2020 **Reapplication Deadline:** 3/31/2021

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
AE Shull Bobby Smith PO Box 130365 Tyler TX 75713 903-561-5061	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☑ Raising/Lowering Appurtenances ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☑ Water/Sewer Treatment Plants ☑ Booster Stations (Water) ☑ Lift Stations (Sewer)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	1/31/2022 **Reapplication Deadline:** 4/30/2022

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
Baker & Company Construction, LLC Brad Baker 4955 Profit Dr Tyler TX 75707 903-561-1763	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☑ Raising/Lowering Appurtenances ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☐ Water/Sewer Treatment Plants ☐ Booster Stations (Water) ☐ Lift Stations (Sewer)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	12/31/2021 **Reapplication Deadline:** 3/31/2022

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
BELT Construction, Inc Marla Stuehrenberg PO Box 867 Texarkana TX 75504 870-772-7216	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☑ Raising/Lowering Appurtenances ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☑ Water/Sewer Treatment Plants ☑ Booster Stations (Water) ☑ Lift Stations (Sewer)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	5/20/2021 **Reapplication Deadline:** 8/20/2021

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
Brad Drake Construction, LLC Julia Drake 3737 Lamar Ave, Ste 700 Paris TX 75460 903-517-2385	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Sewer Systems - New Construction ☐ Raising/Lowering Appurtenances ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects) ☐ Water/Sewer Treatment Plants ☐ Booster Stations (Water) ☐ Lift Stations (Sewer)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 **Reapplication Deadline:** 3/31/2022

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City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through: / Reapplication Deadline:
Capps-Capco Construction, Inc Robyn Capps 13044 CR 192 Tyler TX 75703 903-561-6657	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Crown Civil Construction Corp Art Reilly PO Box 7966 Tyler TX 75711-7966 903-316-7146	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
East Texas Bridge, Inc Alan Woods PO Box 6218 Longview TX 75608 903-553-9669	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☑ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021
Fritcher Construction Services Kenneth Fritcher 14394 FM 2868 Flint TX 75762 903-707-2006	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021
Gracon Construction, Inc Ken Graves PO Box 360039 Dallas TX 75336 972-222-8533	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021
HASBEC LLC dba Hartbeat Constr. William Hart 15160 Hwy 155 S Tyler TX 75703 903-581-5622	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☑ Other: concrete structures ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022

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City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through: / Reapplication Deadline:
Heritage Constructors, Inc. Carl Smith P.O. Box 5903 Texarkana TX 75505 903-832-8001	☐ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☐ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Innovative Roadway Solutions, LLC Kevin King 493 Dr. M. Roper Pkwy. N. Bullard TX 75757 903-894-4520	☐ Asphalt Paving ☐ Concrete Paving ☑ Seal Coating	☐ Box Culverts ☐ Inlets ☐ Bridge Work ☐ Junction Boxes ☐ Channel Lining ☐ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	12/31/2021 3/31/2022
J 2 Construction Services, LLC Jacob Maynard 8511 FM 3358 Gilmer TX 75645 903-491-9001	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Jacquez Construction and Trucking LL Billy Jacquez 10039 Spring Rapid Way Tomball TX 77375 832-526-7863	☐ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☐ Inlets ☐ Bridge Work ☐ Junction Boxes ☐ Channel Lining ☐ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☑ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
JDR Contracting, Inc. Dustin Wiggins PO Box 429 Van TX 75790 903-963-3340	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	12/31/2020 3/31/2021
John Wright Construction, Inc Denny Eby 2160 SH 43 E Henderson TX 75652 903-657-9344	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021

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City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through: / Reapplication Deadline:
L & L Asphalt David Lockridge 3457 Shiloh Road Tyler TX 75707 903-561-2887	☑ Asphalt Paving ☐ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	6/30/2021 9/30/2021
L S Equipment Co., Inc. dba Lone Star Ronnie Pruitt PO Box 790 Henderson TX 75653 903-657-1555	☑ Asphalt Paving ☐ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	10/31/2021 1/31/2022
Leland Bradlee Construction Ronnie Strong 14406 FM 968 W Longview Texas 75602 903-452-5302	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☑ Signal Work ☑ Fencing ☑ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Longview Bridge & Road, Ltd Reece Sterling PO Box 9036 Longview TX 75608 903-663-0264	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☑ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	10/31/2021 1/31/2022
McInnis Brothers Construction, Inc. Richard Baldwin 119 Pearl Street Minden LA 71055 318-377-6134	☐ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☐ Box Culverts ☑ Inlets ☐ Bridge Work ☐ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Missouri Petroleum Products Compa Kevin King 493 Dr M Roper Pkwy N Bullard TX 75757 903-894-4520	☐ Asphalt Paving ☐ Concrete Paving ☑ Seal Coating	☐ Box Culverts ☐ Inlets ☐ Bridge Work ☐ Junction Boxes ☐ Channel Lining ☐ Storm Sewer ☐ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	12/31/2021 3/31/2022

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City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through: / Reapplication Deadline:
Reynolds & Kay, Ltd McHenry Giffin PO Box 88 Tyler TX 75710 903-592-0835	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☑ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Solid Bridge Construction Brady Patterson 1204 Sam Houston Ave Huntsville TX 77340 936-435-0700	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
South Texas Illumination, LLC Chad Osborne 14308 Hwy 155 N Winona TX 75792 903-877-3760	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☐ Storm Sewer ☑ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☑ Earth Work ☑ Signal Work ☑ Fencing ☑ Other: directional boring, steel erection ☑ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021
Stateline Construction, LLC Jared Smith PO Box 227 Quitman TX 75783 903-791-0112	☐ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☑ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☐ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☐ Sewer Systems - New Construction ☐ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☑ Painting ☑ Earth Work ☐ Signal Work ☑ Fencing ☐ Other: ☑ Landscaping ☑ Misc. Concrete	8/31/2020 11/30/2020
T Construction, LLC Yonin Villares 12601 McNair St Houston TX 77015 832-582-8420	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☐ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☐ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/30/2022
WM Miller Construction Co., Inc Mark Miller PO Box 38 Judson TX 75660 903-663-4172	☑ Asphalt Paving ☑ Concrete Paving ☑ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☑ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☐ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2020 3/31/2021

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City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Approved for Projects $15,000 - $50,000:

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through: / Reapplication Deadline:
4M Construction Services, Inc Stan McCurley PO Box 100 Poynor TX 75782 903-279-4505	☑ Asphalt Paving ☑ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☐ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 3/31/2022
Contractor	**Paving**	**Drainage**	**Utilities**	**Miscellaneous**	**Approved Through: / Reapplication Deadline:**
CD Thomas Utilities, LLC Jack Gibson 8511 FM 3358 Gilmer TX 75645 903-734-2931	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☑ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☑ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☑ Demolition ☐ Painting ☑ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☐ Misc. Concrete	12/31/2020 3/31/2021

Note: A new Qualification and Financial statement must be filed annually after the "Approved Through" date in order to remain on the Approved Contractors List. However, Contractors are automatically granted a 90 day grace period (until the "Reapproval Deadline Date") to prepare and submit a new statement, in which they are still qualified to perform work.

City of Tyler Approved Contractors List
for Public Streets, Drainage and Utility Construction

Approved for Projects Less Than $15,000:

Contractor	Paving	Drainage	Utilities	Miscellaneous	Approved Through:
J&K Moore Enterprises, LLC Jesse Moore 17268 CR 2203 Arp TX 75750 903-539-4609	☐ Asphalt Paving ☐ Concrete Paving ☐ Seal Coating	☑ Box Culverts ☑ Inlets ☐ Bridge Work ☑ Junction Boxes ☐ Channel Lining ☑ Storm Sewer ☑ HDPE Pipe	☑ Water Systems - New Construction ☐ Water/Sewer Treatment Plants ☑ Sewer Systems - New Construction ☐ Booster Stations (Water) ☑ Raising/Lowering Appurtenances ☑ Lift Stations (Sewer) ☑ Minor Relocation of Pipes/Appurtenances (as required during other types of projects)	☐ Demolition ☐ Painting ☐ Earth Work ☐ Signal Work ☐ Fencing ☐ Other: ☐ Landscaping ☑ Misc. Concrete	12/31/2021 **Reapplication Deadline:** 3/30/2022

Note: A new Qualification and Financial statement must be filed annually after the "Approved Through" date in order to remain on the Approved Contractors List. However, Contractors are automatically granted a 90 day grace period (until the "Reapproval Deadline Date") to prepare and submit a new statement, in which they are still qualified to perform work.

APPENDIX 4
SITE DISINFECTION AND SSO QUANTIFICATION

Texas Administrative Code

TITLE 30	ENVIRONMENTAL QUALITY
PART 1	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
CHAPTER 327	SPILL PREVENTION AND CONTROL
RULE §327.32	Reporting Requirements for Certain Accidental Discharges or Spills of Treated or Untreated Wastewater at Wastewater Treatment Facilities or Collection Systems

---

(a) The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise.

(1) Collection system--Pipes, conduits, lift stations, force mains, and all other constructions, devices, and appurtenant appliances used to transport domestic wastewater to a wastewater treatment facility.

(2) History of noncompliance--History of non-reporting or reoccurrences of accidental discharges or spills of treated or untreated wastewater.

(3) Local government--An incorporated city, a county, a river authority, or a water district or authority acting under Article III, Section 52, or Article XVI, Section 59 of the Texas Constitution.

(4) Wastewater treatment facility--All contiguous land and fixtures, structures, and appurtenances used for storing, processing, and treating wastewater. A wastewater treatment facility does not include the collection system located outside of the fenced area around a wastewater treatment facility.

(b) Except as provided by subsection (c) of this section, all accidental discharges or spills of treated or untreated wastewater shall be reported within 24 hours of the occurrence. A written submission shall be provided to the executive director within five days of the occurrence. The written submission shall contain a description of the accidental discharge or spill and its cause; the potential danger to human health or safety, or the environment; the duration of the accidental discharge or spill, including exact dates and times; if the cause of the accidental discharge or spill has not been corrected, the time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent recurrence, and to mitigate its adverse effects.

(c) The responsible person of a wastewater treatment facility or collection system that is owned or operated by a local government may report accidental discharges or spills of treated or untreated wastewater that do not endanger human health or safety or the environment to the executive director as a monthly summary if each individual accidental discharge or spill:

(1) has a volume of 1,000 gallons or less;

(2) is not associated with another simultaneous accidental discharge or spill of treated or untreated wastewater;

(3) is controlled or removed before the accidental discharge or spill enters water in the state or adversely affects a public or private source of drinking water; and

(4) is not otherwise subject to local regulatory control and reporting requirements.

(d) The responsible person shall submit a monthly summary by the 20th day of the month for each accidental discharge or spill that occurred during the previous month. The summary must

include, at a minimum, the:

(1) location, volume and content of the accidental discharge or spill;
(2) description of the accidental discharge or spill;
(3) cause of the accidental discharge or spill;
(4) dates and times of the accidental discharge or spill; and
(5) steps taken to reduce, eliminate, and prevent recurrence of the accidental discharge or spill.

(e) The responsible person must use one of the following methods for determining the volume of the discharge or spill.

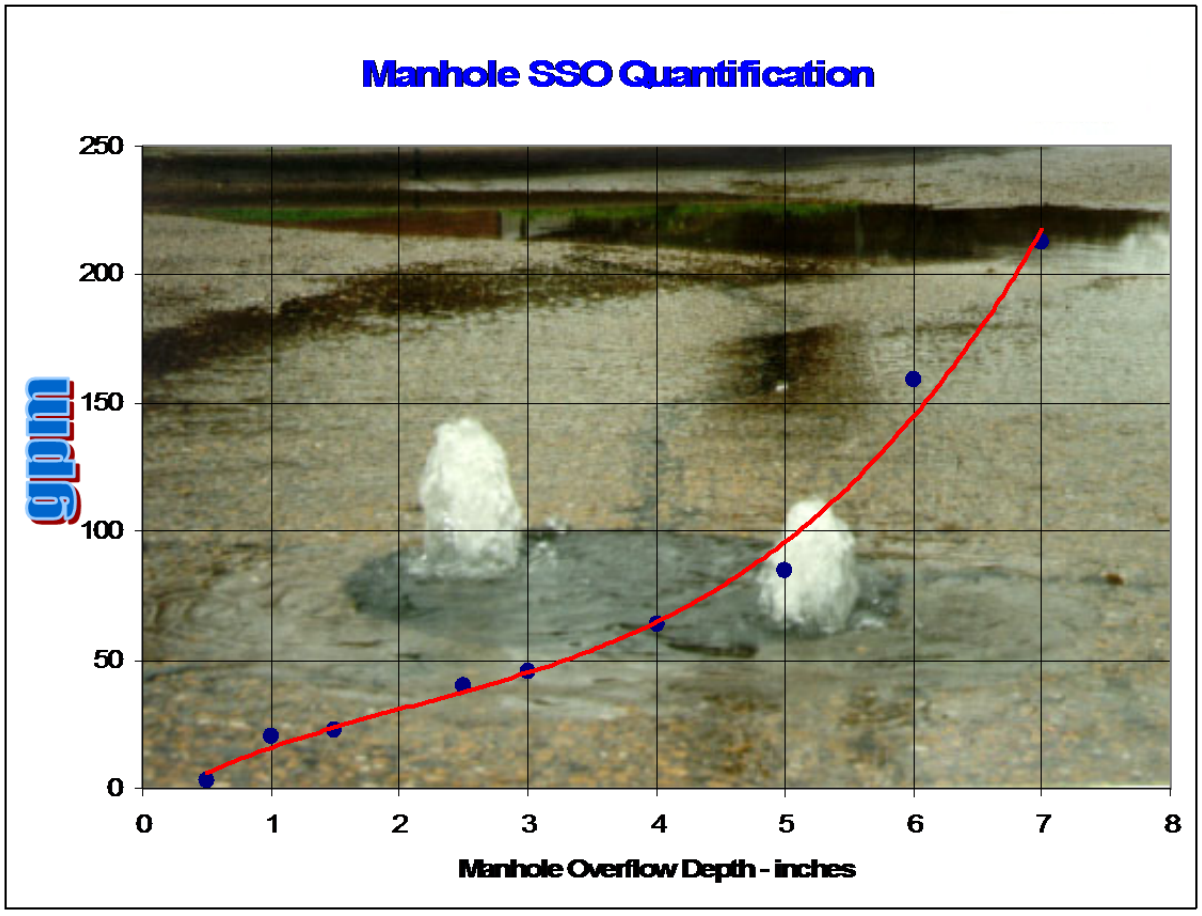
(1) Visual estimate. If the accidental discharge or spill is less than 55 gallons, using a standard five-gallon bucket for reference, estimate the number of buckets that the discharge or spill would fill then multiply by five to obtain the number of gallons discharged or spilled. If the accidental discharge or spill is larger than 55 gallons, using a standard 55 gallon barrel for reference, estimate the number of barrels that the discharge or spill would fill and then multiply by 55 to obtain the number of gallons discharged or spilled.
(2) Measured volume. Identify the length, width, and depth of the contained accidental discharge or spill in feet and calculate the volume by multiplying length by width by depth by 7.5 (the conversion factor from cubic feet to gallons).
(3) Duration and flow rate. Identify separate estimates for the duration and the flow rate of the accidental discharge or spill. The estimated volume is calculated by multiplying the duration (hours or days) by the flow rate (gallons/hour or gallons/day).
(4) Other methods. The responsible person may use other volumetric calculation methodologies rather than those listed in paragraphs (1) - (3) of this subsection, so long as such methodologies include procedures to identify a duration, flow rate, depth, affected area, and total quantity of each spill (including, as appropriate, reference to estimation tools such as barrels, for example), and such methodology is consistent with standard and accepted industry practices. Such alternative methodologies must be identified in the responsible person's monthly report.

(f) The responsible person must keep records of all accidental discharges or spills of treated or untreated wastewater reported under this section. The records must remain on-site for three years and be made immediately available to commission staff upon request.

(g) The executive director may require more frequent reporting based on the responsible person's history of noncompliance.

Source Note: The provisions of this §327.32 adopted to be effective June 2, 2016, 41 TexReg 3914

Estimating
Sanitary Sewer Overflow Volume
and HTH Disinfection Requirement



Volume of SSO = length x width x depth x 7.48 = gallons

Spill area = 20 feet by 30 feet = 600 sq.ft.

Depth of spill = 3 inches = 0.25 feet

Volume = 20 x 30 x 0.25 x 7.48 =1,122 gallons

Disinfection with HTH = 12 ounces per 100 square feet

Area = 600 sq.ft.

HTH = 600/100 x 12 ounces = 6 x 12 = 72 ounces of HTH (or 4.5 lbs)

CAUTION: EXCESSIVE USE OF HTH CHLORINE CAN CAUSE FISH KILL OR OTHER NEGATIVE IMPACTS TO THE ENVIRONMENT.

Spill Documentation and Spill Volume Calculation Guidance
Source: City of San Diego

SANITARY SEWER FLOW RATES FOR SPILL DETERMINATIONS

Depth of Flow (inches)	Pipe Size								
	6	8	10	12	15	18	21	24	30
1	15	20	25	30	35	40	45	50	100
2	50	60	70	80	85	95	105	125	145
3	90	110	125	135	150	175	185	210	230
4	125	160	180	200	235	260	285	320	350
5	155	190	240	280	315	360	380	445	470
6	180	260	310	355	415	455	500	555	630
7		290	370	425	495	570	620	695	770
8		320	430	500	600	680	760	815	1010
9			465	575	690	800	890	965	1260
10			490	625	775	905	1005	1120	1360
11				685	870	1020	1135	1275	1490
12				715	935	1130	1260	1410	1630
13					1020	1240	1415	1580	1870
14					1070	1345	1520	1690	2110
15					1105	1425	1650	1850	2220
16						1495	1760	1990	2560
17						1550	1880	2110	2730
18						1595	1980	2285	2940
19							2050	2410	3100
20							2115	2530	3330
21							2160	2630	3510
22								2700	3780
23								2765	3900
24								2820	4040
									4130
									4200
									4250
									4320
									4370
									4400

Gallons per Minute @ V=2.0 feet per second (ft/sec) and n=0.013; Adjust accordingly for flat or steep sloped sewers.

Exhibit D-2

Wastewater Collection Division
(619) 654-4160
Reference Sheet for Estimating Sewer Spills from Overflowing Sewer Manholes
All estimates are calculated in gallons per minute (gpm)
City of San Diego
Metropolitan Wastewater Department
5 gpm
25 gpm
50 gpm
100 gpm
150 gpm
200 gpm
225 gpm
250 gpm
275 gpm
All photos were taken during a demonstration using metered water from a hydrant in cooperation with the City of San Diego's Water Department.
rev. 4/99

D.2.2.B Volume of SSO at Manhole

Length x Width x Depth x 7.48 = gallons
Spill area = 20 feet by 30 feet = 600 sq. ft.
Depths of spill = 3 inches = 0.25 feet
Volume = 20 x 30 x 0.25 x 7.48 = 1,122 gallons

D.2.3 WET WEATHER OVERFLOW CALCULATION:

The following can be used to help in estimating the rate of loss of flow out of manholes. As this is an estimate, judgment by the observing person and/or estimator must always be used.

All calculations are based on an estimate of the size of the opening involved, the velocity of flow through the opening, and the duration of time the overflow occurred. In most all occurrences, the opening size and velocity will change over an event from low to high back to low. Judgment on an average condition must thus be attempted to reach a realistic rate of loss.

D.2.3.A. Loss through vent holes

1. Size of opening:
   Assume holes at 1- inch diameter

   Area = (number of holes) (π) ($D^2/4$) ($1ft^2/144$)
   Area = (number of holes) (3.14) (1/4) (1/144)

   Area = (number of holes) ($0.0055ft^2$/hole)

2. Velocity Plume Guide

   Velocity through holes, based on Velocity Head = ($Velocity^2/2g$)

Plume height	Velocity
1-inch	2.0 ft/sec
2-inch	3.3 ft/sec
3-inch	4.0 ft/sec
4-inch	4.6 ft/sec
5-inch	5.2 ft/sec
6-inch	5.7 ft/sec

3. Time = convert to minutes

Volume (Gal.) = (Area) (Velocity) (Time) (448 gpm/cfs)

Example: Top with six hole, flow through holes makes a one-inch high plume, last for 4 hours, 15 minutes

Volume = (6 holes x 0.0055 ft²/hole) (2ft/sec) (255 min) (448 gpm/cfs)
Volume = (0.033) (2) (255) (448) = 7540 gallons

D.2.3.B. Loss around edge of non-vented cover

1. Size of opening:

As the weight of manhole lid will generally hold it in place until internal pressures exceed 0.4 pounds/sq. in., loss occurs through imperfections, grit, etc. between the lid and manhole frame. Observations are generally a vertical ring of water from side gap between the lid and frame of approximately ¼ inch width.

Area = (π) (D) (¼ inch) (1/12 in/ft)
= (3.14) (2ft) (1/4) (1/12)

Area = 0.131 ft²

2. Velocity through gap
(see vertical plume guide above, D.3.A.2.)

3. Time – convert to minutes

Example: Manhole with 4-inch plume around edge for 2 hours, 15 minutes

Volume (Gal.) = (Area) (Velocity) (Time) (448 gpm/cfs)
= (0.131 ft²) (4.6 ft/sec) (135) (448)
= 36,445 gallons

D.2.3.C. Loss from tilted cover

1. Size of opening:

Some estimate has to be made in the field concerning how much gap exists in order to do this calculation. For the following amounts of lift of one side, the areas are as follows:

A = (π) (D) (in of lift) (1/12 ft/in) (1/2)
A = (3.14) (2ft) (in. of lift) (1/12) (1/2)
A = 0.262 (in. of lift)

Lift (inches)	Area (ft²)
1	0.262
2	0.524
3	0.786
4	1.048

2. Velocity through opening

This must be estimated from visual observation. A low rate would be 2/ft/sec, moderate rate at 4 to 5 ft/sec, high rates up to 7 ft/sec. Over 7 ft/sec, the lid will

probably blow off the manhole. The gap (lift) will generally increase with higher velocity as well.

3. Time – convert to minutes

Volume (Gal.) = (Area) (Velocity) (Time) (448 gpm/cfs)

Example: Field observation of 2-inch gap and velocity of 4 ft/sec for a period of 3 hours, 30 minutes.

Volume (Gal.) = (0.524 ft^2) (4ft/sec) (210min) (448)
= 197,192 gallons

D.2.3.D. Loss from Manhole without a lid in place

If no cover exists, an estimate of the average height the water column (plume) extends above the top of the manhole frame must be made. Use the height to velocity estimate from (A) above to estimate the velocity. Be sure to adjust the height estimate downward for the affects of debris around the edge of the rim which will cause the height to be incorrectly high.

Area = (π) ($D^2/4$) = (3.14) ($2^2/4$) = 3.14 ft^2

Velocity – from field observation of water column height

Time - convert to minutes

Volume (Gal.) = (Area) (Velocity) (Time) (448 gpm/cfs)

Example: A manhole without a lid was observed to have an overflow with a 3 – inch high column of water for a period of 6 hours, 10 minutes

Volume (Gal.) = (3.14) (4.0 ft /sec) (370) (448)
Volume = 2,081,946 gallons

D.2.3.E. Other

1. Generally approach of estimating a cross sectional area where the flow is leaving and a velocity of flow can be used to determine a rate. This can be applied to any situation.

2. Several observations over an event to estimate the area and velocity are better than a single observation. The overflow examples above assume a constant rate over the period which will estimate volumes too high. As an example, if an hour at the beginning and end of each event is assumed for the flow to build up from zero to maximum and back to zero, a calculation could be done as follows:

Example: A manhole with a cover tilted open 2 inched with an estimated velocity of 4 ft/sec at its worst rate of loss for two hours and about 1-inch tilt with a velocity of 2 ft/sec observed at two other occasion over a 7 hour total event.

Worst case: 2 hours, 2 inched tilt, 4 ft/sec
Other times: 1 inch tilt, 2 ft/sec, time unknown
Total overflow time: 7 hours

Divide total of 7 hours into several periods

1st hour: Start to 1-inch tilt, 2 ft/sec

Volume (Gal.) = (Area) (Velocity) (Time) (448) x 50%
= (0.262) (2) (60) (448) (0.50)
= 7,043 gallons

7th hour: 1-inch tilt, 2 ft/ sec down to end
Same as above situation
Volume = 7,043 gallons

5 remaining hours:

2 hours at 2-inch tilt, 4 ft/sec
3 hours at 1-inch tilt, 2 ft. sec

Volume = (0.524) (4 ft/sec) (120 min) (448)
= 112,681 gallons

Volume = (0.262) (2 ft/sec) (180 min) (448)
= 42,255 gallons

Event Total = 7,043 + 7,043 + 112,681 + 42,255 = 169,022 gallons

APPENDIX 5

EXAMPLE NOTIFICATION LETTERS

Texas Commission on Environmental Quality

Public Notification Form for Wastewater Discharges

Information about the Discharge

An unauthorized discharge or spill of wastewater has occurred from:

Wastewater Treatment Facility: _____ Collection System: ___

Facility Name:

Person to contact for information:

Location of spill(s):

Estimated date and time of spill(s):

Estimated volume of spill(s):

Type of Spill:

Description of the area potentially affected, including down gradient and lateral distance from spill(s) site:

Suspected cause of spill(s):

.

List of Actions Taken Including but, not Limited to:

Notification of

Appropriate local government officials: _____

TCEQ Regional Office: _____

Containment of spill:

Increased monitoring of water supply systems:

Initiation of cleanup activities:

Precautionary Statements:

1. Persons using private drinking water supply wells located within ½ mile of the spill site or within the potentially affected area should use only water that has been distilled or boiled at a rolling boil for at least one minute for all personal uses including drinking, cooking, bathing, and tooth brushing. Individuals with private water wells should have their well water tested and disinfected, if necessary, prior to discontinuing distillation or boiling.
2. Persons who purchase water from a public water supply may contact their water supply distributor to determine if the water is safe for personal use.
3. The public should avoid contact with waste material, soil, or water in the area potentially affected by the spill.
4. If the public comes into contact with waste material, soil, or water potentially affected by the spill, they should bathe and wash clothes thoroughly as soon as possible.

Dear Resident,

We are very sorry you have recently been inconvenienced by a wastewater back-up in your home. If you would like to file a claim against the city for the damages, please contact the Risk Manager at 903-531-1104.

In order to file a claim with the City of Tyler, you must complete the official claims form Form 4-22. This form requires an original notarized signature. You may print the form, complete it and return it in person to the Risk Management Division of the Human Resources Department located at 212 North Bonner on the first floor of City Hall.

The City of Tyler reviews all property damage claims. Claims for damages are investigated and decided based on the laws that govern municipalities in the State of Texas. Under these laws, a property owner may recover property damages if negligent operation or use of a motor vehicle or motor driver equipment caused the damages. There are very limited grounds for a citizen to recover property losses resulting from the performance or non-performance of wastewater services.

SAMPLE

If you have experienced damages to your property from wastewater overflows and you have a homeowner's insurance policy, you should contact your agent immediately for further assistance. The City of Tyler does not endorse any cleaning companies; however, you may search the internet or yellow pages for firms that can provide or assist in cleanup. Search under categories such as: cleaning, water damage emergency services, cleaning remediation and water damage restoration. The attached information summarizes the causes and preventive measures in preventing backups.

If you would like to discuss general issues about your wastewater service, please feel free to call Tyler Water Utilities at 903-531-1238 during regular business hours, Monday thru Friday. We continue in our efforts to improve the quality of service provided to our customers. Wastewater personnel are available to respond to service interruptions seven days a week. The City of Tyler regrets any inconvenience this may have caused.

Sincerely,
Tyler Water Utilities

CLAIMS NOTICE

City of Tyler Charter, Section 79 provides that notice must be in writing, duly verified (notarized) of the death, injury or destruction and shall be filed within thirty (30) days after same has been sustained.

NAME OF CLAIMANT _____

ADDRESS _____

PHONE (DAY) _____ **(EVENING)** _____

DATE OF INCIDENT _____ **TIME** _____ **A.M.** _____ **P.M.**

LOCATION OF INCIDENT _____

DESCRIBE DAMAGE TO PROPERTY (INCLUDE AGE AND VALUE WHEN NEW) _____

_____

CURRENT LOCATION OF DAMAGED PROPERTY _____

_____

DESCRIBE ANY INJURIES SUSTAINED: _____

_____

NAME: _____ **PHONE**: _____

ADDRESS: _____

DESCRIPTION: _____

_____

_____

DESCRIBE HOW INCIDENT OCCURRED (GIVE FULL DETAILS; ATTACH ADDITONAL PAGES, IF NECESSARY.) _____

_____

_____

_____

_____

_____

AMOUNT CLAIMED (ATTACH ESTIMATES OF REPAIRS) _____

DO YOU CARRY INSURANCE FOR THIS LOSS? Yes _____ **No**_____

IF YES, WHAT COMPANY? _____

TYPE: ____ **HOMEOWNERS** ____ **STANDARD FIRE** ____ **AUTO** ____ **OTHER**

POLICY No.: _____ **AGENT:** _____

HAVE YOU MADE A CLAIM AGAINST YOUR INSURANCE COMPANY? Yes __ **No** ____

DESCRIBE ANY EFFORTS BY YOU TO PREVENT THE INCIDENT OR TO MINIMIZE THE DAMAGES:

_____

_____

_____

WITNESSES

NAME: _____ **PHONE (DAY)** _____

ADDRESS:_____ **PHONE (EVENING)** _____

NAME: _____ **PHONE (DAY)** _____

ADDRESS:_____ **PHONE (EVENING)** _____

IF CLAIM INVOLVED ALLEGED DEFECT IN CITY STREET, EQUIPMENT, OR OTHER PROPERTY, COMPLETE THE FOLLOWING:

DESCRIBE DEFECT: _____

_____

_____

NOTIFICATION TO CITY PRIOR TO INCIDENT:

DATE _____ **TIME** _____ ___ **A.M.** __ **P.M.** **EMPLOYEE NOTIFIED** _____

NOTIFICATION TO CITY AFTER INCIDENT:

DATE _____ **TIME** _____ ___ **A.M.** ___ **P.M.** **EMPLOYEE NOTIFIED** _____

IF CLAIM INVOLVED A VEHICLE COLLISION, COMPLTE THE FOLLOWING:

WAS A PEACE OFFICER'S ACCIDENT REPORT MADE? Yes _____No_____

CLAIMANT:

VEHICLE YEAR MODEL: _____COLOR: _____

MAKE & MODEL: _____

VEHICLE I.D. NO.: _____LICENSE PLATE:_____

DRIVER'S NAME: _____PHONE: _____

ADDRESS: _____

_____

_____

OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____

CITY:

VEHICLE YEAR MODEL:_____ PHONE:_____

MAKE & MODEL: _____

DRIVER'S NAME: _____

I HEREBY DECLARE THAT THE FACTS STATED IN THIS NOTICE ARE TRUE.

CLAIMANT'S SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME this the ____ day of _____, _____.

_____

Notary Public State of Texas

APPENDIX 6
TRAINING

Various utility associations (American Water Works Association, Rural Water Association, National Association of Sewer Service Companies (NASSCO), Water Environment Association of Texas, Texas A&M Extension (TEEX), Water Environment Federation, etc.) have considerable training materials available to supplement the on-the-job training. Field supervisors and managers provide site training and oversight.

Training Matrix

	Training Description		Repair/Construction				Admin/Office/Supervisor						Preventative Maintenance		
			Crew Leader	Semi Skilled Laborer	Truck Driver	Equipment Operator	Operations Manager	Superintendent - PM	Superintendent - Construction	Senior Clerk	Senior Secretary	GIS Data Analyst	Utilities Maintenance Repair	Utilities Maintenance Repair - CCTV	Semi Skilled Laborer
		Hours	OUTSIDE VENDOR TRAINING*												
1	Basic Wastewater Operations	20	R	R	R	R	R	R	R	E	E	E	R	R	R
2	Wastewater Collection	20	R	R	R	R	R	R	R	E	E	E	R	R	R
3	Water Utilities Safety	20	R	R	R	R	R	R	R	R	R	R	R	R	R
4	Water Utilities Calculations	20	E	E	E	E	E	E	E	NA	NA	NA	E	E	E
5	Pumps & Motor Maintenance	20	E	E	E	E	R	E	R	NA	NA	NA	R	R	E
6	CCTV - PACP Training	20	NA	NA	NA	NA	E	E	R	NA	NA	R	NA	R	NA
7	Applied Confined Space Safety	8	R	R	R	R	R	R	R	E	E	NA	R	R	R
	CITY OF TYLER IN-HOUSE TRAINING														
Sewer Overflows															
8	SSO Reporting Procedures	In-house	NA	NA	NA	NA	R	R	R	R	R	NA	R	R	E
Work Orders															
9	Work Order Traininig	In-house	R	E	E	R	R	R	R	R	R	R	R	R	E
Vactor Truck															
10	Setup/Initial Operations	In-house	R	E	E	E	R	R	R	NA	NA	NA	R	R	R
11	Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	NA	R	R	R
12	Operator - Cleaning/Nozzle Setup	In-house	NA	E	E	E	E	R	R	NA	NA	NA	R	R	R
13	Decant/Cleaning Procedures	In-house	R	E	E	E	E	R	R	NA	NA	NA	R	R	R
Water Jetter Truck															
14	Jetter - Setup/Initial Operations	In-house	E	E	E	E	R	R	R	NA	NA	NA	R	R	R
15	Jetter - Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	NA	R	R	R
16	Operator - Setup/Operations	In-house	NA	E	E	E	E	R	R	NA	NA	NA	R	R	R
CCTV															
17	CCTV Camera & Software	In-house	E	E	E	E	R	R	R	NA	NA	R	E	R	R
18	Camera Preventive Maintenance	In-house	NA	E	E	E	R	R	R	NA	NA	R	E	R	R
19	Operator - Setup/Operations	In-house	NA	E	E	E	R	E	E	NA	NA	R	NA	R	NA

Notes:

** Outside Vender Training provided by TEEX, TWUA, TML, TRWA, NASSCO and other outside vendors*

Legend:

R = Required by COT
E = Elective
NA = Not Applicable

Appendix E
Tyler Water Utilities
Wastewater Collection
Existing High Frequency Cleaning Program

Tyler Water Utilities has an existing high frequency cleaning program, by which sewer segments may be placed on a 12-month, 6-month or 3-month cleaning cycle, following review by the Wastewater Collection System Superintendent. This existing program is subject to change as Tyler develops its Revised High Frequency Cleaning Program, pursuant to the terms of Section V.A.5 (CMOM Program - Revised High Frequency Cleaning Program) of the Consent Decree. Under the existing program, if a sewer segment experiences more than one SSO within a 12-month period, it is placed on a 12-month cleaning frequency cycle. The method of cleaning is based on the nature of the primary problem: 1) remove roots, 2) "washing and treating" the line to remove grease, or 3) cleaning the line to remove both roots and grease. Also under the existing program, if the segment continues to experience SSOs, it may be moved to the 6-month cleaning cycle. If SSOs persist in the pipe segment, it may then be moved to the 3-month cleaning cycle.

After each SSO, a CCTV inspection is scheduled for the Sewer Segment in question to determine if any other follow-up actions are required or a change of cleaning frequency is warranted. Sewer segments may be moved to a lower frequency cleaning cycle or removed from the existing high frequency cleaning program following rehabilitation, repair or replacement of the pipe segment.

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
1	SS.GM.T0000319	19	6	196	6	393
2	SS.GM.T0000384	18	12	274	6	274
3	SS.GM.T0000407	18	6	39	8	78
4	SS.GM.T0000414	18	12	347	8	347
5	SS.GM.T0000420	18	12	732	8	732
6	SS.GM.T0000463	19	12	154	10	154
7	SS.GM.T0000471	19	12	332	12	332
8	SS.GM.T0000473	19	12	799	6	799
9	SS.GM.T0000481	19	12	391	8	391
10	SS.GM.T0000508	19	12	238	6	238
11	SS.GM.T0000510	19	12	236	6	236
12	SS.GM.T0000544	18	12	116	6	116
13	SS.GM.T0000547	18	6	150	6	300
14	SS.GM.T0000575	17	12	349	6	349
15	SS.GM.T0000582	19	6	210	6	421
16	SS.GM.T0000618	19	6	183	6	366
17	SS.GM.T0000620	19	12	545	6	545
18	SS.GM.T0000637	17	12	520	6	520
19	SS.GM.T0000700	18	3	744	6	2975
20	SS.GM.T0000703	18	6	260	6	519
21	SS.GM.T0000716	18	12	552	6	552
22	SS.GM.T0000738	18	12	42	8	42
23	SS.GM.T0000739	18	6	299	8	599
24	SS.GM.T0000740	18	12	425	8	425
25	SS.GM.T0000745	18	12	165	6	165
26	SS.GM.T0000755	19	12	493	6	493
27	SS.GM.T0000761	19	12	108	6	108
28	SS.GM.T0000775	19	12	434	6	434
29	SS.GM.T0000813	19	12	290	6	290
30	SS.GM.T0000829	18	12	121	6	121
31	SS.GM.T0000888	17	12	263	6	263
32	SS.GM.T0000950	17	6	306	8	612
33	SS.GM.T0000951	17	12	181	6	181
34	SS.GM.T0000954	17	12	419	6	419
35	SS.GM.T0000956	17	6	438	6	876
36	SS.GM.T0000957	17	6	136	8	273
37	SS.GM.T0000958	17	6	193	8	386
38	SS.GM.T0000959	17	6	206	8	411
39	SS.GM.T0000960	17	6	155	8	310
40	SS.GM.T0000964	17	12	67	8	67
41	SS.GM.T0000965	17	12	333	8	333
42	SS.GM.T0000991	18	12	573	6	573
43	SS.GM.T0001077	18	6	323	6	647
44	SS.GM.T0001090	17	6	67	6	135
45	SS.GM.T0001140	18	6	347	6	695
46	SS.GM.T0001144	18	6	214	42	428
47	SS.GM.T0001149	18	6	238	6	477
48	SS.GM.T0001176	17	12	290	6	290
49	SS.GM.T0001186	14	6	232	6	463

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
50	SS.GM.T0001222	18	6	157	6	314
51	SS.GM.T0001236	18	12	115	8	115
52	SS.GM.T0001237	18	12	116	8	116
53	SS.GM.T0001238	18	12	48	8	48
54	SS.GM.T0001239	18	12	97	8	97
55	SS.GM.T0001241	18	12	54	6	54
56	SS.GM.T0001242	18	12	167	6	167
57	SS.GM.T0001243	18	12	59	6	59
58	SS.GM.T0001307	17	12	134	6	134
59	SS.GM.T0001315	18	6	536	6	1072
60	SS.GM.T0001326	18	12	132	6	132
61	SS.GM.T0001371	18	12	370	6	370
62	SS.GM.T0001381	21	12	263	6	263
63	SS.GM.T0001387	21	12	234	6	234
64	SS.GM.T0001453	18	6	91	6	182
65	SS.GM.T0001457	18	6	196	6	392
66	SS.GM.T0001461	18	6	459	6	918
67	SS.GM.T0001489	18	12	332	8	332
68	SS.GM.T0001505	17	12	497	8	497
69	SS.GM.T0001563	21	6	121	24	243
70	SS.GM.T0001609	17	6	405	6	810
71	SS.GM.T0001627	17	6	678	6	1355
72	SS.GM.T0001629	17	12	887	6	887
73	SS.GM.T0001703	21	12	350	6	350
74	SS.GM.T0001778	18	12	300	6	300
75	SS.GM.T0001797	18	12	427	30	427
76	SS.GM.T0001834	17	6	330	6	660
77	SS.GM.T0001839	17	6	532	6	1063
78	SS.GM.T0001842	17	6	170	6	340
79	SS.GM.T0001843	17	6	336	6	671
80	SS.GM.T0001844	17	6	262	6	523
81	SS.GM.T0001855	17	6	401	6	802
82	SS.GM.T0001896	17	12	226	6	226
83	SS.GM.T0001902	17	3	468	6	1873
84	SS.GM.T0001956	18	6	185	8	370
85	SS.GM.T0001957	18	6	196	8	392
86	SS.GM.T0002027	17	12	290	6	290
87	SS.GM.T0002028	18	6	228	6	456
88	SS.GM.T0002035	18	12	69	6	69
89	SS.GM.T0002042	18	6	118	6	236
90	SS.GM.T0002043	18	3	207	6	828
91	SS.GM.T0002097	19	12	331	8	331
92	SS.GM.T0002103	19	12	617	6	617
93	SS.GM.T0002116	19	6	199	6	398
94	SS.GM.T0002168	17	12	207	6	207
95	SS.GM.T0002172	17	6	199	6	399
96	SS.GM.T0002177	17	12	17	8	17
97	SS.GM.T0002178	17	12	50	8	50
98	SS.GM.T0002180	17	12	257	8	257
99	SS.GM.T0002204	17	6	302	6	604

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
100	SS.GM.T0002236	102	12	384	42	384
101	SS.GM.T0002248	18	12	195	24	195
102	SS.GM.T0002271	17	6	221	6	442
103	SS.GM.T0002279	17	12	264	8	264
104	SS.GM.T0002308	17	6	206	8	411
105	SS.GM.T0002391	17	12	280	6	280
106	SS.GM.T0002406	17	12	241	6	241
107	SS.GM.T0002411	17	12	463	6	463
108	SS.GM.T0002423	18	6	14	6	28
109	SS.GM.T0002436	18	12	19	10	19
110	SS.GM.T0002487	18	6	225	6	451
111	SS.GM.T0002512	17	12	456	8	456
112	SS.GM.T0002513	17	12	597	8	597
113	SS.GM.T0002514	17	12	165	8	165
114	SS.GM.T0002523	17	12	244	6	244
115	SS.GM.T0002524	17	12	426	8	426
116	SS.GM.T0002531	17	12	344	6	344
117	SS.GM.T0002532	17	12	350	6	350
118	SS.GM.T0002557	18	6	239	6	478
119	SS.GM.T0002568	19	6	170	6	339
120	SS.GM.T0002573	19	12	361	8	361
121	SS.GM.T0002574	19	12	366	8	366
122	SS.GM.T0002591	21	6	83	24	165
123	SS.GM.T0002666	17	6	278	6	557
124	SS.GM.T0002669	17	12	401	6	401
125	SS.GM.T0002676	18	12	264	8	264
126	SS.GM.T0002677	18	6	269	8	539
127	SS.GM.T0002678	18	6	248	8	496
128	SS.GM.T0002680	18	6	159	6	318
129	SS.GM.T0002685	18	6	477	6	953
130	SS.GM.T0002695	18	12	174	6	174
131	SS.GM.T0002696	18	12	200	6	200
132	SS.GM.T0002698	18	6	271	6	543
133	SS.GM.T0002700	18	6	374	8	747
134	SS.GM.T0002701	18	6	65	8	131
135	SS.GM.T0002710	18	6	89	6	178
136	SS.GM.T0002711	18	6	146	6	293
137	SS.GM.T0002784	18	12	173	8	173
138	SS.GM.T0002794	21	12	76	6	76
139	SS.GM.T0002804	18	12	41	6	41
140	SS.GM.T0002826	21	12	313	6	313
141	SS.GM.T0002901	18	12	80	6	80
142	SS.GM.T0002954	17	12	301	6	301
143	SS.GM.T0002969	19	12	392	6	392
144	SS.GM.T0002978	19	12	557	6	557
145	SS.GM.T0003019	19	12	410	6	410
146	SS.GM.T0003021	19	12	122	6	122
147	SS.GM.T0003050	18	12	83	8	83
148	SS.GM.T0003051	18	12	346	8	346
149	SS.GM.T0003053	18	12	311	8	311

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
150	SS.GM.T0003054	18	12	214	8	214
151	SS.GM.T0003063	18	6	124	6	249
152	SS.GM.T0003088	18	12	124	6	124
153	SS.GM.T0003099	18	6	521	8	1042
154	SS.GM.T0003146	19	12	424	6	424
155	SS.GM.T0003176	19	12	111	8	111
156	SS.GM.T0003183	18	6	168	6	336
157	SS.GM.T0003184	18	6	151	6	303
158	SS.GM.T0003203	17	12	84	6	84
159	SS.GM.T0003214	17	3	159	6	637
160	SS.GM.T0003229	17	12	383	6	383
161	SS.GM.T0003233	17	6	126	6	251
162	SS.GM.T0003243	17	6	335	6	671
163	SS.GM.T0003293	17	12	254	6	254
164	SS.GM.T0003294	17	12	131	6	131
165	SS.GM.T0003310	18	12	96	12	96
166	SS.GM.T0003318	18	6	129	6	259
167	SS.GM.T0003326	18	12	241	8	241
168	SS.GM.T0003327	18	12	207	8	207
169	SS.GM.T0003328	18	6	433	6	867
170	SS.GM.T0003362	17	12	133	6	133
171	SS.GM.T0003373	17	12	470	6	470
172	SS.GM.T0003382	17	12	84	8	84
173	SS.GM.T0003413	19	6	375	6	749
174	SS.GM.T0003419	19	12	443	6	443
175	SS.GM.T0003430	18	6	111	6	222
176	SS.GM.T0003433	21	6	192	24	384
177	SS.GM.T0003445	18	12	345	6	345
178	SS.GM.T0003517	17	12	460	6	460
179	SS.GM.T0003537	18	12	365	6	365
180	SS.GM.T0003555	18	6	217	6	433
181	SS.GM.T0003556	18	6	152	8	305
182	SS.GM.T0003557	18	12	426	8	426
183	SS.GM.T0003581	18	6	161	8	321
184	SS.GM.T0003582	18	12	123	8	123
185	SS.GM.T0003583	18	12	237	6	237
186	SS.GM.T0003593	18	6	324	6	649
187	SS.GM.T0003657	5	12	91	6	91
188	SS.GM.T0003672	13	12	345	6	345
189	SS.GM.T0003746	18	6	122	6	244
190	SS.GM.T0003771	18	12	142	6	142
191	SS.GM.T0003787	21	6	269	24	537
192	SS.GM.T0003824	18	12	221	6	221
193	SS.GM.T0003827	18	12	439	6	439
194	SS.GM.T0003828	18	6	123	8	245
195	SS.GM.T0003839	14	6	235	6	470
196	SS.GM.T0003851	14	12	307	6	307
197	SS.GM.T0003855	14	12	792	6	792
198	SS.GM.T0003859	5	6	469	6	939
199	SS.GM.T0003865	14	12	362	6	362

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
200	SS.GM.T0003867	5	12	633	6	633
201	SS.GM.T0003872	14	12	606	6	606
202	SS.GM.T0003883	13	6	114	6	228
203	SS.GM.T0003903	11	6	85	6	169
204	SS.GM.T0003904	11	6	100	6	201
205	SS.GM.T0003905	11	6	110	6	221
206	SS.GM.T0003906	11	6	204	6	407
207	SS.GM.T0003907	11	6	182	6	365
208	SS.GM.T0003939	15	6	450	6	900
209	SS.GM.T0003955	18	3	143	6	573
210	SS.GM.T0003969	21	12	150	6	150
211	SS.GM.T0003991	18	12	169	8	169
212	SS.GM.T0004005	18	6	172	6	344
213	SS.GM.T0004006	18	6	442	6	883
214	SS.GM.T0004011	18	12	410	6	410
215	SS.GM.T0004020	21	12	365	6	365
216	SS.GM.T0004024	18	12	297	6	297
217	SS.GM.T0004054	14	12	167	6	167
218	SS.GM.T0004079	2	12	97	6	97
219	SS.GM.T0004080	14	12	141	6	141
220	SS.GM.T0004114	2	12	496	6	496
221	SS.GM.T0004115	2	12	614	6	614
222	SS.GM.T0004185	13	6	311	6	623
223	SS.GM.T0004187	13	12	470	8	470
224	SS.GM.T0004193	13	12	465	8	465
225	SS.GM.T0004235	13	12	446	6	446
226	SS.GM.T0004237	13	3	266	6	1064
227	SS.GM.T0004238	13	12	713	6	713
228	SS.GM.T0004249	14	12	431	6	431
229	SS.GM.T0004262	14	12	1030	6	1030
230	SS.GM.T0004281	14	12	379	6	379
231	SS.GM.T0004287	14	12	499	6	499
232	SS.GM.T0004295	14	6	347	6	695
233	SS.GM.T0004307	14	12	293	6	293
234	SS.GM.T0004309	14	12	292	6	292
235	SS.GM.T0004310	14	6	117	6	233
236	SS.GM.T0004312	14	6	372	8	744
237	SS.GM.T0004313	14	6	197	8	393
238	SS.GM.T0004315	14	6	409	8	819
239	SS.GM.T0004316	14	12	145	6	145
240	SS.GM.T0004318	14	12	516	6	516
241	SS.GM.T0004344	14	12	384	20	384
242	SS.GM.T0004363	13	12	313	6	313
243	SS.GM.T0004446	13	12	132	6	132
244	SS.GM.T0004507	14	12	510	6	510
245	SS.GM.T0004522	13	12	400	10	400
246	SS.GM.T0004523	13	12	400	10	400
247	SS.GM.T0004574	14	12	24	6	24
248	SS.GM.T0004599	14	12	144	6	144
249	SS.GM.T0004626	14	6	428	6	856

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
250	SS.GM.T0004641	14	12	249	6	249
251	SS.GM.T0004647	14	12	292	8	292
252	SS.GM.T0004649	14	12	172	8	172
253	SS.GM.T0004654	14	12	631	6	631
254	SS.GM.T0004656	14	12	368	6	368
255	SS.GM.T0004690	13	12	474	8	474
256	SS.GM.T0004709	14	6	270	30	539
257	SS.GM.T0004721	14	12	86	10	86
258	SS.GM.T0004722	14	12	384	10	384
259	SS.GM.T0004743	14	12	340	6	340
260	SS.GM.T0004763	13	12	173	6	173
261	SS.GM.T0004771	13	6	425	6	851
262	SS.GM.T0004772	13	3	335	6	1339
263	SS.GM.T0004774	13	3	475	6	1899
264	SS.GM.T0004781	13	12	346	6	346
265	SS.GM.T0004791	13	3	42	8	168
266	SS.GM.T0004792	13	3	362	8	1449
267	SS.GM.T0004800	13	12	19	6	19
268	SS.GM.T0004801	13	12	332	6	332
269	SS.GM.T0004804	13	12	189	6	189
270	SS.GM.T0004810	13	12	668	6	668
271	SS.GM.T0004811	13	6	237	6	474
272	SS.GM.T0004812	13	12	285	6	285
273	SS.GM.T0004834	13	12	35	6	35
274	SS.GM.T0004835	13	12	60	6	60
275	SS.GM.T0004836	13	12	111	6	111
276	SS.GM.T0004844	13	12	309	6	309
277	SS.GM.T0004852	13	6	232	6	464
278	SS.GM.T0004866	13	12	324	6	324
279	SS.GM.T0004867	13	6	445	10	889
280	SS.GM.T0004894	13	12	362	6	362
281	SS.GM.T0004962	14	12	448	6	448
282	SS.GM.T0004985	13	12	237	6	237
283	SS.GM.T0005030	14	12	436	6	436
284	SS.GM.T0005113	13	12	105	6	105
285	SS.GM.T0005119	13	6	155	6	310
286	SS.GM.T0005156	13	12	287	6	287
287	SS.GM.T0005165	13	12	207	6	207
288	SS.GM.T0005167	13	12	393	6	393
289	SS.GM.T0005245	8	6	241	6	481
290	SS.GM.T0005252	8	12	220	6	220
291	SS.GM.T0005269	14	6	47	6	95
292	SS.GM.T0005278	14	12	343	6	343
293	SS.GM.T0005306	13	6	146	6	292
294	SS.GM.T0005318	8	12	366	6	366
295	SS.GM.T0005412	15	12	306	6	306
296	SS.GM.T0005421	15	6	57	6	113
297	SS.GM.T0005473	14	6	212	6	424
298	SS.GM.T0005482	14	12	44	6	44
299	SS.GM.T0005497	13	6	301	6	602

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
300	SS.GM.T0005527	2	12	345	8	345
301	SS.GM.T0005528	2	6	221	6	442
302	SS.GM.T0005546	10	12	533	6	533
303	SS.GM.T0005577	13	6	90	8	180
304	SS.GM.T0005578	13	6	252	8	504
305	SS.GM.T0005581	13	6	464	6	928
306	SS.GM.T0005611	8	3	169	6	676
307	SS.GM.T0005636	8	12	290	6	290
308	SS.GM.T0005638	8	6	137	6	275
309	SS.GM.T0005639	8	6	153	6	305
310	SS.GM.T0005640	8	12	188	6	188
311	SS.GM.T0005684	14	6	305	8	609
312	SS.GM.T0005689	14	12	357	6	357
313	SS.GM.T0005690	14	12	312	6	312
314	SS.GM.T0005767	14	12	289	8	289
315	SS.GM.T0005770	14	6	88	6	175
316	SS.GM.T0005772	14	12	414	6	414
317	SS.GM.T0005792	13	6	102	24	204
318	SS.GM.T0005797	13	6	90	6	179
319	SS.GM.T0005798	13	6	187	6	373
320	SS.GM.T0005799	13	12	277	4	277
321	SS.GM.T0005801	13	12	156	4	156
322	SS.GM.T0005821	13	12	62	6	62
323	SS.GM.T0005822	13	12	60	6	60
324	SS.GM.T0005823	13	12	220	6	220
325	SS.GM.T0005839	13	12	252	6	252
326	SS.GM.T0005860	10	12	87	6	87
327	SS.GM.T0005867	10	12	575	6	575
328	SS.GM.T0005872	10	12	137	6	137
329	SS.GM.T0005896	13	12	443	6	443
330	SS.GM.T0005907	8	12	450	6	450
331	SS.GM.T0005968	2	6	237	6	475
332	SS.GM.T0005969	2	6	238	6	476
333	SS.GM.T0005977	14	12	43	6	43
334	SS.GM.T0005983	14	12	656	6	656
335	SS.GM.T0006019	14	12	212	6	212
336	SS.GM.T0006025	14	6	142	6	283
337	SS.GM.T0006040	13	3	288	6	1153
338	SS.GM.T0006043	13	6	121	6	241
339	SS.GM.T0006048	13	6	77	6	153
340	SS.GM.T0006081	13	6	262	6	523
341	SS.GM.T0006088	13	12	255	6	255
342	SS.GM.T0006091	13	12	316	6	316
343	SS.GM.T0006099	13	6	358	6	716
344	SS.GM.T0006106	13	6	89	6	177
345	SS.GM.T0006122	13	6	71	21	142
346	SS.GM.T0006123	13	12	283	21	283
347	SS.GM.T0006124	13	6	91	21	182
348	SS.GM.T0006125	13	12	63	21	63
349	SS.GM.T0006135	13	6	424	6	848

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
350	SS.GM.T0006139	13	6	396	6	793
351	SS.GM.T0006140	13	6	206	6	412
352	SS.GM.T0006204	13	12	119	6	119
353	SS.GM.T0006205	13	12	213	8	213
354	SS.GM.T0006227	13	12	75	6	75
355	SS.GM.T0006228	13	12	283	6	283
356	SS.GM.T0006248	13	6	317	6	635
357	SS.GM.T0006364	13	12	245	6	245
358	SS.GM.T0006372	13	6	380	6	759
359	SS.GM.T0006376	13	12	189	6	189
360	SS.GM.T0006566	8	6	302	6	603
361	SS.GM.T0006567	8	6	664	6	1328
362	SS.GM.T0006579	7	6	51	6	103
363	SS.GM.T0006608	8	6	341	6	681
364	SS.GM.T0006618	8	6	274	6	548
365	SS.GM.T0006648	8	12	223	6	223
366	SS.GM.T0006728	8	3	400	6	1601
367	SS.GM.T0006787	5	12	57	6	57
368	SS.GM.T0006788	5	12	321	6	321
369	SS.GM.T0006789	5	12	165	8	165
370	SS.GM.T0006790	5	12	333	6	333
371	SS.GM.T0006791	5	12	132	6	132
372	SS.GM.T0006792	5	12	109	6	109
373	SS.GM.T0006793	5	12	104	6	104
374	SS.GM.T0006865	8	12	153	6	153
375	SS.GM.T0006903	5	12	143	6	143
376	SS.GM.T0006912	5	12	159	6	159
377	SS.GM.T0006942	5	3	98	6	391
378	SS.GM.T0006943	5	3	659	6	2636
379	SS.GM.T0006963	5	12	387	6	387
380	SS.GM.T0007063	8	6	437	6	874
381	SS.GM.T0007070	13	12	149	6	149
382	SS.GM.T0007098	13	12	449	6	449
383	SS.GM.T0007118	13	12	316	6	316
384	SS.GM.T0007119	13	12	35	6	35
385	SS.GM.T0007140	8	6	84	8	167
386	SS.GM.T0007141	8	6	178	6	355
387	SS.GM.T0007143	8	6	476	8	952
388	SS.GM.T0007199	8	12	166	6	166
389	SS.GM.T0007204	8	12	216	6	216
390	SS.GM.T0007224	5	12	621	6	621
391	SS.GM.T0007267	5	12	294	6	294
392	SS.GM.T0007268	5	12	296	6	296
393	SS.GM.T0007328	17	12	357	6	357
394	SS.GM.T0007329	17	6	297	6	594
395	SS.GM.T0007346	8	6	587	6	1174
396	SS.GM.T0007349	7	12	722	6	722
397	SS.GM.T0007351	8	6	409	6	817
398	SS.GM.T0007368	8	6	437	6	873
399	SS.GM.T0007369	8	3	582	2	2327

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
400	SS.GM.T0007401	13	12	632	6	632
401	SS.GM.T0007419	5	12	169	6	169
402	SS.GM.T0007475	15	12	163	6	163
403	SS.GM.T0007478	5	3	55	8	219
404	SS.GM.T0007487	8	6	156	6	313
405	SS.GM.T0007489	8	12	319	6	319
406	SS.GM.T0007496	13	12	227	6	227
407	SS.GM.T0007502	8	12	371	6	371
408	SS.GM.T0007503	8	12	130	6	130
409	SS.GM.T0007530	8	6	407	6	815
410	SS.GM.T0007531	8	6	386	6	773
411	SS.GM.T0007537	8	3	137	6	547
412	SS.GM.T0007562	8	12	57	6	57
413	SS.GM.T0007563	8	3	57	6	226
414	SS.GM.T0007590	7	12	503	6	503
415	SS.GM.T0007599	7	12	319	6	319
416	SS.GM.T0007600	7	12	25	6	25
417	SS.GM.T0007602	7	6	561	6	1123
418	SS.GM.T0007647	7	6	57	6	115
419	SS.GM.T0007648	7	12	346	6	346
420	SS.GM.T0007751	5	12	116	6	116
421	SS.GM.T0007752	5	12	210	6	210
422	SS.GM.T0007769	5	12	197	6	197
423	SS.GM.T0007819	17	12	249	6	249
424	SS.GM.T0007820	17	6	145	6	291
425	SS.GM.T0007845	17	6	358	6	716
426	SS.GM.T0007863	13	6	287	8	574
427	SS.GM.T0007864	13	6	395	8	790
428	SS.GM.T0007868	13	6	300	6	599
429	SS.GM.T0007877	13	12	476	6	476
430	SS.GM.T0007904	13	12	356	10	356
431	SS.GM.T0007937	5	12	102	8	102
432	SS.GM.T0007940	5	12	367	6	367
433	SS.GM.T0007942	5	12	153	6	153
434	SS.GM.T0007961	15	12	185	6	185
435	SS.GM.T0007975	7	12	483	6	483
436	SS.GM.T0007978	8	6	287	6	574
437	SS.GM.T0007982	7	6	321	6	642
438	SS.GM.T0007983	7	6	479	6	959
439	SS.GM.T0007996	8	6	317	6	634
440	SS.GM.T0008015	14	12	662	6	662
441	SS.GM.T0008017	14	12	343	6	343
442	SS.GM.T0008035	13	3	174	6	696
443	SS.GM.T0008037	14	12	438	10	438
444	SS.GM.T0008048	13	12	35	10	35
445	SS.GM.T0008049	13	12	323	10	323
446	SS.GM.T0008050	13	12	94	10	94
447	SS.GM.T0008065	13	12	262	6	262
448	SS.GM.T0008086	13	12	236	6	236
449	SS.GM.T0008093	10	6	452	6	903

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
450	SS.GM.T0008102	13	12	83	6	83
451	SS.GM.T0008105	11	12	557	6	557
452	SS.GM.T0008138	10	6	243	8	486
453	SS.GM.T0008139	11	12	370	8	370
454	SS.GM.T0008147	11	12	527	6	527
455	SS.GM.T0008148	10	6	320	6	640
456	SS.GM.T0008149	10	6	196	6	393
457	SS.GM.T0008153	10	12	289	8	289
458	SS.GM.T0008181	11	6	360	6	720
459	SS.GM.T0008193	11	12	536	6	536
460	SS.GM.T0008202	11	12	403	8	403
461	SS.GM.T0008271	13	6	96	24	193
462	SS.GM.T0008273	13	6	67	24	134
463	SS.GM.T0008282	13	12	114	12	114
464	SS.GM.T0008324	13	12	820	6	820
465	SS.GM.T0008347	2	12	128	6	128
466	SS.GM.T0008348	2	12	331	6	331
467	SS.GM.T0008349	2	12	66	6	66
468	SS.GM.T0008361	2	6	260	6	520
469	SS.GM.T0008362	2	6	271	6	542
470	SS.GM.T0008370	2	12	75	6	75
471	SS.GM.T0008371	2	12	281	6	281
472	SS.GM.T0008374	2	12	282	6	282
473	SS.GM.T0008377	2	12	227	6	227
474	SS.GM.T0008379	2	6	492	6	984
475	SS.GM.T0008380	2	6	369	6	738
476	SS.GM.T0008381	2	6	432	6	864
477	SS.GM.T0008382	2	6	351	6	702
478	SS.GM.T0008383	11	12	654	6	654
479	SS.GM.T0008420	13	3	153	6	611
480	SS.GM.T0008492	15	12	281	10	281
481	SS.GM.T0008499	15	3	389	6	1554
482	SS.GM.T0008546	14	12	412	8	412
483	SS.GM.T0008547	14	12	81	8	81
484	SS.GM.T0008581	14	12	242	6	242
485	SS.GM.T0008582	14	12	371	6	371
486	SS.GM.T0008595	14	12	275	6	275
487	SS.GM.T0008625	14	12	153	6	153
488	SS.GM.T0008654	14	12	327	6	327
489	SS.GM.T0008668	14	6	307	6	614
490	SS.GM.T0008682	14	12	152	6	152
491	SS.GM.T0008683	14	12	396	8	396
492	SS.GM.T0008685	13	12	350	6	350
493	SS.GM.T0008714	14	12	644	10	644
494	SS.GM.T0008715	14	12	59	10	59
495	SS.GM.T0008783	14	12	472	6	472
496	SS.GM.T0008785	14	6	151	6	302
497	SS.GM.T0008786	14	12	299	8	299
498	SS.GM.T0008805	14	12	499	8	499
499	SS.GM.T0008836	13	12	253	8	253

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
500	SS.GM.T0008851	19	12	340	6	340
501	SS.GM.T0008887	14	12	460	6	460
502	SS.GM.T0008911	14	12	725	6	725
503	SS.GM.T0008915	14	6	512	6	1023
504	SS.GM.T0008917	14	12	361	6	361
505	SS.GM.T0008922	18	12	334	8	334
506	SS.GM.T0008927	14	12	96	12	96
507	SS.GM.T0008950	14	12	127	6	127
508	SS.GM.T0009006	13	6	151	6	302
509	SS.GM.T0009085	13	12	213	6	213
510	SS.GM.T0009177	13	12	438	6	438
511	SS.GM.T0009214	13	6	251	6	502
512	SS.GM.T0009217	13	6	255	6	511
513	SS.GM.T0009226	13	12	160	8	160
514	SS.GM.T0009227	13	6	113	8	225
515	SS.GM.T0009232	13	12	127	6	127
516	SS.GM.T0009233	13	12	86	6	86
517	SS.GM.T0009236	13	12	357	6	357
518	SS.GM.T0009240	13	12	323	8	323
519	SS.GM.T0009241	13	3	442	6	1766
520	SS.GM.T0009273	13	12	72	6	72
521	SS.GM.T0009274	13	12	156	6	156
522	SS.GM.T0009291	13	12	533	6	533
523	SS.GM.T0009292	13	12	361	6	361
524	SS.GM.T0009293	13	12	232	10	232
525	SS.GM.T0009309	19	12	945	6	945
526	SS.GM.T0009311	19	12	150	6	150
527	SS.GM.T0009334	19	12	166	6	166
528	SS.GM.T0009378	13	3	108	8	431
529	SS.GM.T0009462	18	12	151	6	151
530	SS.GM.T0009468	18	12	152	6	152
531	SS.GM.T0009470	18	12	161	8	161
532	SS.GM.T0009471	18	12	375	8	375
533	SS.GM.T0009472	18	12	34	8	34
534	SS.GM.T0009499	17	6	285	6	570
535	SS.GM.T0009501	17	6	7	8	14
536	SS.GM.T0009533	17	12	474	8	474
537	SS.GM.T0009534	17	12	734	8	734
538	SS.GM.T0009536	17	12	135	6	135
539	SS.GM.T0009537	17	6	183	6	367
540	SS.GM.T0009547	17	12	295	8	295
541	SS.GM.T0009716	13	12	180	12	180
542	SS.GM.T0009726	11	12	209	6	209
543	SS.GM.T0009740	5	12	587	6	587
544	SS.GM.T0009753	17	12	398	6	398
545	SS.GM.T0009773	18	12	498	6	498
546	SS.GM.T0009774	18	12	167	6	167
547	SS.GM.T0009777	17	12	112	6	112
548	SS.GM.T0009829	14	12	230	6	230
549	SS.GM.T0009854	6	12	342	6	342

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
550	SS.GM.T0009884	16	6	253	20	505
551	SS.GM.T0009900	16	6	216	20	432
552	SS.GM.T0009941	14	6	331	8	661
553	SS.GM.T0009984	17	12	392	6	392
554	SS.GM.T0009989	17	12	72	6	72
555	SS.GM.T0009991	18	6	99	24	199
556	SS.GM.T0010008	13	12	96	6	96
557	SS.GM.T0010012	13	12	38	8	38
558	SS.GM.T0010031	14	12	500	6	500
559	SS.GM.T0010038	14	12	126	8	126
560	SS.GM.T0010225	16	12	456	20	456
561	SS.GM.T0010551	16	6	448	6	895
562	SS.GM.T0010621	17	6	106	6	211
563	SS.GM.T0010708	12	12	400	6	400
564	SS.GM.T0010719	4	12	322	8	322
565	SS.GM.T0010754	7	12	291	8	291
566	SS.GM.T0010755	7	12	349	8	349
567	SS.GM.T0010757	7	12	316	8	316
568	SS.GM.T0010758	7	12	179	8	179
569	SS.GM.T0010935	12	12	294	6	294
570	SS.GM.T0011247	102	12	310	42	310
571	SS.GM.T0011264	102	6	377	42	753
572	SS.GM.T0011457	16	6	351	20	703
573	SS.GM.T0011480	16	6	100	20	199
574	SS.GM.T0011525	20	6	393	6	786
575	SS.GM.T0011727	14	6	44	6	89
576	SS.GM.T0011730	14	6	60	8	120
577	SS.GM.T0012041	2	6	487	6	974
578	SS.GM.T0012048	21	6	321	24	641
579	SS.GM.T0012075	2	6	249	6	497
580	SS.GM.T0012196	20	12	78	8	78
581	SS.GM.T0012198	20	12	381	8	381
582	SS.GM.T0012200	20	12	265	8	265
583	SS.GM.T0012201	20	12	259	8	259
584	SS.GM.T0012202	20	12	256	8	256
585	SS.GM.T0012203	20	12	384	8	384
586	SS.GM.T0012204	20	12	254	8	254
587	SS.GM.T0012216	2	6	356	6	711
588	SS.GM.T0012221	2	12	304	6	304
589	SS.GM.T0012260	20	12	232	8	232
590	SS.GM.T0012261	20	12	254	8	254
591	SS.GM.T0012335	2	12	200	6	200
592	SS.GM.T0012336	2	12	156	6	156
593	SS.GM.T0012348	2	12	314	6	314
594	SS.GM.T0012358	2	6	242	6	485
595	SS.GM.T0012374	20	12	199	6	199
596	SS.GM.T0012427	2	12	347	6	347
597	SS.GM.T0012459	16	6	379	8	758
598	SS.GM.T0012517	16	3	139	6	557
599	SS.GM.T0012518	16	6	384	8	768

2026 - High Frequency Cleaning List

Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
600	SS.GM.T0012569	16	6	110	8	220
601	SS.GM.T0012606	6	12	43	6	43
602	SS.GM.T0012733	20	12	230	8	230
603	SS.GM.T0012808	17	12	211	8	211
604	SS.GM.T0012860	18	6	79	24	158
605	SS.GM.T0012861	19	6	63	24	127
606	SS.GM.T0012927	6	12	330	6	330
607	SS.GM.T0012928	6	12	343	6	343
608	SS.GM.T0013008	13	12	950	6	950
609	SS.GM.T0013028	11	12	352	8	352
610	SS.GM.T0013086	14	12	104	6	104
611	SS.GM.T0013087	14	12	35	6	35
612	SS.GM.T0013123	10	12	503	6	503
613	SS.GM.T0013124	14	6	11	6	21
614	SS.GM.T0013126	14	6	749	6	1499
615	SS.GM.T0013138	18	6	166	6	332
616	SS.GM.T0013139	18	6	142	6	283
617	SS.GM.T0013140	18	6	20	6	40
618	SS.GM.T0013202	14	12	19	6	19
619	SS.GM.T0013206	14	12	136	12	136
620	SS.GM.T0013278	17	12	136	6	136
621	SS.GM.T0013280	17	12	170	6	170
622	SS.GM.T0013281	17	12	159	6	159
623	SS.GM.T0013286	17	12	181	6	181
624	SS.GM.T0013336	13	12	34	6	34
625	SS.GM.T0013366	18	6	471	8	941
626	SS.GM.T0013367	18	6	112	6	223
627	SS.GM.T0013386	18	12	135	8	135
628	SS.GM.T0013388	18	6	119	8	237
629	SS.GM.T0013390	18	6	127	6	254
630	SS.GM.T0013426	13	12	461	6	461
631	SS.GM.T0013438	17	12	302	6	302
632	SS.GM.T0013440	17	12	107	6	107
633	SS.GM.T0013474	14	12	116	6	116
634	SS.GM.T0013486	17	12	536	6	536
635	SS.GM.T0013524	17	12	71	6	71
636	SS.GM.T0013649	20	6	57	30	113
637	SS.GM.T0013677	18	6	408	6	815
638	SS.GM.T0013679	18	12	162	6	162
639	SS.GM.T0013710	17	6	215	8	430
640	SS.GM.T0013712	10	12	106	6	106
641	SS.GM.T0013713	10	12	70	6	70
642	SS.GM.T0013882	18	12	102	6	102
643	SS.GM.T0013922	8	12	140	6	140
644	SS.GM.T0013950	2	12	106	6	106
645	SS.GM.T0013953	17	6	203	6	407
646	SS.GM.T0014016	13	12	429	6	429
647	SS.GM.T0014042	2	6	416	6	831
648	SS.GM.T0014043	2	6	363	6	726
649	SS.GM.T0014044	2	12	105	6	105

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Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
650	SS.GM.T0014102	13	6	146	8	291
651	SS.GM.T0014106	17	12	48	6	48
652	SS.GM.T0014158	14	6	521	6	1042
653	SS.GM.T0014178	17	6	172	6	343
654	SS.GM.T0014191	13	3	430	8	1720
655	SS.GM.T0014192	13	12	247	6	247
656	SS.GM.T0014211	13	6	162	6	323
657	SS.GM.T0014212	13	6	210	6	420
658	SS.GM.T0014216	13	3	294	8	1176
659	SS.GM.T0014220	13	12	155	6	155
660	SS.GM.T0014229	13	12	13	6	13
661	SS.GM.T0014264	16	6	175	8	350
662	SS.GM.T0014549	17	12	12	6	12
663	SS.GM.T0014652	21	12	119	24	119
664	SS.GM.T0014656	21	6	135	24	270
665	SS.GM.T0014661	18	6	92	42	184
666	SS.GM.T0014673	17	6	585	6	1170
667	SS.GM.T0014680	102	12	53	8	53
668	SS.GM.T0014681	102	12	138	8	138
669	SS.GM.T0014779	13	6	448	6	896
670	SS.GM.T0014797	13	3	92	8	368
671	SS.GM.T0014807	17	12	5	6	5
672	SS.GM.T0014835	17	6	274	6	549
673	SS.GM.T0014851	18	12	176	6	176
674	SS.GM.T0014853	18	12	132	6	132
675	SS.GM.T0014877	18	12	215	8	215
676	SS.GM.T0014915	18	12	40	8	40
677	SS.GM.T0014969	18	12	114	8	114
678	SS.GM.T0015057	2	6	111	6	223
679	SS.GM.T0015061	17	12	154	8	154
680	SS.GM.T0015094	18	12	159	8	159
681	SS.GM.T0015139	17	12	238	8	238
682	SS.GM.T0015140	18	6	159	6	318
683	SS.GM.T0015243	102	12	102	8	102
684	SS.GM.T0015245	102	12	116	8	116
685	SS.GM.T0015302	5	12	72	6	72
686	SS.GM.T0015346	5	6	722	6	1444
687	SS.GM.T0015388	16	12	427	8	427
688	SS.GM.T0015403	16	12	59	8	59
689	SS.GM.T0015433	5	12	216	6	216
690	SS.GM.T0015561	13	3	148	8	591
691	SS.GM.T0015599	21	12	250	6	250
692	SS.GM.T0015658	14	12	33	6	33
693	SS.GM.T0015855	18	12	146	6	146
694	SS.GM.T0015873	14	12	81	6	81
695	SS.GM.T0015881	17	6	66	8	132
696	SS.GM.T0015906	10	12	164	6	164
697	SS.GM.T0015922	14	6	176	6	353
698	SS.GM.T0015957	102	12	299	8	299
699	SS.GM.T0015959	102	12	106	8	106

2026 - High Frequency Cleaning List

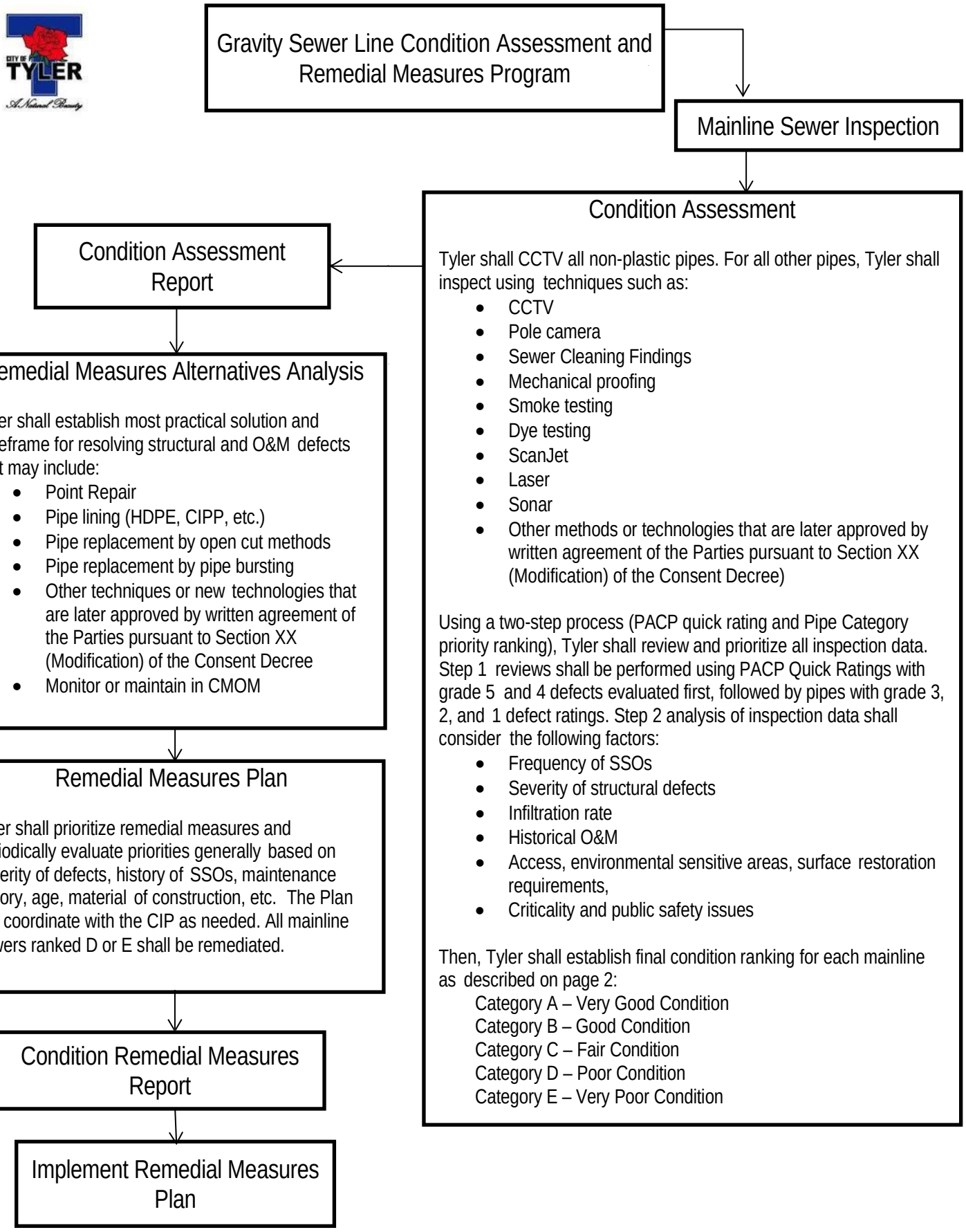
Item	AssetID	Basin	Current Frequency	Length (feet)	Diameter (inch)	Annual Length (feet)
700	SS.GM.T0015960	102	12	101	8	101
701	SS.GM.T0015965	102	12	212	8	212
702	SS.GM.T0015966	102	12	34	8	34
703	SS.GM.T0016048	16	12	247	6	247
704	SS.GM.T0016049	16	12	280	6	280
705	SS.GM.T0016160	16	12	134	8	134
706	SS.GM.T0016164	16	12	184	8	184
707	SS.GM.T0016165	16	12	67	8	67
708	SS.GM.T0016166	16	12	69	8	69
709	SS.GM.T0016254	10	12	11	12	11
710	SS.GM.T0016262	10	12	57	6	57
711	SS.GM.T0016264	10	12	47	6	47
712	SS.GM.T0016265	10	12	26	12	26
713	SS.GM.T0016266	10	12	45	12	45
714	SS.GM.T0016392	13	3	70	6	278
715	SS.GM.T0016424	8	12	308	12	308
716	SS.GM.T0016761	18	12	397	6	397
717	SS.GM.T0016871	13	12	118	8	118
718	SS.GM.T0016966	18	12	28	10	28
719	SS.GM.T0016970	18	12	49	12	49
720	SS.GM.T0016971	18	12	123	10	123
721	SS.GM.T0017022	14	6	125	6	250
722	SS.GM.T0017037	13	12	82	8	82
				190460		273996

Appendix F
Capacity and Condition Assessment

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Appendix F-1

Gravity Sewer Line Condition Assessment and Remedial Measures Program



Mainline Inspection Condition Rating Category

A = Very Good

Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. Non-displaced cracks or minor material degradation. No active infiltration. Likely outcome in remedial measures plan: Maintenance Analysis as part of CMOM Activities.

B = Good

No significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include less than 10% deformation, minor corrosion, slightly open non-displaced cracks. Likely outcome in remedial measures plan: Maintenance Analysis as part of CMOM Activities.

C = Fair

No significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Nominal defects may include less than 25% deformation from structural deterioration combined with displaced fractures, moderate corrosion with no reinforcement visible. Likely outcome in remedial measures plan: Ongoing Monitoring or Maintenance Analysis as Part of CMOM Activities.

D = Poor

Moderate structural defects that may include missing pipe material, broken pipe, severe corrosion with exposed wall reinforcement, pipe deformation exceeding 25% from structural deterioration, voids, hinge cracks/fractures, etc. Likely outcome in remedial measures plan: Alternatives Analysis and Remediation.

E = Very Poor

Severe structural defects that may include potential for structural failure, severe root intrusion, broken/missing pipe material, and other defects that may impact system hydraulics or contribute to significant infiltration/inflow. Structural collapse or defects likely to cause SSO is imminent. Likely outcome in remedial measures plan: Alternatives Analysis and Remediation.

Appendix F-2

Manhole Condition Assessment and Remedial Measures Program



Manhole Condition Assessment and Remedial Measures Program

Manhole Inspection Schedule and Conduct Manhole Inspection

Condition Assessment Report

Condition Assessment

Tyler shall review and prioritize inspection data based on the severity of findings.
Step 1: Tyler shall perform analysis on inspection data including the following factors:

- Frequency of SSOs
- Severity of structural defects
- Historical O&M
- Access, environmentally sensitive areas, surface restoration requirements
- Criticality, public safety issues

Step 2: Tyler shall establish final condition ranking for each manhole:

Category A – Very Good Condition
Category B – Good Condition
Category C – Fair Condition
Category D – Poor Condition
Category E – Very Poor Condition

Remedial Measures Alternative Analysis

Tyler shall establish the most practical solution and timeframe for resolving structural defects that may include

- Repair or Rehabilitate: Liners, cement coating, polymer coating, inflow protector inserts, grade adjustments, cover/casting adjustment
- Manhole Replacement
- Monitor or maintain in CMOM
- Included in mainline remediation
- Other techniques or new technologies that are later approved by written agreement of the Parties pursuant to Section XX(Modification) of the Consent Decree

Remedial Measures Plan

Tyler shall prioritize remedial measures and periodically evaluate priorities generally based on severity of defects, history of SSOs, maintenance history, age, material of construction, etc. The Plan will coordinate with CIP measures as needed. All manholes ranked D or E shall be remediated.

Condition Remedial Measures Report

Implement Remedial Measures Plan

Manhole Inspection Condition Rating Category

A = Very Good

Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration.

B = Good

Manhole has no significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include slightly loose casting, minor corrosion of metal surfaces, minor deterioration of concrete mortar between bricks, minor cracks, etc.

C = Fair

Manhole has no significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Light infiltration/inflow may be present. Nominal defects may include loose casting, nominal corrosion of metal surfaces, deterioration of concrete mortar between bricks or concrete walls, minor evidence of infiltration/inflow at precast joint sections, etc.

D = Poor

Manhole has moderate structural defects that may include cracks, loose bricks, separated casting, moderate root intrusion, broken cover and defects that may impact system hydraulics due to structural issues or contribute to significant infiltration/inflow. Some visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Moderate to severe defects may include loose casting, moderate to severe corrosion of metal surfaces, deterioration of concrete mortar between bricks, moderate to severe deterioration of precast wall sections and precast joint defects, etc. Manhole inspection was completed and the manhole will be addressed in the remediation plan.

E = Very Poor

Manhole may have severe structural defects that may include potential for structural failure, missing bricks, separated/broken casting, severe root intrusion, broken/missing cover and defects that may impact system hydraulics or contribute to significant infiltration/inflow. Visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Severe defects may include separated/broken casting/cover, severe corrosion of metal surfaces, missing mortar between bricks, etc. Manhole inspection was completed and the manhole will be addressed in the remediation plan or immediate repair may be warranted based on condition.

X = Additional Investigation Needed

Manhole inspection was not performed and additional follow-up is required. Manholes in this category will require additional efforts to facilitate inspection. This category of manholes includes those where access was denied by homeowner, no access due to locked gate, no access due to dog, homeowner would not return calls to gain access, obstacles over manhole preventing inspection, where property owner refused digging in yard, surcharged manholes that will require mainline cleaning, etc.

Manhole Form

Date:_____ **Project:**_____ **Basin:**_____ **Map No.**_____ **Crew:**_____

MH No.:_____ **Address:**_____

DS Length:_____ **Asset Type:** M CO EOL PS T **Status:** Y CNL CNO B LG D N S H

Lid Type: S V B O _____ **No. Vent Holes:**_____ **Asset Mat'l.:** B C F SB SC O_____

Grade: X A B **Inch:**_____ **Inflow Dish:** Y N Condition: __Good __Defective **Inflow Potential:** N L M S

Area Photo:_____ Internal Photo:_____ **Surface Cover:**____ **Surf. Mat'l.:** P—Asphalt—Concrete U__ **Debris**:___in.

GPS: _____ _____ **MH Diameter:**_____ Std.=48 inch

C.O. Diameter: _____ inch

Defects:

Def#	Photo	Loc	Type	Rate	Roots	I/I

General Comments:

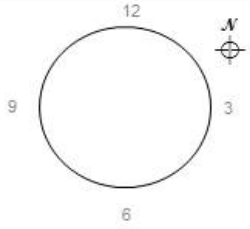
_____

_____

_____

_____

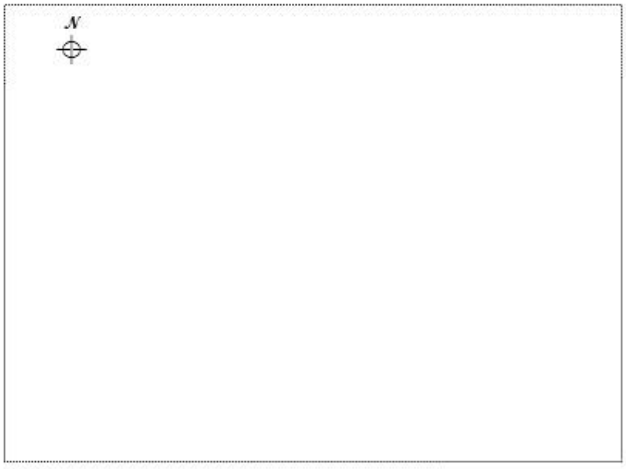
_____



Pipes:

Photo	In/Out	Size	Material	Clock	Depth	Drop	Surface Cov	Surface Mat'l	Debris	Connecting ID

Map Update



Definitions:
Asset Type: M=Manhole; CO=Cleanout; EOL= End of Line; PS=Pump Station; T=Tee Connection

Status: Y=Yes; CNL=Could Not Locate; CNO=Can Not Open; B=Buried; S=Surcharged; N=No Access; D=Dog; LG=Locked Gate; H=Homeowner

Lid Type: S=Solid; V=Vented; B=Bolted; OT=Other (specify/comment)

Asset Mat'l: B=Brick; C=Concrete; F=Fiberglass; SB=Sealed Brick; SC=Sealed Concrete; O=Other (specify/comment)

Grade: X=At grade; A=Above; B=Below

Defect Rate: Light, Moderate, Severe
Roots: Light, Moderate, Severe
I/I Potential: N=None; L=Light; M=Moderate; S=Severe

Surface Cover: ST=Street; GU=Gutter; AI=Alley; DW=Driveway; SW=Sidewalk; FD=Field; TW=Trees/Woods; PL=Parking Lot; SH=Road Shoulder; DD=Drainage Ditch; CR=Creek; WB=Within Building; YD=Yard; OT=Other

Surface Mat'l: P=Paved (designate Asphalt or Concrete); U=Unpaved

Defect Location: LD=Lid; FR=Frame; FS=Frame Seal; CH=Chimney; CO=Cone; WA=Wall; ST=Steps; BN=Bench; PS=Pipe Seal; IN=Invert; CAP=Cleanout Cap; COP=Cleanout Pipe

Defect Type: BPS=Bad Pipe Seal; BRK=Broken; CRK=Cracked; CCL=Collapsed; DET=Deteriorated; HOL=Hole; JNT=Joint; LOO=Loose; MBR=Missing Brick or Mortar; MIS=Missing

Category A










Category B

















Category C










Category D










Category E










Category X










Digital Photographs

Digital photographs were taken during the inspection phases of the project. Figure 1 presents a summary of the types of photographs taken and the nomenclature used when naming the digital files. Information that can be gathered from the photographs includes right of way condition, surface cover, manhole grade, etc.

Figure 1
Project Photographs

1. Area Photo = Manhole ID,A, Photo No.
   Example: 060150190A0029.jpg
   Manhole: 060150190
   A=Area Photo
   Photo No.0029
   (Note: Photo taken in direction outgoing pipe showing mainline pipe easement)



2. Internal Photo = Manhole ID, I, Photo No.
   Example: 0800305801 0021.jpg
   Manhole: 080030580
   I=Internal Photo
   Photo No. 0021 (Note: North to top of photo.)



3. Manhole Defect Photo = Manhole ID, M, Photo No.
   Example: 8539M027.jpg
   Manhole 8539
   M= Manhole Defect
   Photo No. 027



4. Smoke Photo = Manhole ID, S, Photo No.
   Example: 8539S0014.jpg
   Manhole 8539
   S=Smoke Defect
   Photo No. 0014



5. Pipe Photo = Manhole ID, S, Photo No.
   Example: 9301P0054.jpg
   Manhole 9301
   P=Pipe Photo
   Photo No. 0054

HYDRAULIC MODEL UPDATE

This Appendix details the hydraulic model update required under this Consent Decree. Terms appearing in this Appendix retain the definitions assigned under the Consent Decree.

BACKGROUND

Tyler shall update its existing hydraulic wastewater system model in order to analyze WCTS conveyance capacities and identify Potential Capacity Constraints. Tyler shall use the updated hydraulic model to assess and predict Potential Capacity Constraints for the purpose of eliminating SSOs. Using the updated hydraulic model, Tyler shall:

1. Develop a current, ten and twenty year field calibrated hydraulic model (*i.e.* developed using ten and twenty year planning horizons) that will be used to determine wastewater infrastructure modifications/improvements to ensure adequate collection system conveyance capacity;
2. Develop a management tool to improve decision making ability;
3. Generate a prioritized list of potential capacity constraint projects; and,
4. Integrate the model with the wastewater GIS database.

The City shall use the most current version of SewerGEMS SanitaryV8i developed by Bentley Software, as of the Effective Date, for analysis of the City of Tyler's WCTS. SewerGEMS is a fully dynamic sanitary sewer modeling program. The City of Tyler shall analyze the WCTS using built-in hydraulic and hydrology tools.

The model update shall include the requirements below.

1. *Data Collection and Review*

The City shall collect and review data associated with the WCTS including but not limited to the data shown below, and shall incorporate such data, as appropriate, into the updated hydraulic model:

- WFA model database, maps and output files;
- Existing wastewater system base maps;
- GIS files – collection lines, manholes, lift stations, supporting attribute database, service area boundaries, Light Detection and Radar (LIDAR), street centerlines, parcels, land use, overflow reports, if available;
- City GIS asset numbering system description;
- Most recent available aerial photos;
- Record drawings for lift stations;
- Lift station pump curves & control elevations (including variable speed information if applicable);

- Record drawings of force mains and ARV locations;
- Lift station meter and/or run time data– 12 months;
- SCADA recorded data;
- Wastewater treatment plant flow records – daily, average and peak wet weather – 12 months;
- Records of historical work orders – 5 years;
- Monthly water billing and consumption data by service area – 12 months;
- Location of large water users, wastewater % return and point(s) of entry – 12 months;
- Past comprehensive master plans and reports; and,
- Other boundary conditions – location of inverted siphons, control gates, weirs, and flow equalization structures, if applicable.

1.1. Existing Data Evaluation & Validation

The City shall compile, evaluate and review all available data collected in the previous task, and identify gaps, deficiencies and/or abnormal data that may require further investigation.

The City shall evaluate the GIS data in order to:

- Verify that each pipe and manhole has a meaningful, unique identifier that will be used to relate the model and the GIS databases;
- Review and determine if the GIS data is broken into pipe segments appropriate for modeling and the type/level of GIS identifier data to be preserved in the model's pipe segments;
- Verify that each pipe has an appropriate and associated asset I.D. at each end;
- Verify the hydraulic model connectivity (map pipe connections with manholes and ensure flow directions are correctly depicted in the model); and,
- Identify large volume water users who do not contribute to the wastewater system.

1.2. Wastewater Flows

The City shall develop wastewater flow estimates in the model for existing and future design years, as defined in Section 1.2.5 of this Appendix. The City shall develop water consumption data and GIS shapefiles for the entire City consisting of the average daily water demands for each customer over the previous 12 months.

1.2.1. Existing Average Daily Flows Estimate

The City shall review and confirm service area boundaries, compare the water consumption data with the dry weather plant flows, and calculate the wastewater loading factor within each service area in order to identify the theoretical average percentage of water use transferred to the wastewater system for each customer. The City shall then calculate average wastewater flows for each customer and confirm this

average using the flow monitoring data collected in other tasks required under this Appendix.

In conducting this analysis, the City shall utilize latest available Texas State Data Center census and GIS parcel data to establish population within each service area. The City shall review planning reports to determine representative rates for population per household, estimate current population and density, and calculate the average wastewater flows per person within each service area.

1.2.2. Flow Patterns

The City shall create diurnal flow patterns in order to ensure an accurate wastewater model. The City shall create standard patterns for residential and commercial customers based on the flow monitoring results. Customer specific patterns may be created for large wastewater customers depending on their water use. In general, these patterns will have 1-hour time steps. This model shall distribute the daily loads based on these curves and route the corresponding flows through the WCTS. This provides a more accurate representation of the peak flows throughout the system, taking into account the time lag of peaks originating at the furthermost sections of the system and the natural attenuation that occurs.

1.2.3. Existing Wet Weather Peak Flows

The City shall analyze the peak treatment plant flows and determine the relationship with the results from the flow monitoring and rain gauge data collected over the monitoring period. After calculating the percentage of rainfall entering the collection system, the City shall calculate the wet weather flows for a 5 year – 24 hour storm event. The results of this calculation shall define the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) event projected flows.

1.2.4. Aerial Investigation

The City shall review digital aerial photography to identify and confirm the areas of new development. The City shall identify any additional areas of new development not included in the aerial photo.

1.2.5. Wastewater Flow Projections

The City shall apply prorated population growth projections (from Texas State Data Center) based on anticipated regions of future development for respective design years.

The City shall combine the industrial/commercial and population growth projections to develop wastewater production projections for each basin for the ten and twenty year planning horizons.

1.3. Wastewater Flow and Rainfall Monitoring

The City shall use dry and wet weather wastewater flows to calibrate the hydraulic model, establish Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) projected flows for system analysis, and establish priority ranking of monitored areas with regards to infiltration/inflow. To obtain dry and wet weather wastewater flow data, the City shall install a minimum of twenty (20) continuous recording wastewater flow meters and eight (8) continuously recording rainfall gauges within the City of Tyler WCTS. The City shall develop a wastewater flow

monitoring program to collect data that the City shall use for hydraulic model calibration, establish magnitude of wet weather inflow and prioritize sub-basins for future testing and rehabilitation. The City shall perform meter pre-calibration, prepare mounting rings for various pipe sizes, set-up meter database and project information.

1.3.1. Conduct Field Inspections

The City shall field inspect proposed flow meter sites in order to verify wastewater flows, line sizes, debris levels, flow hydraulics, and access. The City shall prepare site inspection reports based on these field observations. Based on the results of the flow meter site inspections, the City shall finalize flow meter sites or establish new alternative sites. Where the proposed site has poor hydraulic characteristics, the City shall inspect the manholes upstream and/or downstream to determine if, by relocating the meter site, better flow hydraulics (that will result in a higher quality of collected data) can be achieved. Upon completion of the field inspections, the City shall install the flow meters. The City shall prepare tabular listings of meter site locations and a corresponding map displaying the final installed locations of wastewater flow meter and rainfall gauges.

1.3.2. Conduct Flow and Rainfall Monitoring for a Minimum of 60 Days

The City shall utilize the installed flow meters to establish wastewater flows during dry and wet weather conditions. Flow metering equipment shall be capable of recording flow under surcharged conditions and shall be synchronized to the same clock used for rain gauges. The duration of monitoring shall be a minimum of 60 days.

The City shall field calibrate each flow meter as part of installation. Calibration of each meter shall consist of an independent verification of the flow depth and velocity. The City shall log flow data at uniform time intervals not exceeding 15 minutes.

The City shall install continuously recording rainfall gauges in order to obtain each storm event intensity and duration across the study area. Each rainfall gauge shall be installed and calibrated to ensure proper operation and recording. Rainfall gauges shall be of the tipping bucket type and accurately record rainfall to 0.01 inches. Using the collection system maps in association with GIS, the City shall conduct a rainfall distribution analysis for each major storm event. For each metered sub-area, the volume of rainfall that fell over the surface shall be determined using GIS spatial analysis and compared to the discrete wet weather infiltration/inflow recorded by the flow meter. The volume of rainfall dependent infiltration/inflow shall be analyzed for selected storm events recorded during the monitoring period.

1.3.3. Data Collection from Flow Meters

The City shall undertake routine maintenance and service to confirm normal meter operation. The City shall generate peak, minimum and average flow depths and rates to assist in data analysis.

1.3.4. Confirmation of Adequate Wet Weather Data

The City shall undertake flow monitoring to obtain adequate hydraulic information for dry

and wet weather conditions. At least three (3) storm events of varying rainfall intensities but not less than 0.5" in 6 hours nor more than the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) are required to evaluate wet weather flows for hydraulic model calibration. The City shall review the dry and wet weather data, identify the number of storm events recorded and determine if adequate data has been obtained or if the metering period needs to be extended. Should adequate rainfall not occur within the 60 day minimum monitoring period, the City shall obtain the data required by Section 3 (Model Calibration) of this Appendix as expeditiously as possible. The City shall use wet weather flow data information to establish rainfall dependent infiltration/inflow (RDII). The City shall evaluate both cumulative and discrete flows.

1.3.5. Flow Data Analysis

The City shall analyze and develop tabular and graphical summaries of the gathered flow metering and rainfall data. Comparisons with any historical flow meter data from previous I/I Analyses and Sewer System Evaluation Surveys shall be summarized and evaluated. The City shall evaluate the impacts of silt, debris, backwater conditions, and other hydraulic constraints. The City shall use the data and information obtained during the monitoring period to determine the following for each meter site:

A. Dry weather average daily flow: A typical dry weather week shall be established that is not impacted by rainfall. Velocity data shall be compared to debris levels to analyze the scouring velocity necessary to prevent deposition in the lines. Discrete flows from each metered sub-basin shall be calculated.

B. Dry weather peak flow: Peak flows during dry weather shall be determined from the recorded meter site data.

C. Wet weather average daily flow: Wet weather flows for each rainfall event shall be analyzed to determine the percentage of rainfall that enters the WCTS (also known as the leakiness factor). The City shall establish the RDII by comparing the storm event flow with the dry weather flows. This value will vary for each storm duration and intensity. The City shall determine the RDII for each sub-basin. The City shall prioritize each sub-basin based on the severity of RDII for that basin.

D. Wet weather peak flow: Peak flow rates during wet weather are critical to the capacity analysis. Peaking ratios (Peak flow rate to average dry weather flow) shall be compared for dry and wet weather.

E. Peak inflow rates: Peak inflow rates shall be calculated by observing peak flow during wet weather events.

F. Total I/I volume: The area under each storm event curve shall be evaluated to establish the volume of rainfall induced infiltration/inflow. These values can then be normalized to establish the volume of RDII per inch of rainfall. Projections can then be made to accurately determine the impact of RDII during a normal year.

2. Model Development & Data Conversion

2.1. Existing Model Development

2.1.1. Infrastructure

The City shall integrate all existing Gravity Sewer Line, manhole, Force Main, I/I, and Lift Station GIS data to develop the dynamic hydraulic model of each of the City's WCTS service areas within the hydraulic model. At a minimum, the following database information shall be incorporated into the model:

- Manholes: rim elevation, rim to invert depths, flow lines, type, and elevation source;
- Gravity Sewer Lines & Force Mains: diameter, material, roughness; and
- Lift Stations: flow lines, diameter, depth, slab elevation, water level elevations for pumps "on" and pumps "off."

The updated model shall be an "all pipes model". All Gravity Sewer Lines 10-inch in diameter and greater shall be modeled with survey elevation data collected during other tasks. The City shall field survey critical locations on pipes less than 10-inch, including but not limited to locations of Wet-Weather Related SSOs, and Lift Station discharge points downstream to pipelines of 10 inch or larger.

As much as possible, all Gravity Sewer lines smaller than 10-inch shall be included in the model using assumed slopes, flow lines and rim elevations where available. The City shall use LIDAR data or topographic data for non-surveyed rim elevations. The hydraulic model shall incorporate a unique identifier for each asset, which the City shall link with the City's existing GIS mapping and data storage.

The updated model shall be used to analyze: all Gravity Sewer Lines 10-inches in diameter and larger; all additional Gravity Sewer Lines acting as collector sewers; all Gravity Sewer Lines for distances of at least 1000 feet upstream of manholes and Lift Stations that have experienced a Wet-Weather Related SSO within three (3) years preceding the start date of the field survey of such pipes as required above; all Lift Stations; all Force Mains; and all active and passive flow control devices.

2.1.2. Manhole Depth Surveys

The City shall undertake manhole depth surveys during the hydraulic model update. Manholes surveyed as part of the manhole depth survey shall include at a minimum those manholes on: all Gravity Sewer Lines 10-inches in diameter and larger; all additional Gravity Sewer Lines acting as collector sewers; all Gravity Sewer Lines for distances of at least 1000 feet upstream of manholes and Lift Stations that have experienced Wet-Weather Related SSO(s), and all active and passive flow control devices.) Depth survey data shall be used to both verify the rim to invert distance, pipe size, drop manholes, connectivity, and map update for these manhole assets. The condition assessment report shall be used by the City to update the existing GIS maps for all manholes inspected, generate the rim to invert distance for the hydraulic model and prepare a remedial measures plan to address those manholes in need of rehabilitation. Modeling of smaller diameter sewers (<10 inches) may require elevation data based on known capacity concerns or Wet Weather Related SSO(s). The City estimates that approximately 1,600 of the nearly 8,241 manholes may be on 10 inch or larger pipes and/or other critical sewers.

The City shall use digital cameras on all manholes subject to depth surveys. All photographs that the City takes shall be included in the field inspection computer database so that a permanent electronic record can be maintained. During the manhole depth surveys, each of the following types of information shall be obtained:

- Basin Designation
- Manhole/Cleanout ID
- Inspection Status
- Address
- Surface cover, grade, type of cover (paved, yard, etc.)
- Material of construction – brick, concrete, etc.
- Area and Internal photo of manhole
- All incoming and outgoing pipe depths from rim to invert
- Pipe size
- All incoming and outgoing pipe digital photographs
- All incoming and outgoing pipe diameters and material of construction
- Outgoing pipe length
- Debris depth
- I/I Defects: Active, Evidence or No I/I, with digital photographs
- Field corrections to collection system map

The City shall attempt to locate all manholes to obtain the information for use in the modeling effort. Where manholes are buried under asphalt or concrete and require grade adjustments, the City shall expose and raise those critical manholes.

2.1.3. Manhole Elevation Survey

Following manhole inspection, and during model construction, the City shall perform the necessary rim elevation survey on all manholes to be inspected for the model update. Pipe slopes shall be calculated using the rim elevation data and rim to invert distance from the manhole inspection phase of work. The City shall coordinate the survey datum with City staff and tie the datum into the City control monument system. Using GPS equipment, where possible, the City shall tie the horizontal location and vertical elevation of the Gravity Sewer Line (to 0.1 feet) and pump station control elevations. The hydraulic model shall utilize the manhole rim to invert depth measured during manhole inspection. The City must conduct an elevation survey on the following manhole rims and Lift Stations:

1. Manhole rim elevation survey: Approximately 1,600 each
2. Lift Station control elevations: 22 lift stations

The City shall initiate the elevation survey following the manhole depth survey in order for survey crews to have updated maps and locations of assets. Performing the

manhole inspections prior to the field surveying will optimize the field survey by identifying those manholes that are buried (and will need to be raised) and those assets that could not be located by metal detector. The rim elevations from the survey along with the rim-to-invert distance from the manhole inspections shall be used to establish invert (flow line) elevations and pipe slopes. The data obtained during the Manhole Depth Survey and the Manhole Elevation Survey may be used to meet the requirements of V.B Condition Assessment and Remedial Measures Program.

2.1.4. Operational Parameters

The City shall incorporate into the model the information collected in previous tasks, all pump curves, and lift station control elevations, for each of the Lift Stations incorporated into the model. The City shall field verify the firm capacities of at least the largest four largest Lift Stations. The float/control elevations shall be based on record drawings or survey. VFD curves shall also be created where applicable.

2.1.5. Flow Patterns

The City shall input into the model diurnal flow patterns determined from the city-wide flow monitoring.

2.2. Allocate Existing Wastewater Flows

The City shall allocate and distribute residential and commercial wastewater flows within the service area and assign to the appropriate manholes using the water billing data and point shapefile linked to the parcel base maps.

2.3. Infiltration and Inflow

The City shall develop an I/I modeling strategy best suited to the available data based on the modeler's engineering analysis and in accordance with the practices recommended by the developer of the modeling software selected by the City. The modeling strategy shall be described in the Hydraulic Model Update Report which shall be sealed by a registered professional engineer licensed to practice in the State of Texas. The City shall compare the dry weather flows and wet weather flows with the gauged rain data to establish the relationship between rainfall and I/I and to determine the best method for estimating these flows in the model.

The City shall simulate I/I in the model through the actual flow monitoring data based on service area and diurnal contributions. The effects of precipitation on wastewater flow rates via rapid inflow or gradual infiltration shall also be modeled. The actual level of detail used in the simulations will be dependent upon the quality of data obtained in the flow-monitoring program. Infiltration shall be defined on a service area basis with set rates used for dry and wet flow conditions for all sections of a given line.

2.4. Large Wastewater Customers

The City shall evaluate major water users identified in the model database and update model based on water usage records provided by the City. The City shall directly connect large volume wastewater customers to the model where appropriate. The City shall develop a GIS point database detailing the approximate Water Meter Account

service locations with the associated billing data for a 12 month period.

3. Model Calibration

Model calibration and validation shall use the dry and wet weather criteria presented in the Water Environment Federation Manual of Practice No. FD-17, Third Edition, 2011, Table 5.2.

3.1. Calibration

The City shall perform calibration runs to match the flow monitoring data to the simulation results for average and peak flows at flow meter locations in each service area. The calibration runs shall also include matching the initial response time to known rainfall until the computer calculated flows and travel times (hydrographs) are in agreement with monitored data. The City shall make adjustments to the input data (flow rates, diurnal flow patterns, I/I values, pipe roughness, pump curves, pipe deficiencies, rainfall response characteristics, etc.) to calibrate the results to the flow data. The City shall use in the hydraulic model defined diurnal curves for each flow metering sub-basins and, if necessary, land use, for effective calibration. The City's model shall calculate the resulting hydrographs at points in the system that can then be compared with the monitoring data.

3.2. Sensitivity Analysis

As part of the calibration process, the City shall investigate the sensitivity of the modeling results to changes in various parameters. These parameters shall be varied for a range of typical values and the City shall analyze the effects this variation has on the modeling results. The City shall use the results of this analysis to guide the calibration process.

4. *Existing System Analysis*

The City shall use the calibrated model to determine the existing system flow capacities and identify Potential Capacity Constraints during the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)). The City shall compare Wet-Weather SSO's with model predictions and verify capacity related SSOs.

The City shall prioritize Potential Capacity Constraints based on analysis of modeling results and historical records. The City shall prepare a field verification plan that will field investigate by priority Potential Capacity Constraints to better define the site specific hydraulics and/or provide additional localized model calibration points.

The City shall use field investigation techniques that are most appropriate for each identified Potential Capacity Constraint, pursuant to Appendix G (Capacity Assessment and Remedial Measures Program). At a minimum, the City shall conduct rainfall monitoring at the original rain gauge locations. The City shall perform the selected field investigation technique to gather system response during wet weather. The City shall compare data recorded to model predictions to verify model results. The City shall consider those Potential Capacity Constraints that are field verified to be confirmed Capacity Constraints that shall undergo a remedial measures alternative analysis followed by inclusion in the Capacity Remedial Measures Plan, in accordance with the requirements set forth in Paragraphs 52-55 of the Consent Decree and Appendix G

(Capacity Assessment and Remedial Measures Program).

5. *Future System Analysis*

The updated hydraulic model may serve as the basis for development of the future system scenario analyses and, if developed, shall account for land use loadings and diurnal response. The City shall make appropriate assumptions for the hydraulic model with respect to future I/I. For any future system scenarios analyzed, the City shall extend service to the anticipated land uses and service area boundaries identified previously, and integrate options for future alternatives.

5.1. Proposed Future Developments

The City shall incorporate other future system improvements into model. The City shall conduct model validation following the addition of proposed new development. Scenario modeling shall include the infrastructure proposed in identified future new developments. Prior to starting this task, the City shall review the future model database for accuracy.

5.2. Allocate Future Flows and Create Scenarios

The City shall properly distribute and allocate to the updated hydraulic model the proposed wastewater flows previously developed for the ten and twenty year planning horizons. The City shall create the dry and wet weather flow scenarios for each of these planning years.

5.3. Future System Analysis

The City shall analyze design year models to the twenty year planning horizon. Identify potential capacity deficient segments/regions within the existing collection system for each design year model.

5.4. Develop System Improvement Alternatives

The City shall develop various system improvement alternatives, in accordance with the requirements of Paragraph 54 of the Consent Decree, to remediate Confirmed Capacity Constraints. Such alternatives shall include but not be limited to direct removal and replacement of capacity deficient Gravity Sewer Lines, I/I reduction, upsizing, pipe slope adjustment, paralleling deficient lines, addition of Lift Stations, service area transfers, and in-line and/or off-line storage options.

All Confirmed Capacity Constraints and the recommended system improvements shall be documented by the City.

Appendix F-4
Capacity Assessment and Remediation Program

This appendix details the process the City will follow to implement the Capacity Assessment and Remedial Measures Program required under this Consent Decree. Terms appearing in this appendix retain the definitions assigned under the Consent Decree. The below process tree visually depicts the steps that the City shall follow when utilizing the updated hydraulic model to assess Potential Capacity Constraints and a field verification process to determine if Potential Capacity Constraints are Confirmed Capacity Constraints and, if so, to develop and implement appropriate remedial measures. The following is a detailed narrative process tree that sets forth the requirements and procedures that the City shall follow for each process level that is summarily depicted in Figure 1.

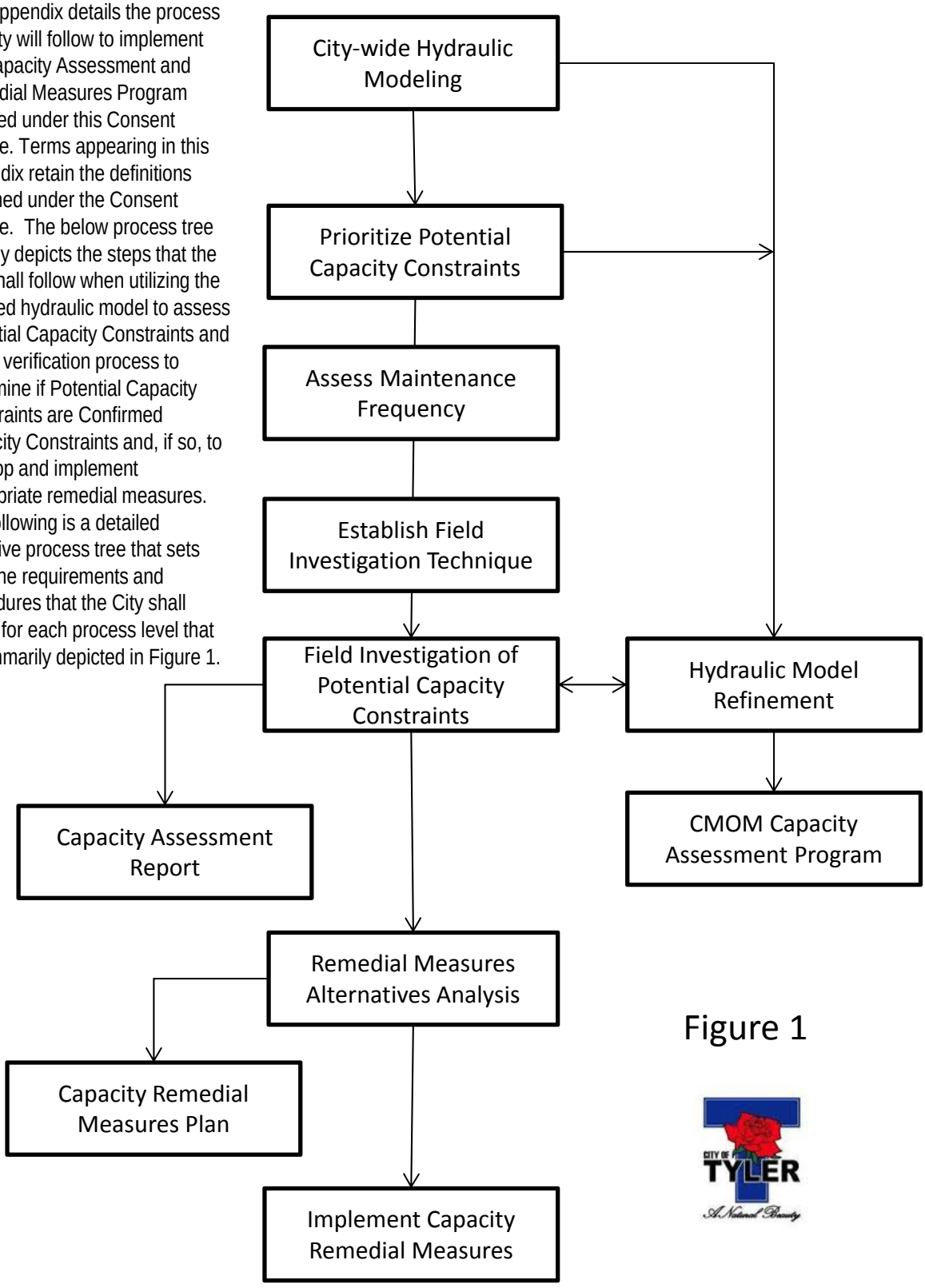
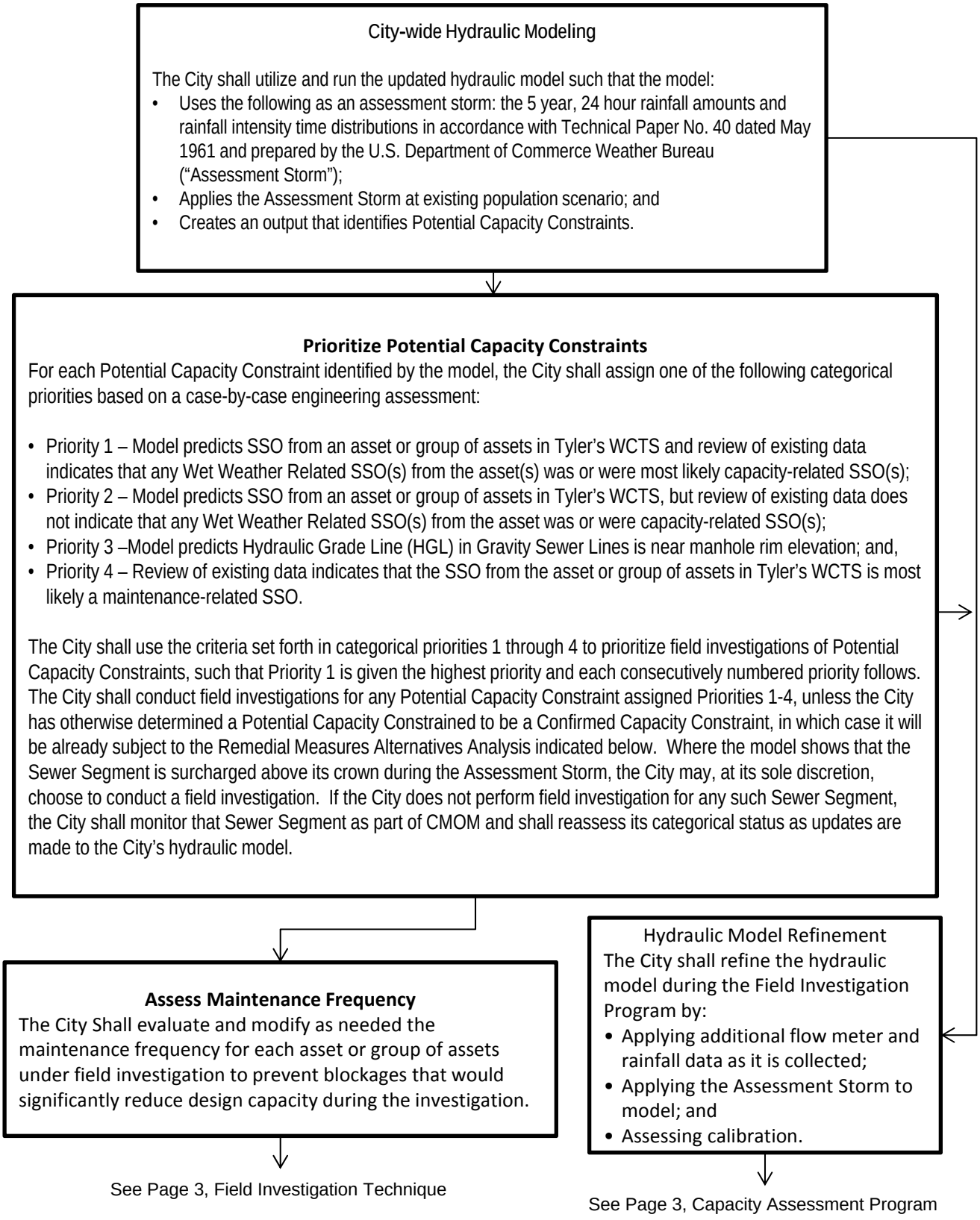


Figure 1

Appendix F-4
Capacity Assessment and Remediation Program



See Page 3, Field Investigation Technique

See Page 3, Capacity Assessment Program

Appendix F-4

Capacity Assessment and Remediation Program

From Page 2

Determine Field Investigation Technique

For each field investigation that the City conducts pursuant to this Appendix, the City shall determine the field investigation technique(s) most appropriate for each Potential Capacity Constraint. The City shall use one or more of the following field investigation techniques for each investigation:

- Flow Metering (Generally for Priority 1 or 2 constraints);
- Smart Covers (Generally for Priority 1 or 2 constraints);
- Chalking (Generally for Priorities 3 or 4 constraints);
- Visual Inspection (As needed for Priorities 1-4 constraints);
- Rainfall monitoring (Generally for Priority 1, 2, and 3 constraints);
- Other techniques as determined by the City to be necessary

From Page 2

Hydraulic Model Refinement

See Consent Decree Section V. C. 54 - Capacity Remedial Measures Plan

Field Investigation of Potential Capacity Constraints

For each field investigation that the City conducts pursuant to this Appendix, the City shall implement selected field investigation technique(s) at each location until a "significant wet weather event "is experienced. A significant wet weather event shall be a storm event of not less than 0.5 inches in 6 hours or more than the Assessment Storm that causes a noticeable system response.

The City shall evaluate Potential Capacity Constraints during field investigation using the following criteria:

- For wet weather events less than 1 inch over 24 hours, where the HGL in the Gravity Sewer Lines is near manhole rim elevation, the City shall identify the Potential Capacity Constraint as a Confirmed Capacity Constraint.

- For wet weather events that exceed 1 inch over 24 hours and are less than the Assessment Storm, the City shall apply the observed storm to the model, determine the predicted HGL at the Potential Capacity Constraint location, and compare the predicted HGL in the Gravity Sewer Lines from the model to observed HGL at the observed storm. If the observed HGL is:
  - at or above the model predicted HGL in the Gravity Sewer Lines at the observed storm, then:
    - for any priority 1, 2 or 3 Potential Capacity Constraint, the City shall identify as a Confirmed Capacity Constraint; and
    - for any priority 4 Potential Capacity Constraint, the City shall evaluate on a case-by-case basis to determine if there is a Confirmed Capacity Constraint.
  - less than the model predicted HGL in the Gravity Sewer Lines and is not near manhole rim elevation at the observed storm, then:
    - for any priority 1, 2, or 3 Potential Capacity Constraint, the City shall:
      i. evaluate the Potential Capacity Constraint on a case-by-case case basis to determine if there is a Confirmed Capacity Constraint, if the model predicts an SSO at the Assessment Storm; or
      ii. remove the Potential Capacity Constraint location from the field investigation program and monitor it as part of CMOM, if model does not predict an SSO at the Assessment Storm;
    - for any priority 4 Potential Capacity Constraint, the City shall remove the Potential Capacity Constraint from the field investigation program and monitor it in the future under CMOM.
- For a wet weather event that is approximately equal to or exceeds the Assessment Storm:
  - if an SSO does not occur, the City shall evaluate the intensity of the actual storm event to determine if a Confirmed Capacity Constraint exists;
  - If there is not a significant wet weather response, the City shall remove the Potential Capacity Constraint from the field investigation program.

CMOM Capacity Assessment Program

See Consent Decree Section V. A. CMOM Program

See Page 4, Remedial Measures Alternative Analysis

Capacity Assessment Report

See Consent Decree Section V. C. 53 - Capacity Assessment Report

Appendix F-4
Capacity Assessment and Remediation Program

From Page 3

Remedial Measures Alternatives Analysis

The City shall conduct a remedial measures alternatives analysis pursuant to this Appendix for each Confirmed Capacity Constraint, to select a remedial measures plan for the location. As part of this alternatives analysis the City shall collect necessary additional field data, such as:

- Smoke Testing;
- Dye Testing;
- Flow Metering;
- CCTV;
- Utility conflicts; and/or
- Other data as needed.

The City shall use engineering analyses to determine which remedial measures solution is most likely to resolve the Confirmed Capacity Constraint. Alternative remedial measures solutions to be considered include but are not limited to:

- Re-routing a portion of upstream wastewater flows;
- reducing flows entering the WCTS from customers;
- reducing inflow and/or infiltration;
- increasing conveyance capacity of WCTS;
- installing upstream flow detention facilities;
- continued monitoring of the location if appropriate; and/or,
- implementing other engineering solutions.

The City shall apply the Assessment Storm and twenty year population growth projection to determine appropriate asset sizing as needed for Confirmed Capacity Constraints.

Capacity Remedial Measures Plan
See Consent Decree Section V. C. 54. Capacity Remedial Measures Plan

Plan and Implement Capacity Remedial Measures

For each remedial measures solution selected by the remedial measures alternatives analysis, the City shall create a plan for implementing the remedial measure. The City shall prioritize remedial measures and periodically evaluate these priorities by reviewing:

- the severity of Confirmed Capacity Constraints identified during inspections;
- the frequency and history of capacity- related SSOs;
- the pipe size, age, material, and maintenance history;
- the, relationship of Capacity Constraint areas of the WCTS to growth-related improvements and/or condition related improvements; and,
- other criteria the City determines appropriate.

For each remedial measures solution selected, the City shall also:

- Coordinate the implementation of the capacity-related remedial measures solution with any condition remedial measures, as needed;
- Allocate its budget to account for the planned remedial measures;
- Prepare design documents for bidding and construction, as needed;
- Implement the planned remedial measures; and,
- Monitor growth and development:
    - Where the model predicts a capacity constraint caused by projected twenty year population growth,Tyler shall monitor actual population growth compared with growth projected in the hydraulic model and shall construct capacity projects as needed to accommodate actual rate of growth.

Appendix G
Performance Indicators

History and Trends

Table 1 presents a summary of the historical metrics used to monitor the CMOM Plan performance. During each CMOM review, this table is updated based on reported data. As the CMOM Plan is implemented, the trends should become stable, and outliers can be further evaluated to determine if changes to various CMOM programs are warranted. For example, if SSOs associated with grease trend upward, then FOG inspections and public outreach may be increased to address the grease issue. This trending analysis is a gauge to monitor the various CMOM programs' effectiveness.

Table 1

Key Performance Indicators

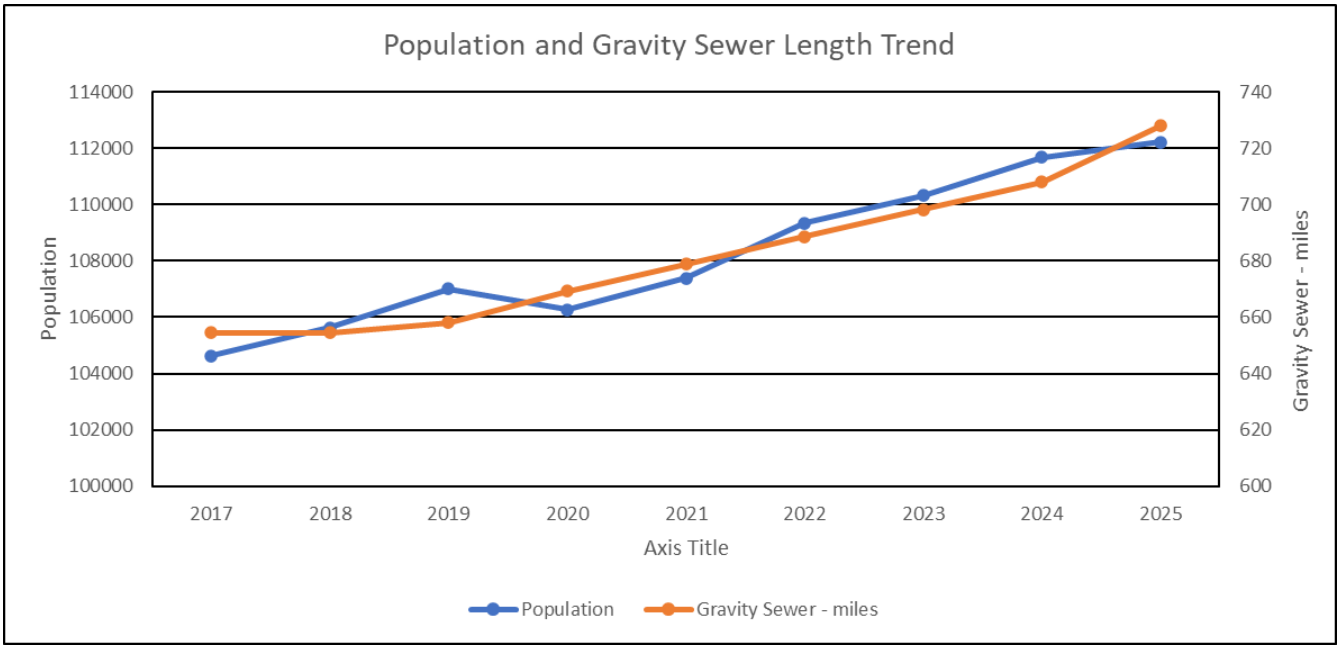
Table 1 – Key Performance Indicators	Goal	2017	2018	2019	2020	2021	2022	2023	2024	2025
Total Number of SSOs/100 Miles	<5	14.4	11.6	11.0	11.2	8.8	7.3	8.3	7.2	6.9
Total Number of SSOs	<36	102	82	78	79	62	52	59	51	50
Total Volume of SSOs and Spills	0	629,809	854,733	13,544,070	157,547	143,628	69,545	64,773	4,113,918	537,320
Number of Grease Traps		448	448	448	476	452	479	479	498	506
Grease Trap Inspections		429	491	315	476	452	479	478	540	506
Grease Trap Inspection Goal	100%	96%	110%	70%	100%	100%	100%	100%	108%	100%
Total Unique Sewer Cleaned (7 year cycle)	100 miles/year	199.3	214.3	151.9	191.2	217.9	204.5	191.9	233.1	132.2
Total Sewer CCTV (7 year cycle)	100 miles/year	54.3	94.1	87.8	105.5	91.4	103.1	87.7	89.3	84.3
Total Manhole Inspections (7 year cycle)	1780/year	2371	791	3281	4113	2378	231	157	857	1914
2025 System Gravity & Force Main Footage (linear feet)	3,845,665									
System Miles (Mainline)	728									
2025 Manholes	12,465									

Trend Analysis

2017 -2025

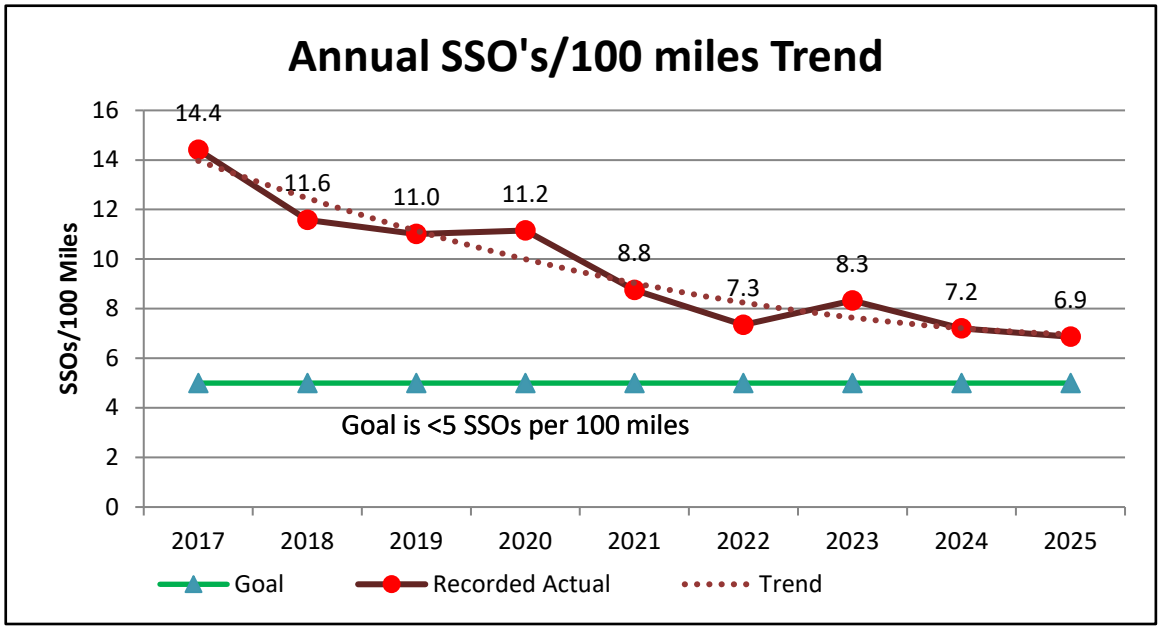
1.0 Collection System Length and Population Trends

Population has increased by 7.3% since 2017, while the wastewater collection system has expanded by 11.2%. This growth and expansion will require additional resources to operate and maintain the system and provide new service to areas not previously served. City staff provide planning, engineering and O&M resources to ensure system capacity is adequate to provide reliable service.

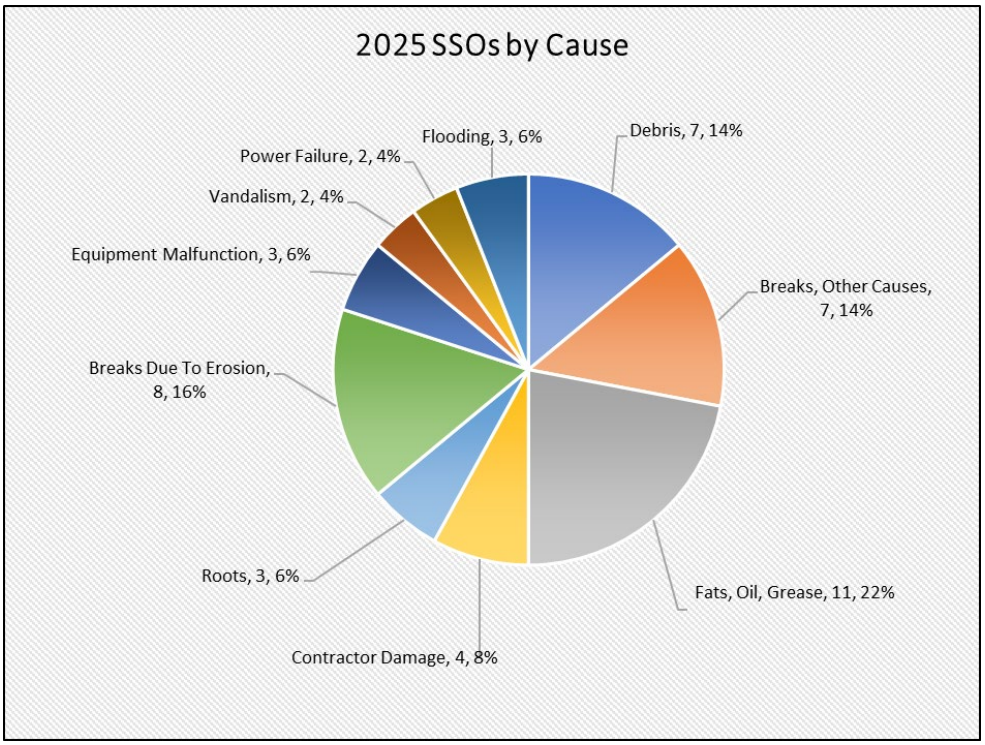


2.0 Sanitary Sewer Overflows

Sanitary Sewer Overflows (SSOs) remains a critical metric for monitoring collection system performance. The goal is to keep the number of SSOs (including spills) less than 5 SSOs per one hundred miles of sewer system. The various CMOM programs and system repairs implemented by the city are successfully reducing the number of SSOs and the trend has been downward.

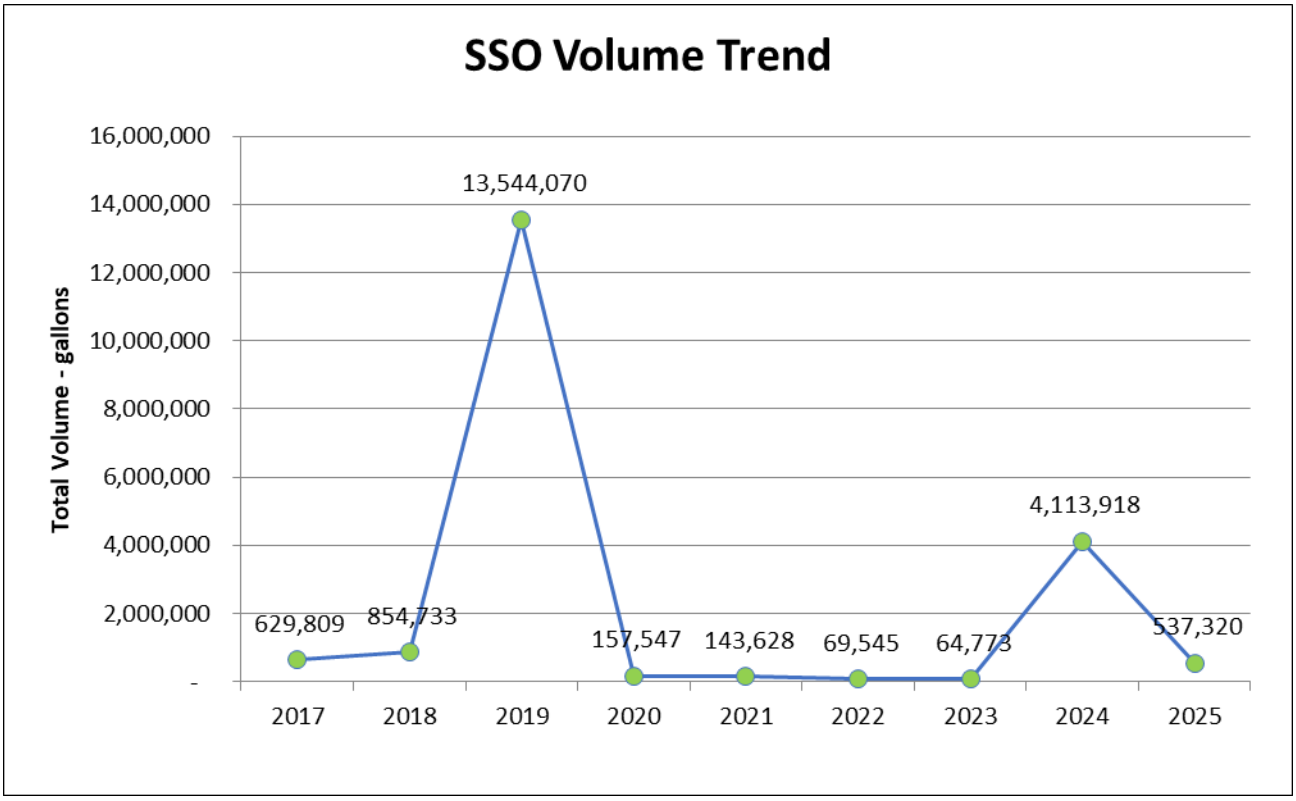


Sanitary Sewer Overflows continue to be primarily caused by FOG. This category accounts for 22% of SSOs. Staff training in interpreting cleaning and CCTV findings is leading toward a more accurate representation of the SSO primary cause.



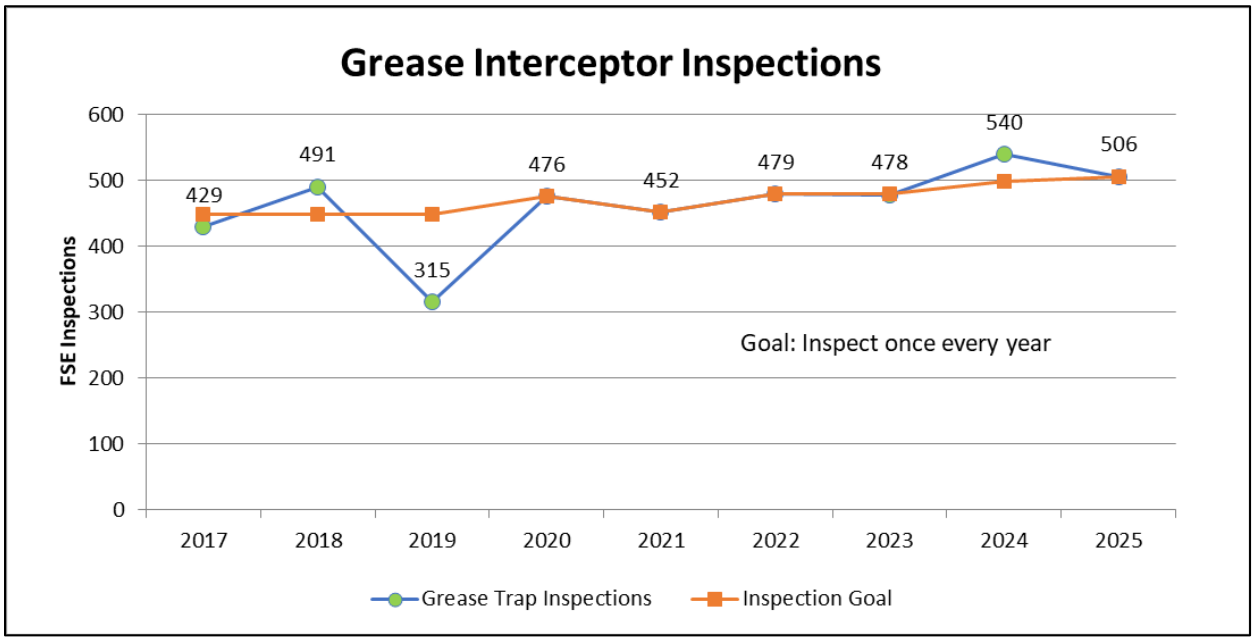
3.0 Volume of SSOs

Although the number of SSOs is trending downward, the volume associated with these fewer SSOs did trend upward in 2019 and 2024 due to two single events. Two unusual events occurred (main break in 2019 and power failure in 2024) that resulted in significant SSO into the Black Fork Creek gravity sewer. Except for these two extreme events the overall volume of SSO has been decreasing. SSOs due to erosion in 2025 contributed to a higher than anticipated volume of SSO



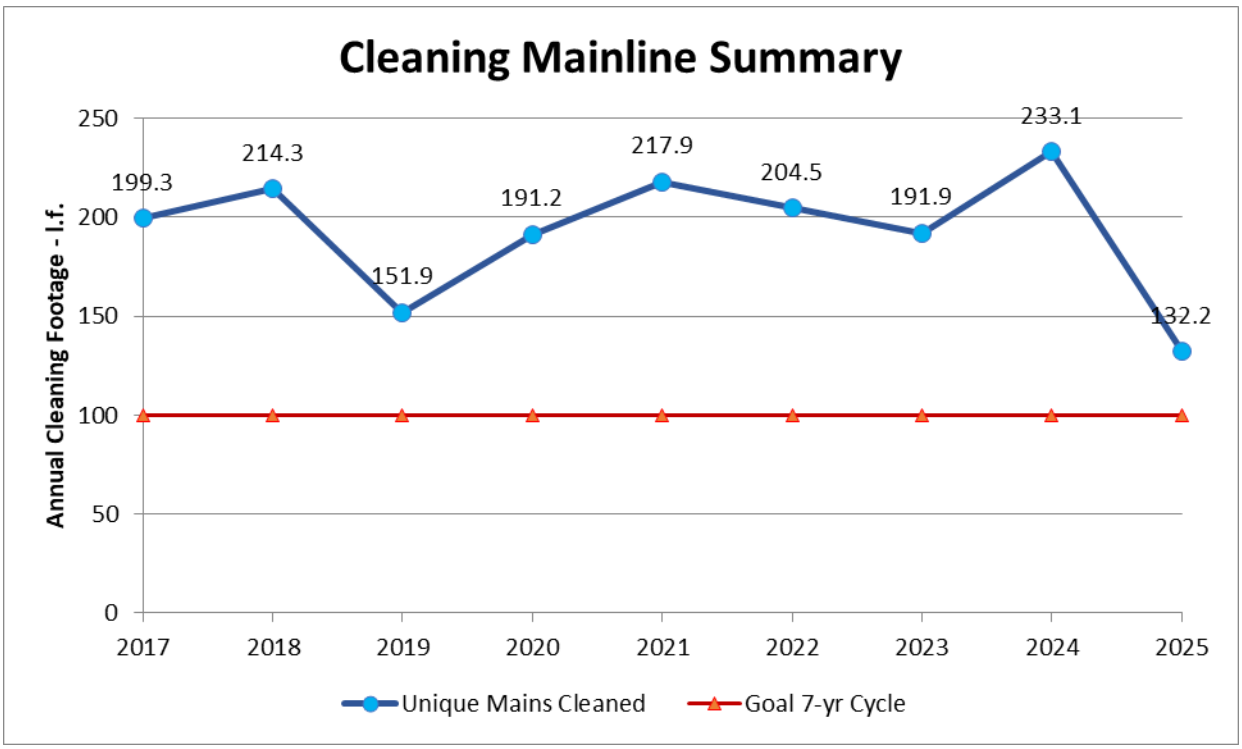
4.0 Food Service Establishment (FSE) Inspections

The Fats, Oil and Grease (FOG) program is managed by the industrial pretreatment staff. The goal is to inspect each FSE on an annual basis. Covid-19 impacts and FSE closures in 2019 are represented in the metrics. It is likely that many FSEs were forced to close during much of the 2019 monitoring period. FSE inspections are back to pre-covid levels. Grease blockages accounted for 24% of the SSOs in 2025 (up from 12% in 2024).



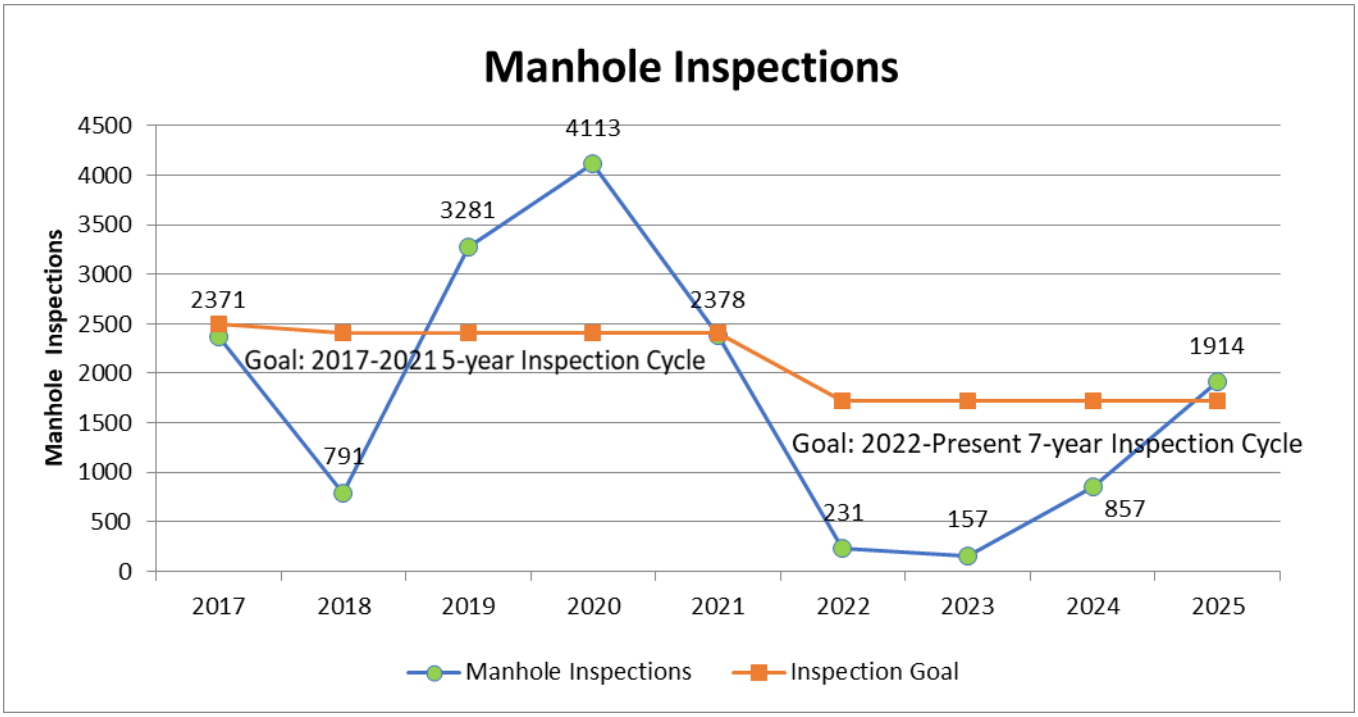
5.0 Cleaning Trend

The City of Tyler has established a goal of cleaning all sewers on a 7-year cycle. As the system expands, the linear feet of sanitary sewer to be cleaned also increases. TWU has been completing the cleaning on schedule (7-year cycle).



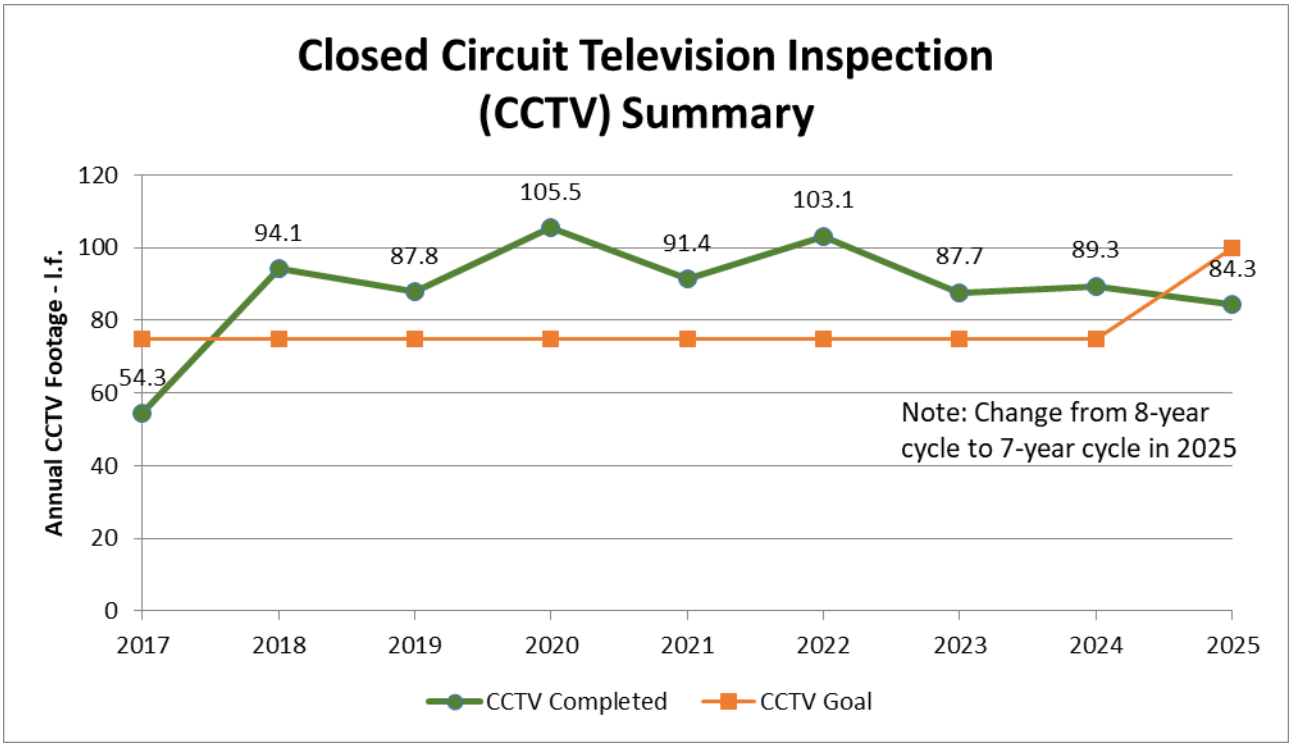
6.0 Manhole Condition Assessment

The City of Tyler initially completed the inspection of all manholes in the collection system within the 5-year consent decree requirement. The CMOM goal is to perform manhole reinspection on a 7-year cycle and in the same basins and sequence identified for cleaning and CCTV condition assessments.



7.0 Mainline Condition Assessment

The City of Tyler completed CCTV of the entire system within eight (8) years. Staff have contracted with outside contractors to increase the pace with the goal of completing CCTV on a 7-year cycle that follows the cleaning cycle.



Appendix H
Regulatory

The City of Tyler is under a TCEQ/EPA Consent Decree in association with the wastewater collection system. The Consent Decree was lodged with the United States District Court for the Eastern District of Texas April 10, 2017. This Appendix contains the Consent Decree, administrative actions and schedules for compliance. Any discrepancy in the CMOM Plan and the Consent Decree will require modification of the CMOM Plan to agree with the terms of the Decree.

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS
TYLER DIVISION

UNITED STATES OF AMERICA and, THE STATE OF TEXAS Plaintiffs, v. THE CITY OF TYLER, Defendant.	)	Civil Action No. 6:17-cv-29

CONSENT DECREE

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WHEREAS, Plaintiff, the United States of America ("United States"), by the authority of the Attorney General of the United States and through its undersigned counsel, acting on behalf of the United States Environmental Protection Agency ("EPA"), and the State of Texas ("Texas"), on behalf of the Texas Commission on Environmental Quality ("TCEQ"), have filed concurrently with this Consent Decree a complaint in this action (the "Complaint") against the City of Tyler, Texas ("Tyler"), pursuant to Section 309 of the Clean Water Act ("CWA"), 33 U.S.C. § 1319, and Chapter 7, Subchapter D, and § 26.121 of the Texas Water Code ("TWC"), and the regulations promulgated and permits issued pursuant to the CWA and TWC, respectively, seeking injunctive relief and civil penalties for Tyler's alleged violations of the CWA and the TWC;

WHEREAS, through the Complaint, Texas also seeks recovery of its attorney's fees, court costs, and/or reasonable investigative costs related to this proceeding if Texas prevails, pursuant to TWC § 7.108;

WHEREAS, the Complaint alleges that Defendant, Tyler, has violated and continues to violate Sections 301 and 402 of the CWA, 33 U.S.C. §§ 1311 and 1342, and TWC §§ 26.121(a)(1) and 7.101, the respective implementing regulations for the CWA, and permits issued under the CWA and the TWC, by: (1) discharging pollutants containing raw sewage from point sources within the City's Wastewater Collection and Transmission System ("WCTS") resulting in Sanitary Sewer Overflows ("SSOs") as both of those terms are defined in this Consent Decree; and (2) failing to comply with the terms and conditions of the City's Texas Pollutant Discharge Elimination System ("TPDES") Permits as that term is defined in this Consent Decree;

WHEREAS, under Section 402 of the CWA, 33 U.S.C. § 1342, EPA may issue permits,

known as National Pollutant Discharge Elimination System ("NPDES") permits, that allow for the discharge of pollutants under certain designated conditions and in accordance with all applicable requirements of the CWA and its implementing regulations, or EPA may delegate administration of the NPDES permit program to any requesting state;

WHEREAS, EPA authorized TCEQ to administer the NPDES pursuant to Section 402(b) of the CWA, 33 U.S.C. § 1342(b), and NPDES permits administered by TCEQ are known as TPDES permits;

WHEREAS, Tyler is a "municipality" pursuant to Section 502(4) of the CWA, 33 U.S.C. § 1362(4), and, therefore, a "person" pursuant to Section 502(5) of the CWA, 33 U.S.C. § 1362(5), and TWC § 26.001(25);

WHEREAS, Texas is also a Plaintiff in this action and joined as a Party under Section 309(e) of the CWA, 33 U.S.C. § 1319(e), which requires the state in which a municipality is located to be joined as a party whenever the municipality is a party to a civil action brought by the United States under Section 309 of the CWA;

WHEREAS, Tyler owns and operates a Publicly Owned Treatment Works ("POTW") as defined by 40 C.F.R. § 403.3, that includes the WCTS and the two Wastewater Treatment Plants ("WWTPs"), as defined in this Consent Decree;

WHEREAS, the United States contends that Tyler has reported certain SSOs to TCEQ from the WCTS, but has also failed to report all known SSOs to TCEQ;

WHEREAS, the United States and Texas contend that these SSOs are violations of the CWA, TWC, and the City's TPDES Permits;

WHEREAS, this Consent Decree requires Tyler to develop, submit, finalize, and implement plans for the continued improvement of its WCTS and the operation of this system, to

address SSOs;

WHEREAS, the United States contends that on and before March 1, 2013, Tyler's WCTS had several locations, referred to in this Consent Decree as "Constructed SSO Locations," where conduits or other facilities were constructed that allowed untreated sanitary wastewater flows to be diverted out of the WCTS to stormwater drainage facilities and then to the waters of the United States and/or into or adjacent to Waters in the State of Texas, and/or otherwise to be released to the environment without treatment during peak flow periods;

WHERAS, shortly after March 1, 2013, EPA identified what it believed to be known or suspected historic Constructed SSO Locations in the WCTS, as listed in Appendix H ("Known or Suspected Historic Constructed SSO Locations and Inspection Results"), and, as of the Date of Lodging of the Consent Decree, Tyler inspected these alleged Constructed SSO Locations and took remedial measures to close such Constructed SSO Locations by, *inter alia*, permanently sealing all previously-constructed SSO pathways from the WCTS with concrete or other material to prevent future SSOs;

WHEREAS, the United States and Texas contend that Tyler previously had known or suspected historic Constructed SSO Locations as listed in Appendix H that are violations of the CWA, the TWC, and the City's TPDES Permits;

WHEREAS, the Parties have negotiated in good faith and have reached a settlement to resolve Plaintiffs' claims in the Complaint and avoid litigation;

WHEREAS, Tyler does not admit any liability to the United States or Texas arising out of the transactions or occurrences alleged in the Complaint;

WHEREAS, the Parties recognize, and the Court by entering this Consent Decree finds, that this Consent Decree has been negotiated by the Parties in good faith and will avoid litigation

between the Parties and that this Consent Decree is fair, reasonable, and in the public interest;

NOW THEREFORE, before the taking of any testimony, without the adjudication or admission of any issue of fact or law, except as provided in Section I of the Consent Decree, and with the consent of the Parties, it is hereby ORDERED, ADJUDGED, and DECREED as follows:

I. JURISDICTION AND VENUE

1. This Court has jurisdiction over the subject matter of this action, pursuant to 28 U.S.C. §§ 1331, 1345, and 1355, and Section 309(b) of the CWA, 33 U.S.C. § 1319(b), and over the Parties. This Court has supplemental jurisdiction over the state law claims asserted by Texas pursuant to 28 U.S.C. § 1367. Venue is proper in the Eastern District of Texas pursuant to Section 309(b) of the CWA, 33 U.S.C. §§ 1319(b), and 28 U.S.C. §§ 1391(b) and 1395(a), because the violations alleged in the Complaint are alleged to have occurred in this judicial district. For purposes of this Decree, or any action to enforce this Decree, Tyler consents to the Court's jurisdiction over this Decree and any such action and over Tyler and consents to venue in this judicial district.

II. APPLICABILITY

2. The obligations of this Consent Decree apply to and are binding upon the United States, Texas, and upon Tyler and any successors, assigns, or other entities or persons otherwise bound by law.

3. No transfer of ownership or operation of the WWTPs and WCTS, whether in compliance with the procedures of this Paragraph or otherwise, shall relieve Tyler of its obligation to ensure that the terms of the Decree are implemented. At least thirty (30) Days prior to such transfer, Tyler shall provide a copy of this Consent Decree to the proposed transferee and shall

simultaneously provide written notice of the prospective transfer, together with a copy of the proposed written agreement, to EPA, the United States Department of Justice, TCEQ, and the Office of the Attorney General of Texas. Tyler shall require, as a condition of any sale or transfer, that the purchaser or transferee agrees in writing to be bound by this Consent Decree and submit to the jurisdiction of the Court for its enforcement. Any attempt to transfer ownership or operation of the WWTPs and WCTS without complying with this Paragraph constitutes a violation of this Decree.

4. Within thirty (30) Days after the Effective Date of the Consent Decree, Tyler shall provide a copy of this Consent Decree to the public by posting the Consent Decree on the City's website. The Consent Decree shall remain posted on the City's website for the entire duration of the Consent Decree and shall not be removed until after the Consent Decree is terminated pursuant to Section XXI ("TERMINATION"). Tyler shall also provide a copy of this Consent Decree, or otherwise make it available by providing notice of the location of its posting, to all officers, employees, and agents whose duties might reasonably include compliance with any substantive provision of this Consent Decree, as well as to any contractor retained to perform work expressly required under this Consent Decree. Tyler shall be responsible for ensuring that all employees involved in performing any work pursuant to this Consent Decree perform such work in a manner consistent with the requirements of this Consent Decree.

5. Public Document Repository: Tyler shall post to its website any report required by this Consent Decree and all final EPA approved Deliverables pursuant to Section VI ("REVIEW AND IMPLEMENTATION OF DELIVERABLES"). In the case of any report, Tyler shall post the report to the City's website within fourteen (14) Days of submitting the report to EPA and TCEQ. In the case of final approved Deliverables, Tyler shall post the approved version of the

Deliverable to the City's website within fourteen (14) Days after receiving notification of EPA's approval of the Deliverable. A consolidated listing of the Deliverables and reports required by this Consent Decree is provided in Appendix I ("Consolidated Listing of *United States et. al v. City of Tyler* Consent Decree Deliverables and Consent Decree Reports") for the convenience of the Parties. In the event of any discrepancy between the provisions of Sections V (Compliance Requirements) and IX (Reporting Requirements) and Appendix I, the provisions of Sections V and IX shall control.

6. In any action to enforce this Consent Decree, Tyler shall not raise as a defense the failure by any of its officers, directors, employees, agents, or contractors to take any actions necessary to comply with the provisions of this Consent Decree.

III. OBJECTIVES

7. The express purpose of the Parties entering into this Consent Decree is for Tyler to take all necessary measures, consistent with the objectives of the CWA, to achieve compliance with the CWA, the TWC, all applicable federal and state regulations, and the City's TPDES Permits, with the goal of eliminating all SSOs and Constructed SSO Locations, as those terms are defined in Subparagraphs 10.ee and 10.j of Section IV this Decree ("DEFINITIONS").

8. All plans, reports, construction, remedial maintenance, and other obligations in this Consent Decree, and under any amendment to this Consent Decree, shall have the objective of ensuring that the City complies with the CWA, the TWC, all applicable federal and state implementing regulations promulgated thereunder, and the terms and conditions of the City's TPDES Permits.

IV. DEFINITIONS

9. Unless otherwise defined herein, terms used in this Consent Decree shall have the

meaning given to those terms in the CWA, 33 U.S.C. §§ 1251 - 1387, and the regulations promulgated thereunder.

10. Whenever the terms set forth below are used in this Consent Decree, they shall be defined as follows:

a. "Building/Private Property Backup" shall mean a wastewater release or backup into a building or onto private property that is caused by blockages, flow conditions, or other malfunctions in the WCTS; however, a wastewater release or backup that is caused by blockages, flow conditions, or other malfunctions of a Private Lateral is not a Building/Private Property Backup for purposes of this Decree;

b. "Calendar Year" shall mean the twelve (12) Month period starting on January 1 and ending on December 31;

c. "CCTV" shall mean closed circuit television;

d. "City" or "Tyler" shall mean the Defendant City of Tyler, Texas, including all of its departments, agencies, and instrumentalities, and any successors thereto;

e. "City's TPDES Permits" shall mean TPDES Permits Nos. 10653-002 (NPDES Permit No. TX0047988) and 10653-001 (NPDES Permit No. TX0047996) issued for the City's two WWTPs and any future extended, modified, or reissued TPDES permits;

f. "Clean Water Act" or "CWA" shall mean the act formally entitled the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 - 1387;

g. "Complaint" shall mean the complaint filed by Plaintiffs in this civil action;

h. "Confirmed Capacity Constraint" shall mean any Potential Capacity Constraint, unless, before the issuance of the Capacity Assessment Report required by Paragraph 53 of this Consent Decree, that Potential Capacity Constraint has been confirmed by field investigation to

be unlikely to cause or materially contribute to SSOs;

i. "Consent Decree" or "Decree" shall mean this Consent Decree document, including all appendices attached hereto as listed in Section XXV ("APPENDICES");

j. "Constructed SSO Location" shall mean a place in the WCTS where conduits or other facilities are or were constructed that divert[ed] or potentially divert[ed] sanitary wastewater flows from the WCTS to stormwater drainage facilities and to the waters of the United States, into or adjacent to Waters in the State of Texas, and/or that otherwise release[d] or potentially release[d] sanitary wastewater from the WCTS into the environment;

k. "Date of Lodging" shall mean the date on which this Decree is lodged with the United States District Court for the Eastern District of Texas prior to the commencement of the public comment period and pursuant to a notice of lodging filed by the United States;

l. "Day" or "Days" shall mean a calendar day or calendar days unless expressly stated to be a business day. In computing any period of time under this Consent Decree, where the last day would fall on a Saturday, Sunday, or federal or state holiday, the period shall run until the close of business of the next business day;

m. "Deliverable" shall mean any written document required to be submitted by or on behalf of Tyler to EPA and/or TCEQ, pursuant to this Consent Decree, that requires EPA's review for comment or approval;

n. "Effective Date" shall mean the date upon which this Consent Decree is entered by the Court or a motion to enter the Consent Decree is granted, whichever occurs first, as recorded on the Court's docket;

o. "FOG" shall mean fats, oils, and grease;

p. "FOG Control Device" shall mean any grease trap, FOG interceptor, or other mechanism or device, that attaches to, or is applied to a FOG Generator's wastewater plumbing fixtures and lines, the purpose of which is to collect, contain, or remove FOG from the waste stream of a FOG Generator prior to discharge into the WCTS;

q. "FOG Generator" shall mean any non-residential food service establishment or food preparation or processing establishment that discharges FOG into the WCTS;

r. "Force Main" shall mean any pipe in the WCTS that receives and intentionally conveys wastewater, under pressure, from the discharge side of a pump;

s. "Gravity Sewer Line" shall mean any pipe in the WCTS that receives, contains, and conveys wastewater not normally under pressure, but is intended to flow unassisted under the influence of gravity;

t. "Infiltration" shall mean water other than wastewater that enters a sewer system (including sewer service connections and foundation drains) from the ground through such means as defective pipes, pipe joints, connections, or manholes, as defined by 40 C.F.R. § 35.2005(b)(20);

u. "Inflow" shall mean water other than wastewater that enters a sewer system (including sewer service connections) from sources such as, but not limited to, roof leaders, cellar drains, yard drains, area drains, drains from springs and swampy areas, manhole covers, cross connections between storm sewers and sanitary sewers, catch basins, cooling towers, storm water, surface runoff, street wash waters, or drainage, as defined by 40 C.F.R. § 35.2005(b)(21);

v. "I/I" shall mean the total quantity of water from Infiltration and Inflow without distinguishing the source;

w. "Legible Map" shall mean a map in paper, pdf, or other software format that is mutually agreed to by the Parties;

x. "Lift Station" shall mean facilities comprised of pumps that lift wastewater to a higher hydraulic elevation, including all related electrical, mechanical, and structural systems necessary to the operation of that lift station;

y. "Month" shall mean one calendar month running from the numbered day to the same numbered day of the following calendar month, regardless of whether the particular month has 28, 29, 30 or 31 days. In the case where a triggered event would occur on a day of the month which does not exist (for example, on February 30), then the event shall be due on the first (1st) day of the following month (for example, March 1);

z. "Paragraph" shall mean a portion of this Consent Decree identified by an Arabic numeral;

aa. "Parties" shall mean the parties to this Consent Decree: Plaintiffs the United States and the State of Texas, and Defendant the City of Tyler, Texas;

bb. "Potential Capacity Constraint" shall mean a discrete asset or group of assets in the Tyler WCTS that has, as predicted by the City's updated hydraulic model using the Assessment Storm and existing population, a capacity limitation that is likely to cause or materially contribute to SSOs;

cc. "Private Lateral" shall mean any sewer line connection not owned or operated by the City used to convey wastewater from a building or buildings to any portion of the WCTS;

dd. "Repeat SSO" shall mean any SSO that occurs more than one time within a period of two (2) Calendar Years from the same asset in the WCTS, or, in the case of a Building/Private Property Backup, at the same address;

ee. "Sanitary Sewer Overflow" or "SSO" shall mean any overflow, spill, diversion, or release of wastewater from, or caused by, conditions in the WCTS and shall include:

i. discharges to waters of the United States or into or adjacent to Waters in the State of Texas from the City's WCTS; and

ii. any release of wastewater from the City's WCTS to public or private property that does not reach waters of the United States or Waters in the State of Texas, including Building/Private Property Backups;

ff. "Section" shall mean a portion of this Consent Decree identified by a Roman numeral;

gg. "Sewer Segment" shall mean the continuous run of Gravity Sewer Line pipe extending from one manhole to the next manhole;

hh. "Subparagraph" shall mean a portion of a Paragraph identified by lowercase letters;

ii. "Subsection" shall mean a portion of a Section identified by uppercase letters;

jj. "Subsection Component" shall mean a portion of a Subsection identified by an Arabic numeral followed by a single parenthesis;

kk. "TWC" shall mean the Texas Water Code;

ll. TPDES Permit No. 10653-002 (NPDES Permit No. TX0047988) shall mean the TPDES permit issued to the City by the State of Texas, pursuant to Section 402 of the CWA, 33 U.S.C. § 1342, for the City's Southside Wastewater Treatment Facility and any future extended, modified, or reissued permit;

mm. TPDES Permit No. 10653-001 (NPDES Permit No. TX0047996) shall mean the TPDES permit issued to the City by the State of Texas, pursuant to Section 402 of the CWA,

33 U.S.C. § 1342, for the City's Westside Treatment Facility and any future extended, modified, or reissued permit;

nn. "Tyler" or "City" shall mean the City of Tyler, Texas, including all of its departments, agencies, and instrumentalities, and any successors thereto;

oo. "Wastewater Collection and Transmission System" or "WCTS" shall mean the municipal wastewater collection, retention and transmission system (including all Gravity Sewer Lines, manholes, Lift Stations, Force Mains, and appurtenances thereto) that is owned or operated by the City at any time from the Effective Date of this Consent Decree until its termination under Section XXI ("TERMINATION"), and that is designed to collect and convey municipal sewage (domestic, commercial, and industrial) to the WWTPs;

pp. "Wastewater Treatment Plants" or "WWTPs" shall mean the following two sewage treatment plants operated by the City and all components of such sewage treatment plants: the City's Westside Treatment Plant located at 14939 Country Road 46, in the City of Tyler, Texas, and the City's Southside Treatment Plant located near 110 West Cumberland Rd, in the City of Tyler, Texas;

qq. "Waters in the State of Texas" are "waters" as defined under Texas law, Tex. Water Code 26.001(5), including groundwater, percolating or otherwise, lakes, bays, ponds, impounding reservoirs, springs, rivers, streams, creeks, estuaries, wetlands, marshes, inlets, canals, the Gulf of Mexico, inside the territorial limits of the state, and all other bodies of surface water, natural or artificial, inland or coastal, fresh or salt, navigable or nonnavigable, and including the beds and banks of all watercourses and bodies of surface water, that are wholly or partially inside or bordering the state or inside the jurisdiction of the state;

rr. "Wet-Weather Related SSO" shall mean SSOs identified by Tyler as I/I-related that occurred during precipitation events; and

ss. "Year" shall mean a consecutive twelve (12) Month period.

V. COMPLIANCE REQUIREMENTS

11. The following compliance requirements are actions that the City shall undertake or continue to undertake to achieve the Objectives of this Consent Decree as stated in Section III of this Consent Decree ("OBJECTIVES"). Tyler shall perform the assessments and engineering analyses required by this Consent Decree in order to identify all measures necessary to bring its WCTS into compliance with the requirements of the CWA, the TWC, the respective implementing regulations promulgated thereunder, and the City's TPDES Permits. Tyler shall implement all measures identified by the assessments and engineering analyses and required by this Consent Decree within ten (10) Years after the Effective Date with the goal of eliminating all SSOs from the WCTS.

12. Commencing upon the Effective Date of this Consent Decree, Tyler shall carry out all compliance requirements required by this Section in accordance with the schedules and terms of implementation provided herein. Whenever this Consent Decree provides Tyler with discretion to select the sequencing of WCTS inspections, cleaning, or remedial measures, Tyler shall prioritize the work to be performed upon structured consideration of the following factors: sound engineering practices, Tyler's best professional judgment, industry standards where established and applicable, and the location of SSOs in low income or minority census tract communities as well as other appropriate factors specified in this Consent Decree.

A. CAPACITY MANAGEMENT, OPERATION AND MAINTENANCE (CMOM) PROGRAM

13. No later than the Effective Date, the City shall begin developing a written Capacity, Management, Operation, and Maintenance ("CMOM") Program to enhance its existing programs related to management, operation, and maintenance of its WCTS. The CMOM Program shall establish, and describe in writing, how the City will implement the requirements of Subsection Components A.1) ("Training Program") through A.11) ("Information Management System") of this Subsection within the timeframes provided and shall be developed in accordance with EPA's 2005 Guidance titled "Guide for Evaluating Capacity, Management, Operation, and Maintenance Programs at Sanitary Sewer Collection Systems." The CMOM Program shall be sealed by a registered professional engineer licensed to practice in the State of Texas, demonstrating that the Program has been developed in accordance with EPA's 2005 Guidance and sound engineering practices. The City shall submit its CMOM Program to EPA and TCEQ initially in only partial form as an "Interim CMOM Program" and then subsequently and completely as a "Final CMOM Program," in accordance with the terms of Paragraphs 14 through 16.

14. No later than one-hundred and eighty (180) Days following the Effective Date, and prior to delivering a Final CMOM Program to EPA for review and approval, pursuant to Paragraph 16, Tyler shall develop and submit an Interim CMOM Program to EPA, with a copy to TCEQ, for EPA review and comment, in accordance with Paragraph 80. The Interim CMOM Program shall include the following CMOM Program components, the requirements of which are specifically set forth below in this Subsection: Subsection Component A.2) ("Sewer Overflow Response Plan"), Subsection Component A.3) ("SSO Reporting and Documentation Procedures"), and Subsection Component A.10) ("Root Control Program").

15. Pursuant to the provisions of Paragraph 80, after receiving the Interim CMOM Program and prior to receiving the Final CMOM Program, EPA may, in its discretion, provide the City with comments on the Interim CMOM Program. Tyler shall begin implementing the Interim CMOM Program pursuant to Paragraph 80.b.

16. No later than one (1) Year after the Effective Date, the City shall submit its Final CMOM Program to EPA and TCEQ for EPA review and approval. The Final CMOM Program shall contain written descriptions of all CMOM Program components specified in Subsection Components A.1) ("Training Program") through A.11) ("Information Management System") of this Subsection, as well as a schedule including deadlines for implementation of each Final CMOM Program component. For Subsection Components previously included in and implemented through the City's Interim CMOM Program, the Final CMOM Program shall contain changes to the Interim CMOM Program that reflect the City's experience with its implementation of the Interim CMOM Program and modifications that the City, in its discretion, makes to the Interim CMOM Program during the period of its implementation. The Final CMOM Program shall also incorporate any revisions or clarifications to the Interim CMOM Program requested by EPA in any discretionary comments that may have been provided pursuant to Paragraph 15 subject to Tyler's right to invoke the dispute resolution procedures provided in Section XIII ("DISPUTE RESOLUTION"). The City shall continue to implement the Interim CMOM Program while EPA is reviewing the Final CMOM Program for approval. The City shall implement the Final CMOM Program in accordance with the terms of Paragraph 79.

17. The City may modify its Final CMOM Program as needed to improve management of the City's WCTS and meet the objectives of Section III ("OBJECTIVES"), provided that any such modification is made in accordance with Paragraph 139. The City shall incorporate any such

modifications to the Final CMOM program document by creating a Revised Final CMOM Program and adding that document to the public document repository required by Paragraph 5 ("Public Document Repository") of this Consent Decree within fourteen (14) Days after:

a. the Parties' mutual agreement of modification, for non-material modifications that are made pursuant to Paragraph 139; or

b. the Court's order approving the modification, for material modifications that are requested and so ordered pursuant to Paragraph 139.

18. Tyler, as part of each Annual Report required to be submitted pursuant to Paragraph 88 (Annual Reports) of this Consent Decree, shall, for the applicable reporting period, describe Tyler's progress in meeting CMOM Program goals by providing all details that Tyler is required to report as a part of its CMOM Program pursuant to Subsection Components A.1) ("Training Program") through A.11) ("Information Management System") of this Subsection.

1) <u>Training Program</u>

19. Tyler shall enhance its existing employee training program ("Training Program"). The Training Program shall include technical and skills training for appropriate categories of Tyler's employees, set forth in Appendix A ("Categorical Employee Training Requirements"), and shall include training on sewer investigation, maintenance, and repair techniques and policies as well as SSO response policies and procedures. The Training Program shall focus on Tyler's standard operating procedures and practices for the operation and maintenance of the WCTS and shall include specific instructions on responding to and preventing SSOs in accordance with the approved Sewer Overflow Response Plan ("SORP"), pursuant to Subsection Component A.2) ("Sewer Overflow Response Plan (SORP)"). For any training conducted pursuant to this Subsection Component, Tyler shall memorialize in writing, and retain pursuant to Paragraph

122, the following information: the date of the training; the topic(s) covered by the training; the names of the instructor(s) who conducted the training; and the names of the employees who received the training. As part of each Annual Report required to be submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall include a summary list of all documented training activities completed by each category of employee during the applicable reporting period in the approved format provided in Appendix A.

20. The technical and skills training and SSO response training required under the Training Program shall include:

a. Technical and Skills Training. The technical and skills training program shall be designed to facilitate prevention of and response to SSOs and shall include the following components:

i. the categories of employees (including a listing of job classifications within each category) that will be provided training in specific topics related to SSO prevention and response measures addressed through operation and maintenance of the WCTS, describing the specified training to be provided commensurate with the specific job responsibilities of each category of employee;

ii. a list and description of the topics to be covered in the technical and skills training for each relevant category of employee to facilitate compliance with the CWA, the TWC, the implementing regulations promulgated thereunder, and Tyler's permits, through SSO prevention, response, and elimination measures (including, where appropriate, training on sewer cleaning, FOG inspection, sewer inspection, Constructed SSO Location identification sewer repair, replacement and rehabilitation techniques, data collection, information management, reporting and recordkeeping

necessary to implement Tyler's CMOM Program) before an employee can undertake specific work assignments or tasks; and

iii. identification of the types of training records that Tyler maintains and of the information management system used to plan and document completed training, including methods for addressing failure to complete minimum training requirements for each category of employee;

b. SSO Response Training. The City shall provide SSO response training that trains employees:

i. how to make a determination of whether an SSO has occurred;

ii. on the elements of and required implementation of the Sewer Overflow Response Plan, as set forth in Subsection Component A.2) ("Sewer Overflow Response Plan") of this Consent Decree;

iii. how to document and report SSOs pursuant to the SSO Reporting and Documentation Procedures, as set forth in Subsection Component A.3) ("SSO Reporting and Documentation Procedures"); and

iv. how to document and report noncompliance with Tyler's TPDES permits.

2) Sewer Overflow Response Plan (SORP)

21. The City shall develop a SORP that includes, at a minimum, the following components:

a. a listing of identified goals for the SORP, including that the City:

i. respond to SSOs as rapidly as possible with a response goal of less than four (4) hours after Tyler first discovers or is notified of a potential overflow;

ii. halt SSOs as rapidly as feasible;

iii. employ SSO mitigation measures whenever appropriate;

iv. employ measures to prevent SSO recurrence; and

v. report SSOs timely and completely in accordance with the requirements of Subsection Component A.3) ("SSO Reporting and Documentation Procedures");

b. a description of the actions Tyler will undertake to provide notice to the public and to any applicable government authorities of the occurrence of an SSO from the WCTS as required by TWC §26.039 and 30 TAC §319.303, and any amendments thereto, the City's TPDES Permits, or other applicable law;

c. written Standard Operating Procedures (SOPs) for responding to SSOs that are designed to minimize SSO volumes and minimize the environmental impacts and potential human health risks of SSOs;

d. an adequate methodology for estimating the volume of an SSO;

e. additional written SOPs for specifically responding to Building/Private Property Backups, which shall include the following non-exclusive list of specific procedures:

i. a description of Tyler's response practices and methods for communicating with customers about:

A. how to report Building/Private Property Backups; and

B. how to contact Tyler in order to obtain support in responding to a Building/Private Property Backup;

ii. the typical timeframe objectives for both initial response and completion of cleanup activities;

iii. the types of measures that may be taken by Tyler to cleanup Building/Private Property Backups found to be caused by conditions in Tyler's WCTS, including, as warranted by specific circumstances, procedures necessary to

disinfect and/or remove items potentially contaminated by Building/Private Property Backups, wet vacuuming or other removal of spillage, wiping floors and walls with cleaning solution and disinfectant, flushing out and disinfecting plumbing fixtures, carpet cleaning and/or replacement or other appropriate measures to disinfect and/or remove items potentially contaminated by Building/Private Property Backups; and

iv. a description of the process by which measures to correct or repair conditions in the WCTS causing or contributing to Building/Private Property Backups are selected;

f. an inspection of each Sewer Segment that experiences an SSO using CCTV as soon as practicable, but in any event not later than five (5) business days following the cessation of the SSO. Such inspection shall at a minimum extend at least through the first adjacent Sewer Segment upstream and downstream of the specific WCTS asset experiencing an SSO;

g. identification of appropriate measures to prevent SSO recurrence, including, but not limited to, identifying the known or suspected cause of each SSO, if possible; eliminating material causing sewer blockages that result in SSOs; and/or identifying capacity limitations;

h. a description of standard response procedures for SSOs that occur at Lift Stations or Force Mains. In the event that a repair at a Lift Station or Force Main may cause or lengthen the time of an SSO, the SORP shall provide a procedure for determining when a wastewater pump-around will be provided;

i. a plan to ensure the preparedness, including responsiveness training, of Tyler employees, contractors engaged for work on the City's WCTS, and, Northeast Texas Public Health District ("NET-Health") food service/processing establishment inspectors if appropriate due to responsibilities related to implementation of the FOG program, for effectively

implementing the SORP in the event of an SSO; and

j. a description of the follow-up process that the City of Tyler will use to evaluate the adequacy of its response to SSOs.

3) SSO Reporting and Documentation Procedures

22. The City shall report and document SSOs in accordance with all requirements of this Subsection, Appendix B ("Tyler Wastewater Collection Field Work Order Form"), and the Tyler Permits.

23. SSO Documentation.

a. The City shall utilize the field work order form attached as Appendix B ("Tyler Wastewater Collection Field Work Order Form") to document the information required therein for each SSO that the City is notified of and/or responds to. Such documentation may include "information not available" where appropriate. In addition to utilizing the preset fields for information on the field work order form, the City shall document on that form any additional narrative information appropriate to fully document the nature of the SSO. The narrative field shall be used to document descriptive comments or summaries needed to elaborate on any preset field or otherwise account for information not captured by a preset field, *e.g.*, to provide a further description of an SSO categorized as "other."

b. The City shall maintain an electronic SSO tracking database that records and makes readily accessible the information recorded on the field work order form for each SSO. The City shall incorporate all information gathered on the field work order forms into the electronic SSO tracking database as soon as feasible and in any event no less often than once a month. The underlying data from any field work order form shall be inputted into the electronic SSO tracking database no later than sixty (60) Days following the form's creation.

24. SSO Reporting.

a. The City shall report to TCEQ as required under the City's TPDES Permits.

b. The City shall make available to EPA, upon request, a copy of any five-day reports or monthly compliance reports submitted to TCEQ under the City's TPDES permits. The City shall provide such reports to EPA no later than seven (7) Days after the date of receipt of EPA's request.

c. On a Calendar Year basis, Tyler shall compile copies of the monthly compliance reports submitted to TCEQ under the City's TPDES permits and submit these compiled reports to EPA as part of its Annual Report, as set forth in Paragraph 88 of this Consent Decree.

d. As part of the Quarterly Reports required to be submitted pursuant to Paragraph 87 of this Consent Decree, Tyler shall provide EPA and TCEQ, in either an electronic spreadsheet or other electronic compilation, the following information for each SSO:

i. the location of the SSO by street address, asset identification number or any other appropriate method (*e.g.*, by latitude and longitude);

ii. the name of the receiving water, if applicable (including via separate storm sewer);

iii. an estimate of the volume (in gallons) of sewage discharged and recovered;

iv. a description of the sewer system component from which the SSO was released (*e.g.*, manhole, Gravity Sewer Line, Lift Station wet well, Constructed SSO Location, etc.);

v. the cause(s) or suspected cause(s) of the SSO, if possible to identify;

vi. a description of the SSO's potential impact, if any, on public health and to

water quality in the receiving water body;

vii. a listing of any Repeat SSOs, including the date(s) of the Repeat SSOs;

viii. the estimated date and time when the SSO began and date and time when the SSO was stopped, or the anticipated time the SSO is expected to discontinue;

ix. all steps taken to respond to the SSO;

x. a corrective actions summary that describes steps taken to reduce, eliminate, and prevent reoccurrence of the SSO, including a summary of when such steps were taken or are planned; and

xi. a summary of all notifications to the public or other agencies or departments as required by law or regulation.

25. As part of the Annual Report required to be submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall also provide to EPA and TCEQ any information contained in Tyler's records regarding releases or backups of wastewater from Private Laterals that Tyler created (*e.g.*, customer complaints) during the applicable reporting period (even though Tyler is not required to create such records under the CWA,TWC, or this Consent Decree), including, if available, information specifying the location of the release or backup, the cause of the release or backup, and a description of how the release or backup was remedied.

26. Tyler shall maintain records of the Private Lateral reports described under Paragraph 25 for a period of not less than five (5) Years. Tyler shall maintain records of all other reports described by this Subsection Component, and records reflecting the actions that Tyler has taken and will take to prevent SSOs from recurring, including a timeframe for undertaking those steps, and any work orders or similar records associated with the investigation and/or repair of problems related to SSOs, as required by Section XIV ("RIGHT OF ENTRY AND

INFORMATION COLLECTION AND RETENTION").

27. On an annual basis, Tyler shall maintain an electronic list and description of complaints from customers or others regarding SSOs that occur within the Calendar Year. Tyler shall begin maintaining this list from the Effective Date through the end of that Calendar Year and thereafter shall maintain this list for each Calendar Year during the term of this Consent Decree and as required by Section XIV ("RIGHT OF ENTRY AND INFORMATION COLLECTION AND RETENTION").

4) <u>System-Wide Routine Cleaning Program</u>

28. Tyler shall supplement and enhance its existing WCTS cleaning practices to develop a System-Wide Routine Cleaning Program to include all Gravity Sewer Lines in the WCTS for regularly scheduled cleaning to prevent future SSOs. For the purposes of this Section, "cleaning" shall be defined as the physical removal from the WCTS of FOG, debris, roots and/or any other obstructions from the Gravity Sewer Lines.

29. As part of Tyler's System-Wide Routine Cleaning Program under this Section, Tyler shall:

a. clean each unique Sewer Segment in its WCTS with sizes less than twenty-four (24) inches in diameter not less frequently than once every seven (7) Calendar Years;

b. clean each unique Sewer Segment in its WCTS with sizes twenty-four (24) inches and larger in diameter not less frequently than once every ten (10) Calendar Years;

c. clean a minimum of one hundred (100) miles of Gravity Sewer Lines each Calendar Year (prorated for any partial Calendar Year after the Effective Date in which these requirements apply). To comply with this minimum 100 miles annual requirement, Tyler may additionally count each cleaning of a Sewer Segment cleaned under the High Frequency

Cleaning Program, pursuant to Paragraph 31, during the same Calendar Year or cleaned as part of the field investigation to confirm Potential Capacity Constraints, pursuant to Paragraph 52, during the same Calendar Year; and

d. maintain information on the nature of material removed from each Sewer Segment (*e.g.*, FOG, roots, debris) and develop and maintain a system to classify the amount of such material removed (*e.g.*, heavy, moderate, or minimal).

30. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide:

a. the total miles of unique Gravity Sewer Lines cleaned during the reporting period and Legible Map(s) depicting the locations of Sewer Segments that were so cleaned;

b. the total miles of Gravity Sewer Lines cleaned during the reporting period, including all lengths of Gravity Sewer Lines cleaned in accordance with the Revised High Frequency Cleaning Program described in Subsection Component 5) ("Revised High Frequency Cleaning Program"), to demonstrate that Tyler has cleaned a minimum of one hundred (100) miles of the total Gravity Sewer Lines in the WTCS; and

c. an identification of whether particular Sewer Segments were added or removed from the Revised High Frequency Cleaning Program described in Subsection Component 5), based upon information that Tyler gathered on the nature and classified amount of materials removed during the System-Wide Routine Cleaning program, pursuant to Paragraph 29.d.

5) <u>Revised High Frequency Cleaning Program</u>

31. Tyler shall further develop a high frequency cleaning program designed to proactively prevent recurring blockages in the WCTS, commonly referred to as a "hot spot cleaning," to the maximum extent feasible (the "Revised High Frequency Cleaning Program"). To develop this

Revised High Frequency Cleaning Program, Tyler shall utilize and refine its existing high frequency cleaning program, as set forth in Appendix C ("Existing High Frequency Cleaning Program") to further establish proactive cleaning schedules for those Sewer Segments that have experienced Repeat SSOs, or that are otherwise known by the City to be susceptible to FOG, roots and/or debris build-up, by requiring Tyler to more frequently clean or flush those Sewer Segments than other Sewer Segments in the WCTS.

32. The Revised High Frequency Cleaning Program shall:

a. include all Sewer Segments that have experienced Repeat SSOs and identify criteria for determining when high frequency cleaning is appropriate for Sewer Segments that have not experienced Repeat SSOs, such as an analysis of SSO history and related information, the review of CCTV findings, the results of previous sewer cleaning findings, and the results of City and NET Health inspections of FOG Generator facilities;

b. establish tiered categories of "hot spot" areas within the WCTS based on significance of SSOs, the similarity of the cause of SSOs, or other prioritization criteria;

c. recommend appropriate cleaning frequencies and cleaning methods for Sewer Segments in each of the tiered categories identified in Paragraph 31.b;

d. maintain a list of Sewer Segments subject to Tyler's Revised High Frequency Cleaning Program, identifying how often each Sewer Segment is cleaned; and

e. update the list of Sewer Segments subject to Tyler's Revised High Frequency Cleaning Program as necessary to prevent SSOs based on the criteria identified in Paragraph 32.a.

33. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide:

a. a list of Sewer Segments subject to the Revised High Frequency Cleaning Program during the reporting period, identifying how often each Sewer Segment was cleaned during the reporting period; and

b. Legible Map(s) depicting the locations of Sewer Segments subject to the Revised High Frequency Cleaning Program during the reporting period.

6) Sewer System Internal Inspection Program

34. Tyler shall develop an ongoing Sewer System Internal Inspection Program and shall implement such program following completion of the Condition Assessment required under Paragraph 58 of this Consent Decree. Under the Sewer System Internal Inspection Program, Tyler shall internally inspect its entire WCTS on a seven (7) Year cycle for Gravity Sewer Lines less than twenty-four (24) inches in diameter and a ten (10) Year cycle for Gravity Sewer Lines twenty-four (24) inches in diameter and larger following completion of the Gravity Sewer Line Assessment required under Paragraph 57 of this Consent Decree.

35. As part of the Sewer System Internal Inspection Program, Tyler shall, at a minimum:

a. inspect each Sewer Segment in accordance with the inspection methods required by the relevant Paragraphs of Subsection V.D ("CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM");

b. evaluate the condition of each Sewer Segment using the National Association of Sewer Service Companies ("NASSCO") Pipeline Assessment and Certification Program ("PACP") pipe condition rating system identified in Appendix D ("Gravity Sewer Line Condition Assessment and Remedial Measures Program");

c. document any observed deterioration and/or need for remediation;

d. utilize the inspection results from previous WCTS inspections, including Tyler's

performance of the Gravity Sewer Line Condition Assessment required by Paragraphs 57 and 58 of this Consent Decree, to identify and continue to monitor the condition of any assets previously rated A, B, or C to determine if additional deterioration has occurred. Assets found to have additional deterioration shall be re-rated using the rating system identified in Appendix D; and

e. retain all records of inspections conducted pursuant to this Paragraph for at least one inspection cycle.

7) <u>Sewer System Manhole Inspection Program</u>

36. Tyler shall develop an ongoing Sewer System Manhole Inspection program, and shall begin re-inspecting all manholes in the WCTS on the following continuous cycle after the completion of the Assessment of Manholes required under Paragraph 59: Tyler shall re-inspect all manholes on Gravity Sewer Lines less than twenty-four (24) inches in diameter on a seven (7) year cycle; and Tyler shall re-inspect all manholes on Gravity Sewer Lines twenty-four (24) inches in diameter or larger on a ten (10) year cycle. Such manhole inspections may be conducted concurrently with any Sewer Segment routine cleaning activity that occurs as part of Tyler's System-Wide Routine Cleaning Program, pursuant to Paragraph 28 of Subsection Component A.4) ("System-Wide Routine Cleaning Program").

37. As part of Tyler's Sewer System Manhole Inspection Program under this Section, Tyler shall:

a. inspect each manhole using appropriate methods, as identified in the relevant Paragraphs of Subsection V.D ("CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM");

b. evaluate the condition of and prioritize each manhole using the industry-accepted manhole condition rating system, identified in Appendix E ("Manhole Condition Assessment

and Remedial Measures Program");

c. document any observed deterioration and/or need for replacement;

d. utilize the inspection results from previous WCTS inspections, including Tyler's performance of the Manhole Condition Assessment required by Paragraphs 57 and 59 of this Consent Decree, to identify and continue to monitor the condition of any assets previously rated A, B, or C to determine if additional deterioration has occurred. Assets found to have additional deterioration shall be re-rated using the rating system identified in Appendix E; and

e. retain all records of inspections conducted pursuant to this Paragraph for at least two (2) inspection cycles.

8) Lift Station Preventive Maintenance Plan

38. Tyler shall develop a Preventive Maintenance Plan describing the routine inspection, testing and maintenance tasks, together with respective task schedules, required at each Lift Station in the WCTS to assure reliable operation of that Lift Station and to prevent SSOs. The Preventive Maintenance Plan required by this Paragraph shall also include supporting written Standard Operating Procedures ("SOPs") describing the inspection, testing and maintenance tasks to be performed. At a minimum, the Preventive Maintenance Plan and SOPs shall address the following topics:

a. periodic Lift Station inspections and daily site visits;

b. wet well cleaning;

c. pumping equipment periodic inspection, testing, and routine maintenance;

d. valve inspection, exercising, and routine maintenance;

e. electrical equipment periodic inspection, testing, and routine maintenance;

f. pump control equipment periodic inspection, testing, and routine maintenance,

including the inspection, cleaning and calibration of floats or other wet well level sensing equipment;

g. alarm/SCADA system functionality testing, and routine maintenance; and

h. alternate power system failure-response testing and routine maintenance, including generator and/or switchover equipment exercising as applicable.

9) Fats, Oils, and Grease (FOG) Control Program

39. Tyler shall develop a FOG Control Program either independently or in conjunction with the existing FOG monitoring program of NET-Health to minimize the discharge of FOG from FOG Generators in order to prevent FOG accumulations in the WCTS that result in blockages causing SSOs.

40. Tyler shall document, in writing, all elements of its FOG Control Program, as further set forth in this Paragraph. As part of its FOG Control Program, Tyler shall, at a minimum:

a. develop a comprehensive FOG control ordinance to provide legal authority to regulate and control the discharge of FOG into the WCTS. The FOG ordinance shall provide the legal authority to implement a permit and enforcement program for FOG Generators;

b. describe other programs within the City of Tyler, such as building codes and the regulatory authority of NET Health, that have complementary existing authority to regulate FOG and how those authorities will be integrated into the FOG Control Program;

c. promulgate any rules, regulations, policies, forms, or procedures necessary to implement the FOG Control Program required by this Subsection Component;

d. analyze and monitor FOG-related SSO occurrences, including but not limited to mapping the locations of SSOs caused by FOG, identifying sources of FOG in the WCTS, if possible, and creating a protocol to address these locations and sources through increased FOG

control inspections, enforcement against FOG Generators, public education, increased cleaning frequencies, and/or other proactive mechanisms;

e. maintain a list of all FOG Generators that includes a description of the FOG generating process and grease trap size, updated no less often than annually;

f. establish standards for the design and construction of FOG Control Devices constructed after the adoption of the standards including standards for capacity and accessibility, discharge standards and limitations, site maps, design documents and as-built drawings;

g. establish FOG Control Device management, operations, and maintenance best management practices that address onsite recordkeeping requirements, cleaning frequency, cleaning standards, use of additives, and ultimate disposal;

h. continue to utilize the NET-Health FOG disposal manifest system and refine the existing FOG disposal manifest system to conform to the City's FOG ordinance and ensure that the City maintains records of FOG-control device cleaning and the ultimate disposal of FOG;

i. establish staffing (technical and legal) and equipment requirements to ensure effective implementation of the FOG Control Program;

j. establish a FOG enforcement program, including specific enforcement mechanisms for noncompliant facilities, to ensure compliance with the FOG Control Program. As part of the Annual Report required in Paragraph 88 of this Consent Decree, Tyler shall report the number of enforcement actions initiated and/or concluded during the prior Calendar Year;

k. develop recordkeeping systems and procedures to track and identify, when possible, the source of all FOG-related SSOs, and FOG blockages;

l. coordinate information on FOG-related SSOs to FOG inspection staff to ensure effective implementation of the FOG Control Program;

m. establish construction inspection procedures, including scheduling, inspection report forms, and inspection recordkeeping requirements, to assure that FOG Control Devices constructed after the adoption of standards developed pursuant to this Paragraph are constructed in accordance with established design and construction standards;

n. establish compliance inspection procedures, including scheduling, inspection report forms, and inspection recordkeeping requirements, to assure that FOG Control Devices are being managed, operated, and maintained in accordance with the established management, operations, and maintenance standards;

o. develop a tiered compliance inspection frequency schedule that shall identify the number of regulated commercial FOG Generators in each tier and the frequency of inspection for each tier, including the rationale and explanation of the tier frequency schedule. All FOG Generators shall be inspected at least once annually. Certain FOG Generators shall be inspected more frequently if, due to non-compliance with City's Fog Control Program, more frequent inspections are necessary to prevent the occurrence of SSOs;

p. develop a compliance assistance program to help FOG Generators to comply with the FOG Control Program and to provide guidance and training for FOG Generators and their employees;

q. develop a written guide for both new and existing FOG Generators that identifies applicable City ordinances and regulations related to the installation, operation, and maintenance of FOG Control Devices;

r. continue a public education program concerning FOG for the purpose of reducing the amount of FOG entering the WCTS from private residences and refine such program to achieve a goal of increasing private residents' understanding of the measures they can take to

minimize the amount of FOG that enters the WCTS from their residences; and

s. establish performance indicators to be used to measure the effectiveness of the FOG Control Program and establish a periodic review in order to update the FOG Control Program as warranted.

10) Root Control Program

41. Tyler shall develop a Root Control Program to identify and control the intrusion of roots in the WCTS that contribute to SSOs.

42. Tyler shall document, in writing, all elements of its Root Control Program, as further set forth in this Paragraph. As part of its Root Control Program, Tyler shall, at a minimum:

a. describe how Tyler will proactively address Sewer Segments where roots have been identified to have caused or contributed to SSOs in the past and how Tyler will proactively address these areas through increased sewer main inspections, cleaning frequencies, cutting frequency, and/or other proactive mechanisms, such as chemical root control;

b. describe the staff, equipment, and procedures that will be used to identify Sewer Segments with significant root intrusion through sewer cleaning activities, CCTV inspection, and SSO response activities;

c. identify the staff, by job classification, and equipment (*i.e.*, chemicals used in chemical root control) that will be used to respond to root problems and prevent the reoccurrence of root growth;

d. describe root control activities performed in reaction to an SSO event; and

e. describe root control activities performed to prevent further recurrence of root blockages.

43. Reporting Root Control Activities. As part of each Annual Report submitted pursuant to

Paragraph 88 of this Consent Decree, Tyler shall report the total miles of Gravity Sewer Lines where both reactive and preventive root control activities were conducted during the applicable reporting period and particularly:

a. identify the Sewer Segments addressed and whether or not those Sewer Segments were previously identified by the analysis conducted under Subparagraph 40.d;

b. state whether chemical and/or mechanical means were used for root control; and

c. identify the degree to which each of these methods were employed on a percentage basis (*i.e.*, the respective percent (%) of total miles reported).

11) Information Management System

44. Tyler shall develop an updated Information Management System (including an Information Management Program and a Spatial Data Management System ("SDMS")), the requirements of which are set forth by this Subsection Component. Tyler shall describe its planned Information Management System in an Information Management System Development Plan that is included in the Final CMOM Program submitted to EPA and TCEQ for EPA review and approval pursuant to this Subsection V.A ("CMOM PROGRAM").

45. The Information Management System Development Plan shall describe the steps Tyler will take to fully develop and implement the Information Management System required by this Section with a proposed schedule for carrying out all planned steps no later than five (5) Years after the Effective Date. Tyler shall begin implementing the Information Management System Development Plan, according to the schedule set forth therein, upon EPA's approval of the Final CMOM Program.

46. Information Management Program. Tyler shall utilize its Information Management Program developed according to the schedule set forth under this Subsection Component to

maintain data on WCTS system assets and SSOs. The Information Management Program shall be capable of integrating specific asset and SSO data, including but not limited to:

a. Condition Assessment data as required by Subsection V.D ("CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM");

b. maintenance Records for each asset, including maintenance history, repair history, and the status of maintenance work to be implemented and completed under the Consent Decree;

c. SSO data as specified in Subsection Component A.3) ("SSO Reporting and Documentation Procedures") to evaluate and modify sewer system cleaning and inspection programs focused on the elimination of SSOs; and

d. spatial tracking tools, such as Geographic Information System ("GIS") or the functional equivalent.

47. Spatial Data Management System (SDMS). As part of its Information Management System, Tyler shall utilize an SDMS developed according to the schedule set forth under this Subsection Component to map its WCTS (*i.e.*, Geographic Information System or a functionally equivalent software suite). The SDMS must allow for the electronic entry and management of all WCTS components, including the following associated spatial data:

a. attribute data for Sewer Segments, including:

i. known or estimated date of installation;

ii. pipe length;

iii. inverts at manholes;

iv. slope;

v. diameter (or dimensions if not cylindrical);

vi. type (*e.g.*, gravity or pressure);

vii. material (if available);

viii. nominal capacity (*i.e.*, manning) design; and

ix. geographic location.

b. attribute data for structures including:

i. structure type (*e.g.*, siphon, manhole, junction box, Force Main, air relief valve);

ii. invert elevation;

iii. geographic location; and

iv. known or estimated date of installation.

48. Tyler shall use its best efforts to locate sewer components that cannot be located in the field. These efforts shall include the use of a Spatial Data Management System, as-built drawings, surveying and/or Global Positioning Systems, and sewer condition assessment data.

49. Routine Updates to Assets Included in Information Management Program and Spatial Data Management System. Pursuant to Paragraph 45 after the implementation schedule in the Information Management System Development Plan becomes fully incorporated into the Final CMOM Program (*i.e.*, upon EPA approval of the Final CMOM Program), Tyler shall begin making routine updates to the attribute data contained in its Information Management System to keep such data current. Specifically, Tyler shall update the WCTS attribute data maintained in the Information Management Program and/or Spatial Data Management System within ninety (90) Days of when Tyler becomes aware of, or otherwise receives reliable information indicating, that the attribute data included in its Information Management Program and/or Spatial Data Management System is incorrect. For purposes of this Paragraph, whenever Tyler completes any inspection, testing, condition assessment, or rehabilitation activity on a WCTS

component, Tyler receives reliable information about the attribute data included in its Information Management System.

B. UPDATING HYDRAULIC MODEL

50. Hydraulic Model Update. Within sixty (60) Days after the Effective Date, Tyler shall commence implementation of the hydraulic model update requirements set forth in Appendix F ("Hydraulic Model Update") and incorporated herein by reference, in order to update its existing SewerGEMS hydraulic model for the WCTS (SewerGems v.2.4.8). The updated hydraulic model shall be developed in accordance with the requirements of Appendices F and G ("Capacity Assessment and Remedial Measures Program"). The updated hydraulic model shall be completed within two (2) Years after the Effective Date. Within thirty (30) Days after completion of the updated hydraulic model, Tyler shall submit to EPA for review and comment, with a copy to TCEQ, pursuant to Section VI ("REVIEW AND IMPLEMENTATION OF DELIVERABLES"), a Hydraulic Model Update Summary that:

a. describes the hydraulic model, including the brand of model software and its capabilities;

b. provides Legible Map(s) and schematics that identify and characterize the portions of the WCTS included in the model; or, if Tyler cannot provide Legible Map(s), provides a tabular summary of the information organized by Sewer Segment and indexed by the asset ID numbers;

c. identifies the model's input parameters, constraints, assumed values and outputs; and

d. includes a written summary of activities undertaken to configure, calibrate, and verify the model, providing, as part of the summary, graphs, numerical comparisons, and/or other

data depicting the variation between modeled and measured peak wet-weather flow rates.

C. HYDRAULIC CAPACITY ASSESSMENT AND REMEDIAL MEASURES PROGRAM

51. Hydraulic Model Assessment of Potential Capacity Constraints. Tyler shall utilize its updated hydraulic model, developed pursuant to Subsection V.B of this Consent Decree ("UPDATING HYDRAULIC MODEL"), to determine whether the analyzed portions of its WCTS are predicted by the model to be adequately sized to transport the current peak dry-weather flows and peak wet-weather I/I generated by the "Assessment Storm" defined in Appendix G ("Capacity Assessment and Remedial Measures Program"). Tyler shall run the hydraulic model to identify Potential Capacity Constraints as set forth in Appendix G.

52. Field Investigation to Confirm Potential Capacity Constraints. Within forty-two (42) Months after the Effective Date, the City shall complete appropriate field investigations, pursuant to Appendix G ("Capacity Assessment and Remedial Measures Program"). The City shall select the appropriate field investigation to be performed for each Potential Capacity Constraint based on the available information and in accordance with the process described in Appendix G and incorporated herein by reference.

53. Capacity Assessment Report. Within forty-two (42) Months after the Effective Date, Tyler shall develop and submit to EPA and TCEQ a Capacity Assessment Report, pursuant to Section IX ("REPORTING REQUIREMENTS") of this Consent Decree, that documents and describes any refinement(s) to the following that have occurred since the submission of the Hydraulic Model Update Summary required by Paragraph 50: the model updating process, the flow metering and rainfall monitoring program, and/or model calibration/verification. The Capacity Assessment Report shall also document and describe field investigations of Potential

Capacity Constraints. This Capacity Assessment Report shall identify those elements of the WCTS predicted by the model to be Potential Capacity Constraints and determined by field investigation to be Confirmed Capacity Constraints. The Capacity Assessment Report shall include:

a. Legible Map(s) and schematics depicting the locations of Potential Capacity Constraints during current peak dry-weather flows and the Assessment Storm defined in Paragraph 51;

b. a list identifying model-predicted Potential Capacity Constraints by asset identification number; and

c. a summary of the field investigation information for any Potential Capacity Constraint that was not a Confirmed Capacity Constraint.

54. Capacity Remedial Measures Plan. Tyler shall prepare a Capacity Remedial Measures Plan for Confirmed Capacity Constraints. The Capacity Remedial Measures Plan shall be submitted to EPA for review and approval, with a copy to TCEQ, within forty–two (42) Months after the Effective Date. The Capacity Remedial Measures Plan shall identify the capacity remedial measures projects designed to eliminate Confirmed Capacity Constraints. For each capacity remedial measures project identified in the Capacity Remedial Measures Plan, Tyler shall include: the project name; the existing Gravity Sewer Line or other facility that will be remediated by the remedial measures; and pertinent design information for that planned capacity improvement. For parallel Gravity Sewer Lines or replacement Gravity Sewer Lines, the Capacity Remedial Measures Plan shall also list the pipe size, pipe length, and the hydraulic design criteria utilized for sizing, including the maximum percentage-full allowed in each Pipe Segment during the Assessment Storm. In designing such Pipe Segments, the City of Tyler shall

comply with TCEQ Chapter 217 Design Criteria for Sewerage System. At a minimum, all improvements shall be sized to accommodate peak wet-weather I/I generated by the Assessment Storm (defined in Appendix G ("Capacity Assessment and Remediation Program")) and peak dry-weather flows generated by projected population growth through 2035. Where the hydraulic model recommends a nominal pipe size that would be at or greater than ninety-five percent (95%) of capacity during the Assessment Storm event, the City shall upsize the pipe to the next larger nominal pipe size.

55. The Capacity Remedial Measures Plan shall include a schedule for completing the capacity remedial measures identified therein, such that all work is scheduled for completion within ten (10) Years after the Effective Date. Tyler shall prioritize the implementation of the identified remedial measures based upon the risk and consequences of SSOs that could occur from the asset or group of assets in the Tyler WCTS found to be deficient in capacity. All Capacity Remedial Measures identified in the plan shall be completed no later than ten (10) Years from the Effective Date.

56. Reporting Completion of Annual Capacity Remedial Measures. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide a tabular summary of all capacity remedial measures projects identified and scheduled in the Capacity Remedial Measures Plan, pursuant to Paragraphs 54 and 55, that were completed in the applicable reporting period. The summary shall identify each project by name, completion date, and shall provide the following remediation figures: miles of Gravity Sewer Lines addressed, number of Force Mains upgraded for capacity improvements, and number of Lift Stations upgraded for capacity improvements. The tabular summary required by this Paragraph shall also attach a Legible Map identifying the Force Mains, Lift Stations and Sewer Segments that were

remediated.

D. CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM

57. Condition Assessment. Tyler shall conduct a system-wide inspection and assessment of the structural condition of all Gravity Sewer Lines and manholes in its WCTS by implementing the Condition Assessment requirements of Paragraphs 58-60 and the associated remedial measures requirements of Paragraphs 61-63.

58. Assessment of Gravity Sewer Lines. According to Tyler, the WCTS includes a total of approximately six hundred (600) miles of Gravity Sewer Lines. Tyler shall perform a Condition Assessment on the entire length of the Gravity Sewer Lines in the WCTS within eight (8) Years after the Effective Date in accordance with the following requirements of this Paragraph:

a. Tyler shall assess Sewer Segments utilizing the NASSCO PACP pipe condition rating system identified in Appendix D ("Gravity Sewer Line Condition Assessment and Remedial Measures Program");

b. Tyler shall annually conduct internal visual assessments of no less than seventy-five (75) miles of the Gravity Sewer Lines in the WCTS, of which a minimum of fifty (50) miles must be assessed using CCTV, until all 600 miles of the Gravity Sewer Lines are assessed. The remaining miles may be assessed using other internal assessment methods such as smoke-testing, pole-camera and dyed-water testing. All non-plastic Gravity Sewer Lines shall be assessed using CCTV. For the period between the Effective Date and the last Day of the first Calendar Year following the Effective Date, Tyler may prorate these mileage requirements at a rate of 0.205 miles per Day. After all 600 miles of the Gravity Sewer Lines are assessed pursuant to this Section, Tyler shall commence implementation of the Sewer System Internal Inspection in the City's Final CMOM Program pursuant to Subsection Component V.A.6) ("Sewer System

Internal Inspection Program") of this Consent Decree;

c. for Sewer Segments previously inspected by CCTV on or after January 1, 2011, and for which Tyler has retained the CCTV video footage of such inspection(s), Tyler may review CCTV video footage of the Sewer Segments and assess the condition of those Sewer Segments by utilizing the pipe condition rating system identified in Subparagraph 58.a;

d. when prioritizing Sewer Segments for assessment and more specifically for CCTV, Tyler shall select those Sewer Segments based upon factors including, but not limited to, pipe age and materials, analysis of past SSO frequency and volumes, proximity of sewer pipes to surface waters, or other appropriate factors. Tyler shall not use the inspection of any Sewer Segments installed after the Effective Date to fulfill the minimum annual inspection requirement of seventy-five (75) miles, nor shall Sewer Segments installed after the Effective Date be included in the requirement of Paragraph 58 that Tyler perform a Condition Assessment of the entire length of its Gravity Sewer Lines in the WCTS within eight (8) Years after the Effective Date.

59. Assessment of Manholes. Tyler shall conduct a system-wide assessment of all manholes in the WCTS within five (5) Years of the Effective Date. Tyler shall evaluate the condition of the manholes utilizing the rating system identified in Appendix E ("Manhole Condition Assessment and Remedial Measures Program").

60. Reporting and SDMS Integration.

a. Reporting Completion of Condition Assessment Activities. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide the following information about the Condition Assessment activities completed pursuant to Paragraphs 57-59 in the applicable reporting period:

i. the total miles of Gravity Sewer Lines assessed;

ii. the total miles of Gravity Sewer Lines inspected by CCTV and the total miles of Gravity Sewer Lines inspected by other internal inspection methods;

iii. the total number of manholes assessed;

iv. the NASSCO PACP and manhole rating scores for all Sewer Segments and all manholes assessed, pursuant to Appendices D ("Gravity Sewer Line Condition Assessment and Remedial Measures Program") and E ("Manhole Condition Assessment and Remedial Measures Program"), respectively, in the applicable reporting period;

v. Legible Map(s) of the condition assessment results, depicting the location of each asset and the condition assessment result; and

vi. the number of Sewer Segments and/or manholes condition-rated as Category E or D by the NASSCO PACP and manhole rating systems set forth in Appendices D and E, respectively, or otherwise found to have defects that warrant remedial measures, which are designated for remediation as part of the associated Annual Condition Remedial Measures Plan (pursuant to Paragraph 61) for the reporting period;

b. Integration into Spatial Data Management System. Tyler shall import the results of its annual Condition Assessment activities into Tyler's SDMS, described more fully in Subsection Component V.A.11) ("Information Management System"), to, at a minimum, record for each associated asset the objective numeric rating given to the asset and the date it was assessed.

61. Annual Condition Remedial Measures Plans. For each Year that Tyler completes

Condition Assessment activities pursuant to Paragraphs 57-59, Tyler shall subsequently submit to EPA for review and approval, with a copy to TCEQ, an Annual Condition Remedial Measures Plan no later than July 1st of each Year following the completion of the previous Year's Condition Assessment. Each Annual Condition Remedial Measures Plan shall be based upon the results of the associated Condition Assessment activities conducted for the previous Year. Each Annual Condition Remedial Measures Plan shall specifically identify how Tyler shall remediate all Sewer Segments and/or manholes condition-rated as Category E or D by the NASSCO PACP and manhole rating systems set forth in Appendices D ("Gravity Sewer Line Condition Assessment and Remedial Measures Program") and E ("Manhole Condition Assessment and Remedial Measures Program"), respectively, and other defects that warrant remedial measures.

62. Completion of Work in Remedial Measures Plans. Subject to the overall limitation set forth in this Paragraph, the work in each Annual Condition Remedial Measures Plan shall be completed no later than three (3) Years from the date that Tyler submits to EPA and TCEQ the Annual Report that identifies the defect(s) designated for remediation, pursuant to Paragraph 60.a.vi. Provided however, in any Year during the first three (3) Years after the Effective Date in which Tyler's Remedial Measures Plan for manholes is based on an assessment of more than thirty percent (30%) of the 8,241 manholes in Tyler's WCTS (as of the Date of Lodging), Tyler shall be allowed an extension of up to four (4) Years to complete the work in its associated Condition Remedial Measures plan for such manholes. Notwithstanding these individual completion timeframes, Tyler shall complete all Condition Remedial Measures required under this Consent Decree no later than ten (10) years from the Effective Date. Thus, if Tyler utilizes the entire eight (8) Years to complete the Condition Assessment of the Gravity Sewer Lines, pursuant to Paragraph 58, Tyler shall complete all associated remedial measures included in its

final Annual Condition Remedial Measures Plan no later than two (2) Years from the completion of the Condition Assessment.

63. Reporting Completion of Annual Remedial Measures. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide a tabular summary of all condition remedial measures work identified and scheduled in the Remedial Measures Plan, pursuant to Paragraphs 61 and 62, that were completed in the applicable reporting period. The summary shall identify each completed remedial measure by name, completion date and shall provide the following remediation figures: miles of Gravity Sewer Lines and number of manholes remediated. The tabular summary required by this Paragraph shall also attach a Legible Map identifying the manholes and Sewer Segments that were remediated.

E. LIFT STATION CONDITION/CAPACITY EVALUATION AND IMPROVEMENT PROGRAM

64. No later than the Effective Date, all Lift Stations in the WCTS shall have backup power sources on site or have access to a portable standby generator, portable pumps or vactor trucks (collectively "Lift Station Alternate Power Systems"). Tyler shall at all times maintain these backup power sources for the Lift Stations.

65. Within one (1) Year of the Effective Date, Tyler shall assess the physical and operational condition of each of the Lift Stations in its WCTS to identify deficiencies that caused or contributed to the occurrence of past SSOs or that may cause or contribute to future SSOs. At a minimum, this assessment shall include for each Lift Station:

a. a visual inspection and written documentation of the condition of the Lift Station structure, including the wet well;

b. a visual inspection and written documentation of the condition of the Lift Station equipment, including pumps, motors, valves, electrical system, pump control system, and Lift Station alarm/SCADA system;

c. operational testing and written documentation of results of pumps, motors, valves, pump controls and alarm/SCADA system;

d. a determination of the actual maximum discharge capacity of the Lift Station with the largest pump out of service (firm pumping capacity) utilizing field measurement such as flow metering, wet well drawdown testing, or other sound engineering practice; and

e. determination of whether adequate backup power is available to prevent an SSO, including power failure response testing and written documentation of results of the Lift Station Alternate Power System.

66. Lift Station Assessment Report. Within eighteen (18) Months of the Effective Date, Tyler shall submit to EPA and TCEQ a Lift Station Assessment Report, pursuant to Section IX ("REPORTING REQUIREMENTS") of this Consent Decree, sealed by a registered professional engineer licensed to practice in Texas that presents the findings of Tyler's Lift Station assessments pursuant to Paragraph 65. This Lift Station Assessment Report shall be submitted concurrently with the Lift Station Improvement Plan required under Paragraph 67. At a minimum, this Report shall include a narrative describing the physical and operational condition of each Lift Station, supported by the logs, inspection reports, photographs, data, calculations, and other pertinent documentation collected by Tyler.

67. Lift Station Improvement Plan. Tyler shall prepare a Lift Station Improvement Plan based on the findings of Tyler's Lift Station assessments conducted pursuant to Paragraph 65, and shall, at a minimum, list the improvements required at each Lift Station to prevent future

SSOs, such as, but not limited to: structural repairs, pumping equipment reconditioning/replacement, valve/piping reconditioning/replacement, electrical system reconditioning/replacement, alarm/SCADA system enhancements, backup power system installation or enhancements, and related improvements; and the schedule for completing those improvements. The Lift Station Improvement Plan shall also set forth a proposed time frame for the completion of all listed improvements. Tyler shall submit its Lift Station Improvement Plan to EPA, with a copy to TCEQ, for review and approval by EPA concurrently with the Lift Station Assessment Report required by Paragraph 66.

68. All Lift Station improvements pursuant to the Lift Station Improvement Plan required under Paragraph 67 shall be completed as rapidly as feasible and not later than five (5) Years after the Effective Date. The completion of improvements shall be prioritized based upon the risk of failure and the consequence of failure of the Lift Station.

69. Reporting Completion of Annual Lift Station Remedial Measures. As part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, Tyler shall provide a list that identifies by name and completion date all Lift Station improvements scheduled in the Lift Station Improvement Plan, pursuant to Paragraphs 67 and 68, that were completed in the applicable reporting period.

F. FORCE MAIN ASSESSMENT AND REMEDIAL MEASURES PROGRAM

70. Tyler shall conduct an assessment of its Force Mains over a period not exceeding one (1) Year after the Effective Date of this Consent Decree.

71. During the assessment, Tyler shall prepare an inventory listing each Force Main in the WCTS indicating the associated Force Main construction material, known or estimated installation date, diameter, length, special corrosion protection measures, if any, such as

sacrificial anodes or impressed current, average daily dry-weather flow rate and peak flow rate at a maximum Lift Station discharge capacity. The inventory shall include any redundant or standby Force Mains and indicate the carrying capacity of the redundant Force Main (as a percentage of the Lift Station discharge) and the typical operating mode (*i.e.*, emergency standby, wet-weather standby, or other mode). Additionally, during the assessment, Tyler shall identify Force Main defects, including Force Mains in need of repair or other remedial measures.

72. Tyler shall assess each Force Main in the inventory by reviewing past maintenance records, physically examining the air release valves, and visually inspecting the ground surface over the entire length of the Force Main, to the extent practicable.

73. Force Main Remedial Measures. If any defects are found during the assessment of Force Mains required under this Section, Tyler shall repair the defects to prevent the occurrence of SSOs as soon as feasible, and in any event no later than three (3) years from the date Tyler submits the Force Main Assessment Program Report required under Paragraph 74.

74. Force Main Assessment Program Report. Within eighteen (18) Months after the Effective Date, Tyler shall submit to EPA and TCEQ a Force Main Assessment Program Report, pursuant to Section IX ("REPORTING REQUIREMENTS") of this Consent Decree, that summarizes Force Main assessment and inventory activities performed pursuant to this Section and identifies and describes any Force Main defects found during the assessment. Additionally, as part of the Annual Report submitted pursuant to Paragraph 88, Tyler shall provide a tabular summary of all Force Main Remedial Measures identified and scheduled pursuant to Paragraph 73, that were completed in the applicable reporting period or that were completed in response to any Force Main failure during the applicable reporting period. The summary shall identify each remedial measure by name, provide the completion date, and shall indicate whether it was

scheduled for in the Force Main Assessment Program Report or completed in response to a Force Main failure during the applicable reporting period.

G. ELIMINATION OF CONSTRUCTED SSO LOCATIONS

75. Identification of Additional Constructed SSO Locations. As part of Tyler's performance of the WCTS assessment or cleaning activities required under this Consent Decree, Tyler shall inspect all WCTS assets for the presence of additional Constructed SSO Locations beyond those listed in Appendix H ("Historic Constructed SSO Locations and Inspection Results"). If Tyler discovers or is notified of additional Constructed SSO Location(s) not included in Appendix H at any time before Tyler satisfies the requirements of Subsection D ("CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM"), of Section V ("COMPLIANCE REQUIREMENTS") of this Consent Decree, Tyler shall report such location(s) in writing to the United States and Texas by submitting an Additional Constructed SSO Locations Report, pursuant to Section IX ("REPORTING REQUIREMENTS") of this Consent Decree, no later than two (2) business days after Tyler discovers or is notified of the additional Constructed SSO Location(s). In any such Additional Constructed SSO Locations Report, Tyler shall provide:

a. the geographic location of each Constructed SSO Location;

b. a description of the nature of each Constructed SSO Location;

c. the date of discovery of each Constructed SSO Location; and

d. accompanying photographic documentation of the each Constructed SSO Location.

76. Removal of Identified Additional Constructed SSO Locations. Within thirty (30) Days after submitting an Additional Constructed SSO Locations Report to the United States and Texas, pursuant to Paragraph 75, Tyler shall take all necessary measures to permanently remove

the identified additional Constructed SSO Locations from service. Within seven (7) Days after completing removal of the Constructed SSO Location, Tyler shall submit a Removal of Additional Constructed SSO Locations Report to the United States and Texas pursuant to Section IX ("REPORTING REQUIREMENTS") of this Consent Decree. Each Removal of Additional Constructed SSO Locations Report shall cross-reference the related Additional Constructed SSO Locations Report previously submitted to the United States and Texas, pursuant to Paragraph 75, and shall provide:

a. a listing of the remedial measures taken by Tyler to remove the Constructed SSO Locations;

b. the date that the Constructed SSO Location was permanently removed; and

c. photographic documentation of all remedial measures taken on the Constructed SSO Location.

77. Annual Report. Tyler shall provide, as part of the Annual Report submitted pursuant to Paragraph 88 of this Consent Decree, a summary listing of all identified Constructed SSO Locations discovered during the applicable reporting period.

VI. REVIEW AND IMPLEMENTATION OF DELIVERABLES

78. For all Deliverables required under this Consent Decree, Tyler shall submit the Deliverable to the attention of the designated recipient(s) in compliance with the certification requirements of Section X ("CERTIFICATION") of this Consent Decree. For any Deliverables due to EPA under this Consent Decree, Tyler shall concurrently provide a copy of the Deliverable to TCEQ at the time that such Deliverable is submitted to EPA. EPA shall use its best efforts to expeditiously review and approve or review and comment, as appropriate, on each Deliverable.

79. Deliverables Submitted for EPA Approval. The terms of this Paragraph apply to all Deliverables that are required to be submitted to EPA for review and approval (as opposed to EPA review and/or comment) under this Consent Decree.

a. EPA Action on Deliverables Submitted for Approval. EPA shall review any Deliverable submitted to EPA for review and approval and shall, after providing TCEQ with a reasonable opportunity for consultation, take one of the following actions, in writing with notice to Tyler:

i. wholly approve the submittal;

ii. wholly disapprove the submittal, explaining the reason(s) for disapproval by describing how the Deliverable does not meet the requirements of the Consent Decree;

iii. approve the submittal in part and disapprove the remainder, explaining the reason(s) for the partial disapproval by describing how any disapproved portion does not meet the requirements of the Consent Decree; or,

iv. conditionally approve the submittal, in whole or in part, setting forth specified conditions that direct how the submittal must be modified, in whole or in part, to comport with the conditional approval; in the event that EPA grants a conditional approval only in part, it shall explain the reason(s) for the partial disapproval by describing how any disapproved portion does not meet the requirements of the Consent Decree.

b. Implementation of Approved Deliverables. If a Deliverable is approved by EPA pursuant to Subparagraph 79.a.i, Tyler shall immediately take all actions to implement the Deliverable in accordance with the schedules and requirements of the Deliverable, as approved,

and this Consent Decree. If the Deliverable is approved only in part, pursuant to Subparagraph 79.a.iii, or conditionally approved, pursuant to Subparagraph 79.a.iv, Tyler shall, upon receipt of written direction from EPA pursuant to Subparagraph 79.a, take all actions required by the approved Deliverable that EPA determines are technically severable from any disapproved portions, subject to Tyler's right to dispute only the specified conditions or the disapproved portions under Section XIII ("DISPUTE RESOLUTION") of this Consent Decree or the determination that the portions are technically severable. Following EPA approval of any Deliverable or portion thereof, such Deliverable or portion thereof as approved shall be incorporated into and become enforceable under this Consent Decree. Implementation of any non-deficient portion of a submittal shall not relieve Tyler of any liability for stipulated penalties for any deficient portion of the submittal.

c. Disapproved Deliverables. If a Deliverable is disapproved by EPA in whole or in part pursuant to Subparagraph 79.a.ii or a.iii, respectively, Tyler shall, subject to Tyler's right to invoke Dispute Resolution under Section XIII ("DISPUTE RESOLUTION") of this Consent Decree, correct all deficiencies indicated by EPA or otherwise revealed and resubmit the Deliverable, or disapproved portion thereof, for EPA approval no later than thirty three (33) Days after the date of EPA's notice of EPA's disapproval, pursuant to this Paragraph, or such other time as EPA, after providing TCEQ with a reasonable opportunity for consultation, and Tyler agree to in writing. If the resubmission is approved in whole or in part, Tyler shall proceed in accordance with Subparagraph 79.b.

d. Resubmitted Deliverables. If a Deliverable, or portion thereof, is resubmitted to EPA pursuant to Subparagraph 79.c, and the resubmitted Deliverable is further disapproved in whole or in part due to a defect previously identified and not corrected, Tyler shall be deemed to

have failed to submit such resubmittal timely and adequately unless Tyler invokes Dispute Resolution under Section XI ("DISPUTE RESOLUTION") of this Consent Decree and EPA either agrees to modify its earlier position or the Court fails to adopt EPA's position. Further, for any Deliverable, or portion thereof, that Tyler resubmits to EPA pursuant to Subparagraph 79.c, EPA may take the following actions on any resubmitted Deliverable in writing with notice to Tyler, after providing TCEQ with a reasonable opportunity for consultation:

i. wholly approve the submittal;

ii. again require Tyler to correct any deficiencies with the Deliverable, in accordance with Subparagraph 79.c, subject to Tyler's right to invoke Dispute Resolution under Section XI of this Consent Decree and the right of EPA and/or TCEQ to seek stipulated penalties as set forth in Paragraph 81; or,

iii. itself correct any deficiencies with the resubmitted Deliverable by modifying or developing any disapproved or conditioned portion, explaining how the correction meets the requirements of the Consent Decree. Upon EPA's correction of any such deficiencies, the resubmitted Deliverable, or portion thereof, shall be incorporated into and become enforceable under this Consent Decree, and Tyler shall take all actions to immediately implement the EPA-corrected Deliverable in accordance with the schedules and/or terms of the Deliverable as approved, subject to Tyler's right to invoke Dispute Resolution under Section XI of this Consent Decree and the right of EPA and/or TCEQ to seek stipulated penalties as set forth in Paragraph 81.

80. Deliverables Submitted for EPA Review and Comment. The terms of this Paragraph apply to all Deliverables that are required to be submitted to EPA for review and comment (as

opposed to EPA review and approval) under this Consent Decree.

a. EPA Action on Deliverables Submitted for Review and Comment. EPA shall review any Deliverable submitted to EPA for review and comment under this Consent Decree, and EPA may elect to provide written comments on the Deliverable. Tyler is required to consider any comments so provided by EPA. If EPA provides written comments identifying deficiencies in the submitted Deliverable and explaining how the Deliverable does not meet the requirements of the Consent Decree, and requests that Tyler respond to those comments, Tyler shall provide a written response to EPA within thirty three (33) Days after the date of notice of EPA's written comments and, if so requested by EPA, shall resubmit the Deliverable at the same time Tyler provides its written response in a manner that addresses EPA's comments, subject to Tyler's right to invoke Dispute Resolution under Section XIII ("DISPUTE RESOLUTION") of the Consent Decree. If Tyler fails substantively to address EPA's comments or resubmit the Deliverable when resubmission is requested by EPA, such failure is subject to the accrual of Stipulated Penalties as set forth in Paragraph 81. If Tyler invokes Dispute Resolution as provided in this Paragraph, stipulated penalties become due only as set forth in Section XIII.

b. Implementation. Immediately upon submitting any Deliverable to EPA pursuant to this Paragraph, Tyler shall take all actions to implement the Deliverable in accordance with the schedules and requirements of the Deliverable, as submitted to EPA, and this Consent Decree.

81. Accrual of Stipulated Penalties Applicable to Untimely Submissions of Deliverables. Any stipulated penalties applicable to the original Deliverable, as provided in Section XI ("STIPULATED PENALTIES") of this Consent Decree, shall begin to accrue on the date the original Deliverable is due, but shall not be payable unless the resubmitted Deliverable is

untimely or is disapproved in whole or in part; provided that, if EPA notifies Tyler in EPA's response to the original submission that it was so deficient as to constitute a material breach of Tyler's obligations under this Consent Decree, the stipulated penalties applicable to the original submission shall be due and payable notwithstanding any further resubmission(s) subject to Tyler's right to invoke Dispute Resolution under Section XIII ("DISPUTE RESOLUTION") of the Consent Decree.

VII. CIVIL PENALTY

82. Tyler shall pay a total civil penalty of $563,000.00 with fifty percent (50%) of such penalty, $281,500.00, payable to the United States and the remaining 50%, $281,500.00, payable to Texas as set forth in Paragraphs 83 and 84.

83. Within sixty (60) Days after the Effective Date of this Consent Decree, Tyler shall pay to the United States $281,500.00 of the civil penalty due by FedWire Electronic Funds Transfer ("EFT") to the U.S. Department of Justice in accordance with written instructions that shall be provided by notice to Tyler following lodging of the Consent Decree by the Financial Litigation Office of the U.S. Attorney's Office for the Eastern District of Texas. At the time of payment, Tyler shall send a copy of the EFT authorization form and the EFT transaction record, together with a transmittal letter, which shall state that the payment is for the civil penalty owed pursuant to the Consent Decree in *United States et al. v. City of Tyler*, and shall reference the civil action number and DOJ case number 90-5-1-1-09767, by notice to the United States and by email to acctsreceivable.CINWD@epa.gov; and by mail to:

EPA Cincinnati Finance Office
26 Martin Luther King Drive
Cincinnati, Ohio 45268

In the event that full cash payment to the United States is not made within 60 Days after

the Effective Date of this Consent Decree, Tyler shall pay to the United States interest on the balance due from the original due date to the date of full payment, at the rate calculated pursuant to 28 U.S.C. § 1961.

84. Within sixty (60) Days after the Effective Date of this Consent Decree, Tyler shall make payments directed to Texas by Paragraphs 82 and 85 of this Consent Decree as follows: Tyler shall pay Texas by wire transfer to the Texas Comptroller of Public Accounts – Federal Reserve Clearing Account for the Office of the Attorney General:

Financial Institution (short name):	TX COMP AUSTIN
Routing Number:	114900164
Account Name:	Comptroller of Public Accounts Treasury Operations
Account Number to Credit:	463600001
Reference:	[Remitter's Name], AG Case # CX9629116377, Priscilla M. Hubenak, Chief, Environmental Protection Division
Attention	Office of the Attorney General, Kristy Lerma, Financial: Rptg

At the time of payment, Tyler shall send by notice to Texas a copy of the wire transfer authorization form and the wire transaction record, together with a transmittal letter, which shall state that the payment is for the Civil Penalty and Attorney's Fees owed pursuant to the Consent Decree in the *United States et. al v. City of Tyler*, and shall reference the civil action number and Reference: AG # CX9629116377.

VIII. ATTORNEY'S FEES

85. Tyler shall pay Texas $30,000 in attorney's fees. Tyler shall make full payment of this amount in accordance with Paragraph 84 of this Consent Decree.

IX. REPORTING REQUIREMENTS

86. Tyler shall submit any report required by this Consent Decree, including but not limited to the Quarterly Reports required by Paragraph 87 and the Annual Reports required by Paragraph 88, concurrently to EPA and TCEQ on the date such report is due.

87. Quarterly Reports.

a. For each Calendar Year after the Effective Date and until termination of this Consent Decree, Tyler shall submit to EPA and TCEQ four (4) distinct Quarterly Reports containing the information required by Subparagraph 87.b for each of the following three (3) Month quarterly reporting periods within any Calendar Year: January 1st through March 31st (Quarter 1); April 1st through June 30th (Quarter 2); July 1st through September 30th (Quarter 3); and October 1st through December 31st (Quarter 4). Each Quarterly Report shall be due no later than one (1) Month after the expiration of the applicable quarter period and shall provide information for the entire reporting period. For the first Quarterly Report after the Effective Date only, the applicable reporting period shall be that portion of the applicable quarter between the Effective Date and the end of that quarter. For the first Calendar Year after the Effective Date only, Tyler shall only submit Quarterly Reports for the quarters that occur between the Effective Date and the end of the Calendar Year.

b. In each Quarterly Report, Tyler shall report all SSOs occurring during the applicable quarter period and provide for each SSO all information required by Subparagraph 24.d of this Consent Decree.

88. Annual Reports. For each Calendar Year after the Effective Date and until termination of this Consent Decree, Tyler shall submit to EPA and TCEQ Annual Reports. Each Annual Report shall be due no later than March 1st of each Calendar Year after the Effective Date and

shall provide information for the entire applicable reporting period. For the first Annual Report, the applicable reporting period shall be that portion of the Calendar Year between the Effective Date and the end of the Calendar Year. For each subsequent Annual Report, the applicable reporting period shall be the full preceding Calendar Year. At a minimum, and in addition to the reporting requirements set forth in Section V ("COMPLIANCE REQUIREMENTS") and any other reporting requirement set forth elsewhere in this Consent Decree for inclusion in an Annual Report, each Annual Report shall include:

a. a summary of the CMOM Program elements implemented or modified pursuant to this Consent Decree, including a comparison of actual performance with any performance measures that have been established;

b. a trends analysis of the number, volume, duration, and cause of Tyler's SSOs for a twenty-four (24) Month period updated to reflect the SSOs that occurred during the previous twelve (12) Month period. For reporting trends and other SSO data, Tyler shall provide the information in such format as it deems appropriate;

c. a compilation of all Quarterly Reports submitted pursuant to Paragraph 87 during the applicable reporting period;

89. All reports shall be submitted to the persons designated in Section XVII of this Consent Decree ("NOTICES") for EPA and TCEQ and shall be certified pursuant to Section X of this Consent Decree ("CERTIFICATION"). The certification requirement in Section X does not apply to emergency or similar notifications where compliance would be impractical.

90. Compliance with this Section does not relieve Tyler of any other reporting obligations required by the CWA, the TWC, or any implementing regulations promulgated thereunder, or by any other federal, state, or local law, regulation, permit, or other requirement, including the

City's TPDES Permits.

91. Notification to EPA or TCEQ pursuant to this Section of an anticipated delay shall not by itself excuse the delay or otherwise satisfy the notification requirements set forth in Section XII ("FORCE MAJEURE").

92. Any information provided pursuant to this Consent Decree may be used by the United States and/or Texas in any proceeding to enforce the provisions of this Consent Decree and as otherwise permitted by law.

X. CERTIFICATION

93. In all Deliverables, notices, documents, reports, or self-certifications submitted to the United States and Texas pursuant to this Consent Decree, Tyler shall, by a Tyler senior management official, sign and certify such notices, documents and reports as follows:

> I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering such information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

XI. STIPULATED PENALTIES

94. Tyler shall be liable for stipulated penalties to the United States and Texas for violations of this Consent Decree as specified in this Section. A violation includes failing to perform any obligation required by the terms of this Consent Decree, including any work plan or schedule approved under this Consent Decree, according to all applicable requirements of this Consent Decree and within the specified time schedules established by or approved under this Consent Decree. Stipulated penalties for which a demand has been made under this Section shall be paid

unless excused under Section XII ("FORCE MAJEURE"), or otherwise determined not to be due and owing under the terms of this Section.

95. Delay in Payment of Civil Penalty. If Tyler fails to pay the civil penalty required under Section VII of this Consent Decree ("CIVIL PENALTY") when due, Tyler shall be liable to pay the United States and Texas a Stipulated Penalty of $2,000 for each day that Tyler is late in paying the penalty.

96. SSOs that Reach Waters of the United States or Waters in the State of Texas. Tyler shall be liable to pay the United States and Texas a Stipulated Penalty for each SSO that reaches waters of the United States or Waters in the State of Texas. The Stipulated Penalties required under this Paragraph shall be as follows:

Period of Noncompliance:	Penalty Per Deliverable Per Day:
Within four (4) Years of Effective Date	$500
Between 4 and seven (7) Years of Effective Date	$1,500
More than 7 Years from Effective Date	$3,000

97. SSOs that Do Not Reach Waters of the United States or Waters in the State of Texas. Tyler shall be liable to pay the United States and Texas a Stipulated Penalty for each SSO that does not reach waters of the United States or Waters in the State of Texas. The Stipulated Penalties required under this Paragraph shall be as follows :

Period of Noncompliance:	Penalty Per Deliverable Per Day:
Within four (4) Years of Effective Date	$350
Between 4 and seven (7) Years of Effective Date	$750
More than 7 Years from Effective Date	$1,500

98. Failure to Timely Remove Additional Constructed SSO Locations. Tyler shall be liable

to pay the United States and Texas a Stipulated Penalty for each Day Tyler fails to permanently remove the identified Constructed SSO Locations from service in accordance with the schedule contained in Paragraph 76. The Stipulated Penalties required under this Paragraph shall be as follows:

Period of Noncompliance:	Penalty Per Deliverable Per Day:
One (1) to thirty (30) Days	$1,500
Thirty-one (31) to sixty (60) Days	$2,500
Sixty-one (61) to one hundred-eighty (180) Days	$3,500
More than 180 Days	$4,500

99. Failure to Submit Timely and/or Adequate Deliverables. Tyler shall be liable to pay the United States and Texas a Stipulated Penalty for each Day Tyler fails to submit a timely and/or adequate Deliverable, including but not limited to any plan, the Interim CMOM Program, or the Final CMOM Program. Tyler shall likewise be liable to pay the United States and Texas a Stipulated Penalty for each Day it fails to make any required material changes to such Deliverables within the required time frames. The Stipulated Penalties required under this Paragraph shall be as follows:

Period of Noncompliance:	Penalty Per Deliverable Per Day:
One (1) to thirty (30) Days	$500
Thirty-one (31) to sixty (60) Days	$1,500
More than 60 Days	$2,500

100. Failure to Implement Remedial Measures in Section V. Subsections B, C, D, E, and/or F. Tyler shall be liable to pay the United States and Texas a Stipulated Penalty for each Day Tyler fails to complete the remedial measures set forth in Section V, Subsections B ("UPDATING

HYDRAULIC MODEL"), C ("CAPACITY ASSESSMENT AND REMEDIAL MEASURES PROGRAM") D ("CONDITION ASSESSMENT AND REMEDIAL MEASURES PROGRAM"), E ("LIFT STATION CONDITION/CAPACITY EVALUATION AND IMPROVEMENT PROGRAM"), and/or F ("FORCE MAIN ASSESSMENT PROGRAM") in accordance with the final deadlines required thereunder. The Stipulated Penalties required under this Paragraph shall be as follows:

Period of Noncompliance:	Penalty Per Violation Per Day:
One (1) to thirty (30) Days	$750
Thirty-one (31) to sixty (60) Days	$1,500
Sixty-one (61) to one hundred-eighty (180) Days	$2,500
More than 180 Days	$4,000

101. Failure to Comply with Reporting Requirements. Tyler shall be liable to pay the United States and Texas Stipulated Penalties for each violation of Section XIV ("REPORTING REQUIREMENTS") of this Consent Decree. The Stipulated Penalties required under this Paragraph shall be as follows:

Period of Noncompliance:	Penalty Per Deliverable Per Day:
One (1) to thirty (30) Days	$350
Thirty-one (31) to sixty (60) Days	$750
More than 60 days	$1,500

102. Stipulated penalties under this Section shall begin to accrue on the Day after performance is due or on the Day a violation occurs, whichever is applicable, and shall continue to accrue until performance is satisfactorily completed or until the violation ceases. Stipulated penalties shall accrue simultaneously for separate violations of this Consent Decree.

103. Subject to Paragraph 104, Tyler shall pay stipulated penalties that accrue pursuant to this Section to the United States and Texas, as applicable, within thirty (30) Days after receipt of a written demand by either Plaintiff, unless Tyler invokes the dispute resolution procedures under Section ("DISPUTE RESOLUTION") of this Consent Decree within the 30-day period. Prior to either Plaintiff making a written demand for Stipulated Penalties pursuant to this Paragraph, the Plaintiffs shall consult. Where the Plaintiffs jointly pursue Stipulated Penalties that accrue pursuant to any Paragraph(s) in this Section, Tyler shall pay fifty percent (50%) of the total penalty owed to the United States and the remaining fifty percent (50%) of the total penalty owed to Texas. Where only one Plaintiff, the United States or Texas, pursues Stipulated Penalties, only that Plaintiff shall recover the full amount of the penalty accrued pursuant to the Paragraph(s) invoked, and the Plaintiff not joining in the pursuit of Stipulated Penalties shall be deemed to have waived such penalties. The Plaintiff independently making a demand for payment of Stipulated Penalties shall concurrently send a copy of the written demand to the other Plaintiff.

104. Either the United States or Texas, or both, may in the unreviewable exercise of each Plaintiff's own discretion, reduce or waive stipulated penalties whether accrued or otherwise due to them, respectively, under this Consent Decree. Any such reduction or waiver shall only apply to Stipulated Penalties owed to the Plaintiff exercising the discretion allowed under this Paragraph and shall not affect the right of the other Plaintiff to enforce the stipulated penalties provisions of this Section.

105. Stipulated penalties shall continue to accrue as provided in Paragraph 102 during any Dispute Resolution as authorized under Section XII ("FORCE MAJEURE"), but need not be paid until the following:

a. if the dispute is resolved by agreement or by a decision of the United States and/or Texas that is not submitted for judicial review, Tyler shall pay accrued penalties agreed on or determined to be owing, together with interest, to the United States and/or Texas within thirty (30) Days after the effective date of the agreement or the receipt of the United States' or Texas's decision or order;

b. if the dispute is submitted for judicial review and the United States and/or Texas prevails in whole or in part, Tyler shall pay all accrued penalties that are determined due by the Court, together with interest, within sixty (60) Days after receiving the Court's decision or order, except as provided in Subparagraph 105.c; and

c. if the District Court's decision is appealed, Tyler shall pay all accrued penalties determined to be owing, together with interest, within fifteen (15) Days after receiving the final appellate court decision.

106. Tyler shall pay stipulated penalties owing to the United States and/or Texas, in the manner set forth and with the confirmation notices required by Section VII ("CIVIL PENALTY"), except that the transmittal letter shall state that the payment is for stipulated penalties and shall state for which violation(s) the penalties are being paid.

107. If Tyler fails to pay stipulated penalties according to the terms of this Consent Decree, Tyler shall be liable for interest on such penalties, as provided for in 28 U.S.C. § 1961, accruing as of the date payment became due. Nothing in this Paragraph shall be construed to limit the United States or Texas from seeking any remedy otherwise provided by law for Tyler's failure to pay any stipulated penalties.

108. Subject to the provisions of Section XV of this Consent Decree ("EFFECT OF SETTLEMENT/RESERVATION OF RIGHTS"), the stipulated penalties provided for in this

Consent Decree shall be in addition to any other rights, remedies, or sanctions available to the United States and Texas for Tyler's violation of this Consent Decree or applicable law. Where a violation of this Consent Decree is also a violation of the CWA and/or the TWC, Tyler shall be allowed a credit, for any stipulated penalties paid, against any statutory penalties imposed for such violation.

XII. FORCE MAJEURE

109. "Force Majeure," for purposes of this Consent Decree, is defined as any event arising from causes beyond the control of Tyler, of any entity controlled by Tyler, or of Tyler's consultants and contractors, that delays or prevents the performance of any obligation under this Consent Decree despite Tyler's best efforts to fulfill the obligation. The requirement that Tyler exercise "best efforts to fulfill the obligation" includes using best efforts to anticipate any potential force majeure event and best efforts to address the effects of any such event both as it is occurring and after it has occurred to prevent or minimize any resulting delay to the greatest extent possible. "Force Majeure" does not include Tyler's financial inability to perform any obligation under this Consent Decree.

110. If any event occurs or has occurred that may delay the performance of any obligation under this Consent Decree, whether or not caused by a Force Majeure event, Tyler shall provide notice orally or by electronic or facsimile transmission to the United States and Texas, within five (5) business Days of when Tyler first knew that the event might cause a delay. Within fourteen (14) Days following oral, electronic, or facsimile transmission notice, Tyler shall provide in writing to the United States and Texas, to the extent known after reasonable investigation: an explanation and description of the reasons for the delay; the anticipated duration of the delay; all actions taken or to be taken to prevent or minimize the delay; a

schedule for implementation of any measures to be taken to prevent or mitigate the delay or the effect of the delay; Tyler's rationale for attributing such delay to a Force Majeure event if it intends to assert such a claim; and a statement as to whether, in the opinion of Tyler, such event may cause or contribute to an endangerment to public health, welfare, or the environment. Tyler shall include with any notice all available documentation supporting the claim that the delay was attributable to a Force Majeure event. Failure to comply with the above requirements shall preclude Tyler from asserting any claim of Force Majeure for that event for the period of time of such failure to comply and for any additional delay caused by such failure. Tyler shall be deemed to know of any circumstance of which Tyler, any entity controlled by Tyler, or Tyler's contractors knew or should have known.

111. If Plaintiffs agree that the delay or anticipated delay is attributable to a Force Majeure event, the time for performance of the obligations under this Consent Decree that are affected by the Force Majeure event will be extended by Plaintiffs for such time as is necessary to complete those obligations. An extension of the time for performance of the obligations affected by the Force Majeure event shall not, of itself, extend the time for performance of any other obligation. Plaintiffs will issue a notice, in writing, to Tyler of the length of the extension, if any, for performance of the obligations affected by the Force Majeure event.

112. If Plaintiffs do not agree that the delay or anticipated delay has been or will be caused by a Force Majeure event, then Plaintiffs will issue a notice, in writing, to Tyler of Plaintiffs' position that the delay or anticipated delay was not caused by a force majeure event and provide an explanation for this position.

113. If Tyler elects to invoke the dispute resolution procedures set forth in Section XIII ("DISPUTE RESOLUTION"), it shall do so no later than fifteen (15) Days after receipt of

Plaintiffs' notice. In any such proceeding, Tyler shall have the burden of demonstrating by a preponderance of the evidence that the delay or anticipated delay has been or will be caused by a Force Majeure event, that the duration of the delay or the extension sought was or will be warranted under the circumstances, that best efforts were exercised to avoid and mitigate the effects of the delay, and that Tyler complied with the requirements of Paragraphs 109 and 110. If Tyler carries this burden, the delay at issue shall be deemed not to be a violation by Tyler of the affected obligation of this Consent Decree identified to Plaintiffs and the Court.

XIII. DISPUTE RESOLUTION

114. This Section applies to disputes for which Tyler has invoked its right to Dispute Resolution under this Consent Decree. Unless otherwise expressly provided for in this Consent Decree, the dispute resolution procedures of this Section shall be the exclusive mechanism to resolve disputes arising under or with respect to this Consent Decree. Tyler's failure to seek resolution of a dispute under this Section shall preclude Tyler from raising any such issue as a defense to an action by the United States and/or Texas to enforce any obligation of Tyler arising under this Decree.

115. Informal Dispute Resolution. Any dispute subject to Dispute Resolution under this Consent Decree shall first be the subject of informal negotiations. The dispute shall be considered to have arisen when Tyler sends the United States and Texas a written Notice of Dispute. Such Notice of Dispute shall state clearly the matter in dispute. The period of informal negotiations shall not exceed twenty (20) business Days from the date the dispute arises, unless that period is modified by written agreement between Plaintiffs and Tyler. During the period of informal negotiations:

a. with respect to disputes regarding force majeure under Section XII ("FORCE

MAJEURE") and termination under Section XXI ("TERMINATION"), Plaintiffs shall consult about their position. The position that Plaintiffs take in their written notification to Tyler as set forth in Section XII ("FORCE MAJEURE") or Section XXI ("TERMINATION") will be the position of Plaintiffs in informal dispute resolution pursuant to this Paragraph, unless Plaintiffs mutually agree to modify that position and inform Tyler of their modified position on the dispute in writing. If the Parties cannot resolve a dispute by informal negotiations, then the position advanced by the Plaintiffs shall be considered binding unless, within thirty (30) business Days after the conclusion of the informal negotiation period, Tyler invokes formal dispute resolution procedures as set forth in Paragraph 116; and

b. with respect to all other disputes under this Consent Decree, the United States shall, after providing Texas a reasonable opportunity for consultation, inform Tyler of the United States' position. If the United States and Tyler cannot resolve a dispute by informal negotiations, then the position advanced by the United States shall be considered binding unless, within thirty (30) business Days after the conclusion of the informal negotiation period, Tyler invokes formal dispute resolution procedures as set forth in Paragraph 116.

116. Formal Dispute Resolution. Tyler shall invoke formal dispute resolution procedures by serving on Plaintiffs a written Statement of Position regarding the matter in dispute within thirty (30) business Days after the conclusion of the informal negotiation period, as provided in Subparagraphs 115.a and 115.b. The Statement of Position shall include, but need not be limited to, any factual data, analysis, or opinion supporting Tyler's position and any supporting documentation relied upon by Tyler. During the period of formal negotiations:

a. with respect to disputes regarding force majeure under Section XII ("FORCE MAJEURE") and termination under Section XXI ("TERMINATION"), the position Plaintiffs

provided to Tyler pursuant to Subparagraph 115.a shall be the position of Plaintiffs under this Paragraph, unless Plaintiffs mutually agree to modify their position. Plaintiffs shall consult and serve on Tyler Plaintiffs' Statement of Position within forty-five (45) business Days after receipt of Tyler's Statement of Position. Plaintiffs' Statement of Position shall include, but need not be limited to, any factual data, analysis, or opinion supporting that position and any supporting documentation relied upon by Plaintiffs. Plaintiffs' Statement of Position shall be binding on Tyler, unless Tyler files a motion for judicial review of the dispute in accordance with Paragraph 117; and

b. with respect to all other disputes under this Consent Decree, the United States shall provide Texas a reasonable opportunity for consultation during the preparation of the United States' Statement of Position. The United States shall serve on Tyler the United States' Statement of Position within forty-five (45) business Days after receipt of Tyler's Statement of Position. The Statement of Position served by the United States shall include, but need not be limited to, any factual data, analysis, or opinion supporting that position and any supporting documentation relied upon by the United States. The United States' Statement of Position shall be binding on Tyler, unless Tyler files a motion for judicial review with in ten (10) business Days of receiving the United States' Statement of position, in accordance with Paragraph 117.

117. Judicial Review. Tyler may seek judicial review of the dispute by filing with the Court and also serving on the United States and Texas a motion requesting judicial resolution of the dispute. The motion must be filed within twenty (20) Days after Tyler is served with the Plaintiffs' Statement of Position, pursuant to Subparagraph 116.a, or the United States' Statement of Position, pursuant to Subparagraph 116.b. The motion shall contain a written statement of Tyler's position on the matter in dispute, including any supporting factual data,

analysis, opinion, or documentation, and shall set forth the relief requested and any schedule within which the dispute must be resolved for orderly implementation of the Consent Decree. The United States and/or Texas shall respond to Tyler's motion as follows:

a. with respect to disputes regarding force majeure under Section XII ("FORCE MAJEURE") and termination under Section XXI ("TERMINATION"), Plaintiffs shall file their response to Tyler's motion within the time period allowed by the Local Rules of this Court. Plaintiffs shall consult about their response. Unless Plaintiffs mutually agree to modify their position, the position provided to Tyler in their Statement of Position pursuant to Subparagraph 116.a shall be the position of the Plaintiffs under this Paragraph. Tyler may file a reply memorandum, to the extent permitted by the Local Rules or order of the Court; and

b. with respect to all other disputes under this Consent Decree, the United States shall provide Texas a reasonable opportunity for consultation during the preparation of the United States' response. The United States shall file its response to Tyler's motion within the time period allowed by the Local Rules of this Court. Tyler may file a reply memorandum, to the extent permitted by the Local Rules or order of the Court.

118. Standard of Review. Except as otherwise provided in this Consent Decree, in any dispute brought under this Section, Tyler shall bear the burden of demonstrating that its position complies with this Consent Decree. The Parties' positions are reviewable only on the record of the dispute, including the statements of position submitted by the Parties pursuant to Paragraph 115. In any judicial proceeding pursuant to Paragraph 116, the Parties reserve the right to argue regarding the applicable standard of review.

119. The invocation of dispute resolution procedures under this Section shall not, by itself, extend, postpone, or affect in any way any obligation of Tyler under this Consent Decree, unless

and until final resolution of the dispute so provides. Stipulated penalties with respect to the disputed matter shall continue to accrue from the first Day of noncompliance, but payment shall be stayed pending resolution of the dispute as provided in Paragraph 105. If Tyler does not prevail on the disputed issue, stipulated penalties shall be assessed and paid as provided in Section XI ("STIPULATED PENALTIES").

XIV. RIGHT OF ENTRY AND INFORMATION COLLECTION AND RETENTION

120. The United States, Texas, and their representatives, including attorneys, contractors, and consultants, shall have the right of entry into any facility covered by this Consent Decree, at all reasonable times, upon presentation of credentials, to:

a. monitor the progress of activities required under this Consent Decree;

b. verify any data or information submitted to the United States or Texas in accordance with the terms of this Consent Decree;

c. obtain samples and, upon request, splits of any samples taken by Tyler or its representatives, contractors, or consultants;

d. obtain documentary evidence, including photographs and similar data; and

e. assess Tyler's compliance with this Consent Decree.

121. Upon request, Tyler shall provide EPA and TCEQ, or their authorized representatives, splits of any samples taken by Tyler. Upon request, EPA and TCEQ shall provide Tyler splits of any samples taken by EPA or TCEQ.

122. Except for the more limited timeframe provided in Paragraph 26 for records of the Private Lateral reports described under Paragraph 25, until five (5) Years after the termination of this Consent Decree, pursuant to Section XXI ("TERMINATION"), Tyler shall retain, and shall instruct its contractors and agents to preserve, all non-identical copies of all documents, records,

or other information (including documents, records, or other information in electronic form) in its or its contractors' or agents' possession or control, or that come into its or its contractors' or agents' possession or control, and that relate in any manner to Tyler's performance of its obligations under this Consent Decree. Drafts of final documents or plans, and non-substantive correspondence and emails do not need to be retained. This information-retention requirement shall apply regardless of any contrary corporate or institutional policies or procedures. At any time during this information-retention period, upon request by the United States or Texas, Tyler shall provide copies of any non-privileged documents, records, or other information required to be maintained under this Paragraph.

123. At the conclusion of the information-retention period provided in the preceding Paragraph, Tyler shall notify the United States and Texas at least ninety (90) Days prior to the destruction of any documents, records, or other information subject to the requirements of the preceding Paragraph and, upon request by the United States or Texas, Tyler shall deliver any such documents, records, or other information to EPA or TCEQ. Tyler may assert that certain documents, records, or other information is privileged under the attorney-client privilege or any other privilege recognized by federal law. If Tyler asserts such a privilege, it shall provide the following:

a. the title of the document, record, or information;

b. the date of the document, record, or information;

c. the name and title of each author of the document, record, or information;

d. the name and title of each addressee and recipient;

e. a description of the subject of the document, record, or information; and

f. the privilege asserted by Tyler.

However, no documents, records, or other information required to be created or generated by this Consent Decree shall be withheld on grounds of privilege.

124. Tyler and/or its contractors may also assert that information required to be provided under this Section is protected as Confidential Business Information ("CBI") under 40 C.F.R. Part 2. As to any information that Tyler seeks to protect as CBI, Tyler shall follow the procedures set forth in 40 C.F.R. Part 2.

125. This Consent Decree in no way limits or affects any right of entry and inspection, or any right to obtain information, held by the United States or Texas pursuant to applicable federal or state laws, regulations, or permits, nor does it limit or affect any duty or obligation of Tyler to maintain documents, records, or other information imposed by applicable federal or state laws, regulations, or permits.

XV. EFFECT OF SETTLEMENT/RESERVATION OF RIGHTS

126. This Consent Decree resolves the civil claims of the United States and Texas for the violations alleged in the Complaint filed in this action through the Date of Lodging of this Consent Decree.

127. The United States and Texas reserve all legal and equitable remedies available to enforce the provisions of this Consent Decree, except as expressly stated in Paragraph 126. This Consent Decree shall not be construed to limit the rights of the United States or Texas to obtain penalties or injunctive relief under the CWA, the TWC, or their implementing regulations, or under other federal or state laws, regulations, or permit conditions, except as expressly specified in Paragraph 126. The United States and Texas further reserve all legal and equitable remedies to address any imminent and substantial endangerment to the public health or welfare or the environment arising at, or posed by, Tyler's WWTPs and WCTS, whether related to the violations addressed

in this Consent Decree or otherwise.

128. In any subsequent administrative or judicial proceeding initiated by the United States or Texas for injunctive relief, civil penalties, or other appropriate relief relating to Tyler's WWTPs and WCTS, or Tyler's alleged violations of the CWA or TWC, Tyler shall not assert, and may not maintain, any defense or claim based upon the principles of waiver, res judicata, collateral estoppel, issue preclusion, claim preclusion, claim-splitting, or other defenses based upon any contention that the claims raised by the United States or Texas in the subsequent proceeding were or should have been brought in the instant case, except with respect to claims that have been specifically resolved pursuant to Paragraph 126 of this Section.

129. This Consent Decree is not a permit, or a modification of any permit, under any federal, state, or local laws or regulations. Tyler is responsible for achieving and maintaining compliance with all applicable federal, state, and local laws, regulations, and permits; and Tyler's compliance with this Consent Decree shall be no defense to any action commenced pursuant to any such laws, regulations, or permits, except as set forth herein. The United States and Texas do not, by their consent to the entry of this Consent Decree, warrant or aver in any manner that Tyler's compliance with any aspect of this Consent Decree will result in compliance with provisions of the CWA, the implementing regulations promulgated thereunder, the TWC, or with any other provisions of federal, state, or local laws, regulations, or permits.

130. This Consent Decree does not limit or affect the rights of Tyler or of the United States or Texas against any third parties not party to this Consent Decree, nor does it limit the rights of third parties not party to this Consent Decree against Tyler, except as otherwise provided by law.

131. This Consent Decree shall not be construed to create rights in, or grant any cause of action to, any third party not party to this Consent Decree.

132. Nothing in this Consent Decree limits the rights or defenses available under Section 309(e) of the CWA, 33 U.S.C. § 1319(e), in the event that the laws of the State, as currently or hereafter enacted, may prevent Tyler from raising the revenues needed to comply with this Decree.

XVI. COSTS

133. The Parties shall bear their own costs of this action, including attorneys' fees, except that Texas may collect its attorney's fees as set forth in Paragraph VIII ("ATTORNEY'S FEES") in this Consent Decree, and the United States and Texas shall be entitled to collect the costs (including attorneys' fees) incurred in any action necessary to collect any portion of the civil penalty or any stipulated penalties due but not paid by Tyler.

XVII. NOTICES

134. Unless otherwise specified herein, whenever notifications, submissions, reports, Deliverables, or communications are required by this Consent Decree, they shall be made in writing and addressed as follows:

To the United States:

Chief, Environmental Enforcement Section
Environment and Natural Resources Division
U.S. Department of Justice
P.O. Box 7611, Ben Franklin Station
Washington, D.C. 20044-7611
Re: DOJ No. 90-5-1-1-09767

-AND-

Associate Director, Water Enforcement Branch
Compliance Assurance and Enforcement Division
U.S Environmental Protection Agency, Region 6
1445 Ross Avenue, Suite 1200
Dallas, TX 75202
(214) 665-6470

To EPA:

Associate Director, Water Enforcement Branch
Compliance Assurance and Enforcement Division
U.S Environmental Protection Agency, Region 6
1445 Ross Avenue, Suite 1200
Dallas, TX 75202
(214) 665-6470

To Texas:

Mary E. Smith
Environmental Protection Division, MC-066
Office of the Attorney General
P.O. Box 12548
Austin, Texas 78711-2548

Reference: AG # CX9629116377

-AND-

James Sallans
Litigation Division, MC-175
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, Texas 78711-3087

To TCEQ:

James Sallans
Litigation Division, MC-175
Texas Commission on Environmental Quality
P.O. Box 13087
Austin, Texas 78711-3087

To Tyler:

Director of Utilities and Public Works
City of Tyler
P.O. Box 2039
Tyler, Texas 75710-2039

AND

Lisa Crossman
Utility Engineer
City of Tyler
511 W. Locust St.
Tyler, Texas 75702

-AND-

Jim Mathews
Mathews & Freeland, LLP
8140 N. MoPac
Building 2, Suite 260
Austin, Texas 78759

135. Any Party may, by written notice to the other Parties, change its designated notice recipient or notice address provided in Paragraph 134.

136. Notices submitted pursuant to this Section shall be deemed submitted upon mailing, unless otherwise provided in this Consent Decree or by mutual agreement of the Parties in writing.

XVIII. EFFECTIVE DATE

137. The Effective Date of this Consent Decree shall be the date upon which this Consent Decree is entered by the Court or a motion to enter the Consent Decree is granted, whichever occurs first, as recorded on the Court's docket.

XIX. RETENTION OF JURISDICTION

138. The Court shall retain jurisdiction over this case until termination of this Consent Decree, for the purpose of resolving disputes arising under this Decree or entering orders modifying this Decree, pursuant to Sections XX ("MODIFICATION") and XXI ("TERMINATION"), or effectuating or enforcing compliance with the terms of this Decree.

XX. MODIFICATION

139. The Parties may modify the terms of this Consent Decree, including any attached

appendices, by a subsequent written agreement signed by all the Parties. Where the modification constitutes a material change to this Decree, it is effective only upon approval by the Court. Non-material changes to this Consent Decree may be made by written agreement of the Parties without court approval, provided that the Parties also mutually agree in writing that a modification is in fact a non-material change to this Decree.

140. If any Party or Parties seek a modification to this Consent Decree, the Party(ies) seeking a modification shall send a written notice to the other Party(ies) setting forth the requested changes and the reasons therefor. Disputes concerning modification under this Section are not subject to Section XIII ("DISPUTE RESOLUTION") of this Consent Decree. Instead, the Parties shall negotiate informally concerning the modification for a period of up to thirty (30) Days from the date of receipt of the notice, unless that period is modified by written agreement. If at the end of the period of informal negotiations the Parties are not in agreement, the Party or Parties seeking the modification retain(s) any rights it/they may have to seek modification from the Court pursuant to Federal Rule of Civil Procedure 60(b).

XXI. TERMINATION

141. After Defendant has complied with all of the compliance requirements under Section V this Decree, and has paid the civil penalty contained in Section VII ("CIVIL PENALTY"), has paid the attorney's fees contained in Section VIII ("ATTORNEY'S FEES"), and has demonstrated satisfactory compliance with the requirements of this Decree and the City's TPDES Permits for a period of one (1) Year after completing the requirements of this Decree, Defendant may serve upon the Plaintiffs a "Request for Termination of Consent Decree," with supporting documentation demonstrating that the conditions for termination set forth in this Section have been met.

142. Following the Plaintiffs' receipt of Defendant's Request for Termination, the Parties shall confer informally concerning the Request and any disagreement that the Parties may have as to whether Defendant has satisfactorily complied with the requirements for termination of this Decree.

143. If the Plaintiffs agree that Defendant has satisfactorily complied with the requirements for termination of this Consent Decree, the Parties shall submit, for the Court's approval, a joint stipulation terminating the Consent Decree.

144. If the Plaintiffs do not agree that Defendant has satisfactorily complied with the requirements for termination of this Consent Decree, they will notify Defendant in writing, and provide an explanation for this position, and Defendant may invoke Dispute Resolution under Section XIII ("DISPUTE RESOLUTION") of this Consent Decree. However, Defendant shall not seek Dispute Resolution under Section XIII of any dispute regarding termination until sixty (60) Days after service of its Request for Termination. Defendant shall have the burden of proof that the conditions for termination of the Decree have been satisfied. This Decree shall remain in effect pending resolution of the dispute by the Parties or the Court in accordance with Section XIII ("DISPUTE RESOLUTION").

XXII. PUBLIC PARTICIPATION

145. This Consent Decree shall be lodged with the Court for a period of not less than thirty (30) Days for public notice and comment in accordance with 28 C.F.R. § 50.7 and TWC § 7.110. The United States and Texas each reserve the right to withdraw or withhold their consent if the comments regarding the Consent Decree disclose facts or considerations indicating that the Consent Decree is inappropriate, improper, or inadequate. Tyler consents to entry of this Consent Decree without further notice and agrees not to withdraw from, or oppose entry of, this

Consent Decree by the Court or to challenge any provision of the Decree, unless the United States and/or Texas has notified the Parties in writing that either one or both no longer support entry of the Decree.

XXIII. SIGNATORIES/SERVICE

146. Each undersigned representative of Tyler, EPA, the Assistant Attorney General for the Environment and Natural Resources Division of the Department of Justice, and Texas certifies that he or she is fully authorized to enter into the terms and conditions of this Consent Decree and to execute and legally bind the Party he or she represents to this document.

147. This Consent Decree may be signed in counterparts, and its validity shall not be challenged on that basis. Tyler agrees to accept service of process by mail to the addresses set forth in Section XVII ("NOTICES") with respect to all matters arising under or relating to this Consent Decree and to waive the formal service requirements set forth in Rules 4 and 5 of the Federal Rules of Civil Procedure and any applicable Local Rules of this Court including, but not limited to, service of a summons.

XXIV. INTEGRATION

148. This Consent Decree, inclusive of all Appendices, constitutes the final, complete, and exclusive agreement and understanding among the Parties with respect to the settlement embodied in the Decree and supersedes all prior agreements and understandings, whether oral or written, concerning the settlement embodied herein. Other than Deliverables that are subsequently submitted and approved pursuant to this Decree, no other document, nor any representation, inducement, agreement, understanding, or promise, constitutes any part of this Decree or the settlement it represents, nor shall it be used in construing the terms of this Decree.

XXV. APPENDICES

149. The following is a list of Appendices to this Consent Decree:

a. "Appendix A" is the "Categorical Employee Training Requirements" List;

b. "Appendix B" is the "Tyler Water Utilities Wastewater Collection Field Work Order Form";

c. "Appendix C" is the "Existing High Frequency Cleaning Program";

d. "Appendix D" is the "Gravity Sewer Line Condition Assessment and Remedial Measures Program";

e. "Appendix E" is the "Manhole Condition Assessment and Remedial Measures Program";

f. "Appendix F" is the "Hydraulic Model Update";

g. "Appendix G" is the "Capacity Assessment and Remedial Measures Program";

h. "Appendix H" is the "Historic Constructed SSO Locations and Inspection Results"; and

i. "Appendix I" is the "Consolidated Listing of *United States et. al v. City of Tyler* Consent Decree Deliverables and Consent Decree Reports".

XXVI. FINAL JUDGMENT

150. Upon approval and entry of this Consent Decree by the Court, this Consent Decree shall constitute a final judgment of the Court as to the United States, Texas, and Tyler.

Dated and entered this ____ day of _____, _____.

_____

UNITED STATES DISTRICT JUDGE
Eastern District of Texas

Consent Decree in United States and the State of Texas v. City of Tyler, Texas

WE HEREBY CONSENT to the entry of this Consent Decree, subject to the public notice and comment provisions of 28 C.F.R. § 50.7:

FOR PLAINTIFF UNITED STATES OF AMERICA:

JOHN C. CRUDEN
Assistant Attorney General
U.S. Department of Justice
Environment and Natural Resources Division

ROBYN E. HANSON
Trial Attorney
U.S. Department of Justice
Environment and Natural Resources Division
Environmental Enforcement Section
999 18th Street, South Terrace, Suite 370
Denver, CO 80202
Telephone: 303-844-1558
Facsimile: 303-844-1350

WE HEREBY CONSENT to the entry of this Consent Decree, subject to the public notice and comment provisions of 28 C.F.R. § 50.7:

FOR PLAINTIFF UNITED STATES OF AMERICA (Continued):

BRIT FEATHERSTON
Acting United States Attorney
Eastern District of Texas

JAMES GILLINGHAM
Assistant U.S. Attorney
Eastern District of Texas
110 N. College Avenue; Suite 700
Tyler, Texas 75702
E-mail: James.Gillingham@usdoj.gov
(903) 590-1400
(903) 590-1436 (fax)
Texas State Bar # 24065295

Consent Decree in United States and the State of Texas v. City of Tyler, Texas

WE HEREBY CONSENT to the entry of this Consent Decree, subject to the public notice and comment provisions of 28 C.F.R. § 50.7:

FOR PLAINTIFF UNITED STATES OF AMERICA (Continued):

STACEY DWYER
Acting Division Director
Compliance Assurance and Enforcement Division
United States Environmental Protection Agency
Region 6
1445 Ross Avenue, Suite 1200 (6EN-W)
Dallas, TX 75202

JAMES O. PAYNE, Jr.
Regional Counsel
United States Environmental Protection Agency
Region 6
1445 Ross Avenue, Suite 1200
Dallas, TX 75202

RUSSELL W. MURDOCK
Assistant Regional Counsel
United States Environmental Protection Agency
Region 6
1445 Ross Avenue, Suite 1200
Dallas, TX 75202
Telephone: 214-665-3189

Consent Decree in United States and the State of Texas v. City of Tyler, Texas

WE HEREBY CONSENT to the entry of this Consent Decree, subject to the public notice and comment provisions of 28 C.F.R. § 50.7:

FOR PLAINTIFF UNITED STATES OF AMERICA (Continued):

SUSAN SHINKMAN
Director
Office of Civil Enforcement
Office of Enforcement and Compliance Assurance
United States Environmental Protection Agency

MARK POLLINS
Division Director
Water Enforcement Division
Office of Civil Enforcement
Office of Enforcement and Compliance Assurance
United States Environmental Protection Agency

JAMES VINCH
Water Enforcement Division
Office of Civil Enforcement
Office of Enforcement and Compliance Assurance
United States Environmental Protection Agency
1200 Pennsylvania Ave., NW (2243A)
Washington, DC 20460
Telephone: 202-564-1256
Facsimile: 202-564-0024

WE HEREBY CONSENT to the entry of this Consent Decree, subject to the public notice and comment provisions of TWC § 7.110:

FOR PLAINTIFF STATE OF TEXAS:

KEN PAXTON
Attorney General of Texas

JEFFREY C. MATEER
First Assistant Attorney General

BRANTLEY STARR
Deputy First Assistant Attorney General

JAMES E. DAVIS
Deputy Attorney General for Civil Litigation

PRISCILLA M. HUBENAK
Chief, Environmental Protection Division



MARY E. SMITH
Assistant Attorney General
State Bar No. 24041947
Mary.Smith@texasattorneygeneral.gov

EMILY PETRICK
Assistant Attorney General
State Bar No. 24077709
Emily.Petrick@texasattorneygeneral.gov

Office of the Attorney General of Texas
Environmental Protection Division
P. O. Box 12548, Capitol Station
Austin, Texas 78711-2548
Telephone: (512) 463-2012
Facsimile: (512) 320-0911
ATTORNEYS FOR THE STATE OF TEXAS

Consent Decree in United States and the State of Texas v. City of Tyler, Texas

WE HEREBY CONSENT to the entry of this Consent Decree:

FOR CITY OF TYLER:

MARTIN HEINES
Mayor, City of Tyler

EDWARD BROUSSARD
City Manager
212 N. Bonner Ave.
Tyler, Texas 75702

DEBORAH PULLUM
City Attorney
212 N. Bonner Ave.
Tyler, Texas 75702
Telephone: 903-531-1161
Facsimile: 903-531-1281

JIM MATHEWS
Mathews & Freeland, L.L.P.
8140 N. MoPac Expressway
Building 2, Suite 260
Austin, Texas 78759

Appendix A

Appendix A

Categorical Employee Training Requirements

Tyler Water Utilities Wastewater Collection

			Repair/Construction					Admin/Office/Supervisor						Preventative Maintenance			
	OUTSIDE VENDOR TRAINING *	Hours	Crew Leader	Semi-Skilled Laborer	Laborer	Truck Driver	Equipment Operator	Operations Manager	Superintendent - PM	Superintendent - Construction	Senior Clerk	Senior Secretary	GIS Data Analyst	Utilities Maintenance Repair	Laborer	Utilities Maintenance Repair - CCTV	Semi-Skilled Laborer
1	Basic Wastewater Operations	20	R	R	R	R	R	R	R	R	E	E	E	R	R	R	R
2	Wastewater Collection	20	R	R	R	R	R	R	R	R	E	E	E	R	R	R	R
3	Water Utilities Safety	20	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
4	Water Utilities Calculations	20	E	E	E	E	E	E	E	E	NA	NA	NA	E	E	E	E
5	Pumps & Motor Maintenance	20	R	E	E	E	R	R	R	R	NA	NA	NA	R	E	R	E
6	Wastewater Treatment	20	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
7	Wastewater Laboratory	20	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
8	Wastewater Technology	40	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
9	CCTV - PACP Training	20	NA	NA	NA	NA	NA	E	R	R	NA	NA	R	NA	NA	R	NA
10	Applied Confined Space Safety	8	E	E	E	E	E	E	E	E	E	E	NA	E	E	E	E
	CITY OF TYLER IN-HOUSE TRAINING																
	Sewer Overflows																
11	SSO Reporting Procedures		R	NA	NA	NA	E	R	R	R	R	R	NA	R	E	R	E
	Work Orders/Asset Collection																
12	Initial OneSolution		R	E	E	E	R	R	R	R	R	R	R	R	E	R	E
13	OneSolution Asset Management		R	E	E	E	R	R	R	R	E	E	R	R	E	R	E
14	GIS/GPS Data Collection		R	E	E	E	R	R	R	R	E	E	R	R	E	R	E
	Vactor																
15	Setup/Initial Operations		R	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
16	Preventive Maintenance		NA	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
17	Operator - Cleaning/Nozzle Setup		NA	E	E	E	E	E	R	R	NA	NA	NA	R	R	R	E
18	Decan/Cleaning Procedures		NA	E	E	E	E	E	R	R	NA	NA	NA	R	R	R	E
	Sewer Rodder																
19	Rodder - Setup/Initial Operations		R	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
20	Rodder - Preventive Maintenance		NA	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
21	Operator - Setup/Operations		NA	E	E	E	E	E	R	R	NA	NA	NA	R	R	R	R
	Water Jet Rig																
22	Jetter - Initial Setup/Operations		R	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
23	Jetter - Preventive Maintenance		NA	E	E	E	E	R	R	R	NA	NA	NA	R	R	R	R
24	Operator - Setup/Operations		NA	E	E	E	E	E	R	R	NA	NA	NA	R	R	R	R
	CCTV																
25	CCTV - CUE's Rover & Wincam		E	E	E	E	E	R	R	R	NA	NA	NA	E	E	R	R
26	Camera Preventive Maintenance		NA	E	E	E	E	R	R	R	NA	NA	NA	E	E	R	R
27	PACP Recertification - 3 years		NA	E	E	E	E	R	E	E	NA	NA	NA	NA	NA	R	NA

Notes:

* Outside Vendor Training provided by Texas Engineering Extension (TEEX) and other outside vendors

Legend:

R = Required training by CMOM

E = Elective training, conducted at City of Tyler's discretion

NA = Not Applicable

Rev Date: 09/11/15

Appendix B

Appendix B
Tyler Water Utilities Wastewater Collection
Field Reporting Form
903-531-1285

Work Order No.:_____

1. Notification of possible wastewater blockage/release received by: ☐ Phone Call ☐ Email ☐ In Person
2. Notification received: Date: _____ Time: _____ AM / PM
3. Name of person making report:
   _____
   Phone # or email: _____
4. Location:
   Address, intersection or other location information:
   _____
   a. Crew dispatched at:
   Date: _____ Time: _____ AM / PM
   b. Arrived onsite:
   Date: _____ Time: _____ AM / PM
5. Did release of wastewater occur? ☐ Yes ☐ No
6. Is release a result of issue with public sewer system?
   ☐ Yes - Asset ID: _____ ☐ No = Private
   a. ☐ Pipe c. ☐ Lift Station
   b. ☐ Manhole d. ☐ WWTP
   e. ☐ Cleanout ☐ Other_____
7. Date/Time release cleared:
   Date: _____Time: _____ AM / PM

   Estimated duration of release: _____hr. _____min.
   Estimated flow rate: _____ GPM
   Estimated volume of release: _____ gallons
   Estimation Method: ☐ TCEQ
   ☐Other:_____
8. Was any amount of the release contained/ recovered?
   ☐ Yes _____gallons ☐ No

Method of recovery: a. ☐ Pumped back into collection system
b. ☐ Cleaned with vacuum truck
c. ☐ Other _____

Cleanup actions taken: ☐ Area disinfected ☐ Area flushed

9. Corrective Action Taken:_____

10. Potential field cause(s) of release (check all that apply):
    a. ☐ Fats, Oils, Grease g.☐ Flooding
    b. ☐ Roots h.☐ Excess Infiltration/Inflow
    c. ☐ Debris i. ☐ Contractor Damage
    d. ☐ Breaks Due to Erosion j. ☐ Vandalism
    e. ☐ Breaks, Other Causes k.☐ Undetermined
    f. ☐ Equipment malfunction l. ☐ Other: _____
11. Follow-up actions recommended:
    ☐ cable ☐ wash ☐ wash and treat ☐ root removal
    ☐ replace sewer tap
    ☐ other: _____

12. Route for wastewater released :
    ☐ Building Backup
    ☐contained before storm drain
    ☐ entered storm-drain
    ☐ entered dry streambed
    ☐ entered flowing or standing water in creek

    Name of receiving waters: _____
13. Was fish kill observed? ☐ No
    ☐ Yes – Report to Operations Manager Est. No. Killed: _____
    TWU Employee Name: _____Date: _____

To Be Completed by Supervisor

A. A Classification of Wastewater Release:
   1. ☐ TPDES non-compliance due to:
      a. ☐ unauthorized discharge
      b. ☐ failure to properly operate and maintain system
      Specify:_____
   2. ☐ Spill requiring report under TWC 26.039.
      ☐ 24 hour report ☐ Monthly report
   3. ☐ SSO as defined by Consent Decree
B. Was upstream/downstream sampling conducted?
   ☐ No ☐ Yes – See Sampling Results
C. Potential danger to human health and safety or the environment:
   ☐ No ☐ Yes – Describe: _____
D. Discharge route: _____
   Watershed for:

   ☐Wastewater Treatment Plant – South Side
   TPDES Permit 10653-02/TX004798

   ☐Wastewater Treatment Plant – West Side
   TPDES Permit 10653-002/TX0047988

E. Date scheduled for CCTV: _____(within 5 days)
   Date completed: _____Video #: _____Score: _____
F. Action taken to prevent reoccurrence :
   ☐ repair manhole/ invert
   ☐ repair sewer main
   ☐ schedule line to replaced or slip lined
   ☐ place on High Frequency Cleaning list: ☐ No
   ☐ Yes - ☐ 12 mo. ☐ 6 mo. ☐ 3 mo.
   ☐ schedule follow-up CCTV inspection: ☐ No
   ☐ Yes - ☐ 1 year ☐ 2 years ☐ 3 years
   ☐ call lift station technician
   ☐ other_____
G. Supervisor review:

Name: _____ Date: _____

City Point of Contact:
Kevin R. Olson/Operations Manager
TCEQ Region 5: Lisa Fisher 903-535-5137 FAX 903-525-0384
EPA Region 6: Phone 214-665-6595; FAX 214-665-2168

Appendix C

Appendix C
Tyler Water Utilities
Wastewater Collection
Existing High Frequency Cleaning Program

Tyler Water Utilities has an existing high frequency cleaning program, by which sewer segments may be placed on a 12-month, 6-month or 3-month cleaning cycle, following review by the Wastewater Collection System Superintendent. This existing program is subject to change as Tyler develops its Revised High Frequency Cleaning Program, pursuant to the terms of Section V.A.5 (CMOM Program - Revised High Frequency Cleaning Program) of the Consent Decree. Under the existing program, if a sewer segment experiences more than one SSO within a 12-month period, it is placed on a 12-month cleaning frequency cycle. The method of cleaning is based on the nature of the primary problem: 1) "cabling" the line to remove roots, 2) "washing and treating" the line to remove grease, or 3) "cabling and washing" the line to remove both roots and grease. Also under the existing program, if the segment continues to experience SSOs, it may be moved to the 6-month cleaning cycle. If SSOs persist in the pipe segment, it may then be moved to the 3-month cleaning cycle.

After each SSO, a CCTV inspection is scheduled for the Sewer Segment in question to determine if any other follow-up actions are required or a change of cleaning frequency is warranted. Sewer Segments may be moved to a lower frequency cleaning cycle or removed from the existing high frequency cleaning program following rehabilitation, repair or replacement of the pipe segment.

A list of pipe segments included in the 3-month, 6-month and 12-month cleaning cycles of the existing high frequency cleaning program, current as of the Date of Lodging of the Consent Decree, is attached.

Tyler Water Utilities 05/27/2016

Hot Spot Cleaning List

3 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
1	9/8/2012	2719 Ada	grease	1500	cable, wash & treat
2	1/3/2013	S. Broadway & Loop 323	Grease	800	Wash & Treat
3	8/22/2013	1015 W. Gentry	Grease	500	Wash & Treat
				2800 Feet	
				0.5 Miles	
			4 times a year	**2.1 Miles**	

6 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
1	1/15/2011	121 E. Front	grease & debris	100	PM wash
2	2/15/2011	4427 & 4431 Dundee	grease	450	PM Wash
3	4/13/2011	2025 WSW Loop 323	grease	2275	wash & Treat
4	4/29/2011	6805 South Place	roots & grease	500	cable & wash
5	2/15/2012	1101 S. Fleishel	grease	1700	wash & treat
6	2/20/2012	1300 S. Beckham	grease	2700	wash & treat
7	3/11/2012	Plume & Troup	grease	8000	PM wash & Treat
8	3/13/2012	3314 Troup Hwy	grease	3000	Pm wash & treat
9	3/13/2012	3333 Troup Hwy	grease	2400	PM wash & Treat
10	4/5/2012	5502 S. Broadway	grease	2900	wash & Treat
11	4/25/2012	Bois D Arc & Wilson	grease	1600	PM wash & Treat
12	4/26/2012	425 E. Cedar	grease	400	PM wash & Treat
13	6/14/2012	Cain & Old Noonday	grease	1000	PM wash
14	6/20/2012	1725 Loop 323 WSW	grease	225	wash & treat
15	6/21/2012	Anthony & DC Drive	grease	1200	wash & treat
16	7/12/2012	2613 E. 5th	grease	200	wash & treat
17	7/15/2012	502 W. Houston	grease	200	wash & treat
18	7/19/2012	1500 WSW Loop 323	grease	1750	wash & treat
19	7/21/2012	105 Tournament	grease	300	wash & treat
20	8/4/2012	6724 S. Broadway	grease	800	wash & treat
21	8/7/2012	2805 Garden Valley	grease	525	wash & treat
22	8/13/2012	S.E. corner of Palace & Gentry	grease	975	wash & Treat
23	9/4/2012	427 S. Oakland	grease	375	wash & treat
24	9/4/2012	Ada & Manilee	grease	900	wash & treat
25	9/4/2012	3320 S. Broadway	grease	900	wash & treat
26	9/8/2012	2719 Ada	grease	0	moved to 3 Month
27	9/19/2012	5315 S. Broadway	grease	2250	wash & Treat
28	9/27/2012	D.E. of Depreist	roots	900	cable
29	10/11/2012	behind 2221 McMurrey	grease	1200	wash & treat
30	10/15/2012	800 Neches	grease	525	wash & treat
31	10/22/2012	100 S. Peach	grease	375	wash & treat
32	11/9/2012	5th * S. Broadway	grease	450	wash & treat
33	11/30/2012	D.E. of Pabst south of Bow	roots	800	cable & wash
34	12/21/2012	3214 Hardwood	roots	325	cable
35	12/21/2012	Elm & Glenwood	roots & grease	100	cable, wash & treat
36	12/22/2013	2611 W. Gentry	grease	1250	cable, wash & treat
37	12/30/2012	4622 Leisure Lane	grease	800	wash & treat
38	1/3/2013	S. Broadway & Loop 323	grease	0	Moved to 3 Month
39	1/3/2013	Donnybrook & Loop 323	grease	1850	wash & treat
40	1/23/2013	100 Rice Rd	grease	500	wash & treat

41	3/6/2013	1105 E. Gentry	grease	200	wash & Treat
42	5/16/2013	804 W. 26th	grease & roots	1100	cable & wash
43	4/9/2013	1820 N. Gaston	roots & debris	625	cable & wash
44	6/24/2014	719 Baxter	grease	2400	wash & Treat
45	9/15/2014	Locust & Townsend	grease & roots	600	cable & wash
46	12/1/2014	6435 Old Jacksonville	grease	750	wash & Treat
47	1/16/2015	2214 W.S.W. Loop323	grease	1700	wash & treat
48	2/28/2013	Magnolia & Lake	grease & debris	800	cable & wash
49	1/15/16	845 Crosby	grease	1075	cable & wash

		55150 Feet
		10.4 Miles
	2 Times a year	**20.9 Miles**

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
1	2/14/2011	601 Harvard	Grease	450	wash
2	3/1/2011	1204 S. Wall	Roots	500	cable
3	1/6/2012	2022 N. Wolford	grease	150	wash
4	1/7/2012	520 & 614 Elmridge	Grease	900	wash
5	1/29/2012	4812 Downing	Grease & debris	1800	wash
6	2/21/2012	Caldwell Zoo	Root/debris	1650	cable/wash
7	3/1/2012	1538 N. Hill	Roots/grease	500	cable/wash
8	3/1/2012	Specialty & Old Troup	Debris	1350	pm wash
9	3/3/2012	305 E. Fourth	roots	300	cable
10	3/5/2012	3205 Tulsa	grease	700	Pm wash & treat
11	3/5/2012	1703 N. Broadway	grease	75	Pm wash & treat
12	3/6/2012	1100 Blk Magnolia	roots & debris	1000	cable & wash
13	3/6/2012	4222 Southpark Dr	Roots	1250	cable
14	3/8/2012	725 Pam	Debris	1500	cable
15	3/8/2012	2011 Sterling	Roots	1000	cable
16	3/8/2012	Independence & Broadway	grease	1950	PM wash & treat
17	3/15/2012	3916 Jan	grease	2375	wash
18	3/18/2012	218 E. Locust	Debris	400	pm wash
19	3/18/2012	713 Jeffery	roots	1400	cable
20	3/21/2012	2222 SSE Loop 323	grease	400	wash
21	3/22/2012	319 S. Beckham	roots & grease	225	cable & treat
22	3/22/2012	Fifth & Fleishel	Grease/debris	550	pm wash
23	3/22/2012	800 w. 27TH	grease & debris	300	pm wash
24	3/26/2012	300 Blk of Oakland	Debris	800	pm wash
25	3/26/2012	1733 Richards	roots	400	cable
26	3/26/2012	Pam & Joy	Roots/grease	1225	cable/wash
27	3/28/2012	3110 Towne Park	grease	1350	PM wash
28	3/30/2012	916 Academy	grease	425	PM wash & treat
29	3/31/2012	1306 Hawthorne	roots	1050	cable & wash
30	4/1/2012	Oliver & Rosevelt	roots	1900	PM cable
31	4/2/2012	1725 S. Sneed	Grease/debris	375	wash/cable
32	4/2/2012	2027 Lee St	Grease	800	wash
33	4/3/2012	1417 Santa Rosa	roots	1800	PM cable
34	4/4/2012	1126 Buena Vista	roots	1950	PM cable
35	4/9/2012	601 Golden rd	grease	150	Pm wash
36	4/9/2012	1729 Arnold	grease	400	PM wash
37	4/10/2012	710 S. Porter	roots & grease	2200	PM wash & cable
38	4/10/2012	D.E. of Ferdell	roots	350	cable
39	4/11/2012	5314 Athens	Grease	1200	wash & treat

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
40	4/13/2012	Angeline & Alice	roots	950	cable
41	4/15/2012	behind 1100 W. Claude	Roots	550	cable
42	4/15/2012	1800 Blk of Bradshaw	roots	750	cable & wash
43	4/17/2012	3904 W. Gentry	grease	500	wash & treat
44	4/22/2012	D.E. of Pabst-sout of Bow	roots & debris	0	Moved to 6 Month
45	4/22/2012	719 Pabst	grease	1500	PM wash
46	4/23/2012	3001 Buddie	grease	2250	PM wash
47	4/24/2012	819 N. Spring	grease	950	PM wash
48	4/30/2012	CR 427- Lake Park Dr	roots	3000	cable
49	5/1/2012	D.E. of Hayes	roots & grease	1200	cable & wash
50	5/4/2012	3409 Brookside	roots	1750	cable
51	5/7/2012	2402 Bellwood	grease	1600	PM wash
52	5/8/2012	2nd MH east of Palace & North of Gentry	Roots/grease	525	cable & wash
53	5/9/2012	4013 Appletree	grease	4000	wash & treat
54	5/14/2012	401 Sunnyside	grease	1000	PM wash
55	5/20/2012	504 S. Beckham	Grease/debris	250	pm wash
56	5/20/2012	1107 Wilmington	grease	1400	Pm wash
57	5/22/2012	518 S. Parkdale	roots	800	cable
58	5/22/2012	624 David	grease	1225	PM wash
59	5/24/2012	310 N. Beverly	grease	350	Pm wash
60	5/24/2012	Beverly south of Locust	grease	400	PM wash
61	5/25/2012	610 S. College	grease	700	PM wash
62	5/30/2012	Elm & Palmer	grease	300	PM wash
63	5/30/2012	Wildwood & Front	grease	1350	PM wash
64	5/31/2012	400 Old Grande	Roots/grease	700	pm wash/cable
65	6/8/2012	1705 N. Broadway	grease	900	PM wash
66	6/11/2012	1808 E. Lawrence	roots & grease	750	PM cable & wash
67	6/26/2012	625 S. Augusta	roots & grease	1200	cable & wash
68	6/29/2012	3009 Meadowlark	roots & grease	800	cable
69	7/3/2012	3324 NNE Loop 323	grease	800	PM wash
70	7/4/2012	8414 Cambridge	grease	800	wash & treat
71	7/10/2012	409 N. Border	grease	450	PM wash
72	7/10/2012	2310 E. Erwin	grease	3000	wash & treat
73	7/10/2012	2604 E. Erwin	grease	750	wash & treat
74	7/20/2012	804 W. 26th St	grease	1000	PM wash
75	7/25/2012	Highland &5th St well #9	roots	800	Cable
76	7/28/2012	1211 S. College	roots & grease	300	PM cable
77	8/3/2012	4702 Troup Hwy	grease	600	PM wash
78	8/7/2012	Behind 2700 N. Grand	grease	900	wash & treat
79	8/10/2012	2401 Mimosa	roots	1125	cable
80	8/10/2012	Queen & Spring	grease	600	PM wash
81	8/13/2012	SE corner of Palace & Gentry	GREASE	0	Moved to 6 Month
82	8/16/2012	3323 Garden Valley	Grease/roots	350	cable & Wash
83	8/23/2012	2519 N. Confederate	grease	1225	wash & treat
84	8/30/2012	3220 Walton rd	Roots	1750	cable
85	9/4/2012	2900 Baldwin	roots	1225	cable
86	9/4/2012	D.E. of Neches	grease	375	wash & treat
87	9/8/2012	302 Dayton	roots	900	cable & wash
88	9/11/2012	4598 Old Troup	grease	1200	wash & treat
89	9/11/2012	Shaw & Broadway	Grease	1575	wash
90	9/15/2012	1540 S. Academy	grease	1250	wash & treat

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
91	9/19/2012	Behind 2301 Debby	Roots	2700	cable
92	9/19/2012	Old Omen & 5th	Roots	500	cable
93	9/20/2012	Lyons S. of Front	roots	600	cable & wash
94	9/24/2012	3885 Brighton Creek	roots	750	cable
95	9/27/2012	3720 Mineola Hwy	grease	1500	wash
96	9/28/2012	Glenwood & Grove	roots	2000	cable & wash
97	10/4/2012	727 S. Englewood	grease	900	PM wash
98	10/8/2012	3621 McDonald Rd	grease	100	wash & treat
99	10/9/2012	3214 Old Jacksonville	grease	100	wash & treat
100	10/18/2012	4400 Paluxy	grease	1225	wash & treat
101	10/18/2012	5750 Eaglesnest	roots	1225	cable
102	10/18/2012	Cecil & County Rd	roots	600	cable
103	10/20/2012	Hill & park	grease	300	PM wash
104	10/22/2012	3800 Lexington	roots	375	cable & wash
105	10/27/2012	3200 Garden Valley & charlotte	roots	950	cable & wash
106	10/28/2012	6101 Wilderness	roots	1500	cable
107	10/29/2012	2406 Pinkerton	roots	250	cable & wash
108	10/30/2012	5908 Plantation	debris	675	cable & wash
109	11/1/2012	Belmead & Shelley	grease	300	PM wash
110	11/3/2012	306 & 311 Rosedale	roots	300	cable & wash
111	11/5/2012	Ford & fannin	grease	700	Pm wash
112	11/7/2012	106 E. 2nd	grease	350	wash & treat
113	11/7/2012	1021 W. Shaw	roots	1125	cable & wash
114	11/14/2012	114 Tournament	roots	625	cable & wash
115	11/17/2012	716 N. Confederate	roots	875	cable & wash
116	11/18/2012	519 Victory	roots	800	PM cable
117	11/21/2012	3129 Vineyard	roots	1000	cable
118	11/23/2012	2314 & 2316 Aberdeen	roots & grease	300	cable & wash
119	11/26/2012	Tenneha & Barrett	grease	250	wash & treat
120	11/29/2012	439 S. Hill	roots	450	cable & wash
121	11/29/2012	D. E. of Clublake	roots	1500	cable & wash
122	11/30/2012	2100 Bandera	roots	600	cable & wash
123	11/30/2012	Camp & Caryle	roots	225	cable & wash treat
124	11/30/2012	D.E. of Pabst south of Bow	roots	800	cable & wash
125	12/2/2012	408 N. Parkdale	grease/roots	700	cable/wash
126	12/4/2012	2707 Willard	grease	600	PM wash
127	12/9/2012	5315 S. Broadway	Grease	0	wash & treat
128	12/10/2012	820 NNW Loop 323	roots	300	cable & wash
129	12/10/2012	1538 N. Hill	roots	800	cable & wash
130	12/11/2012	Sybil & Southpark	roots	1300	cable & wash
131	12/11/2012	Whiteoak & Holyoak	roots	750	cable
132	12/17/2012	329 Brookwood	roots	150	cable & wash
133	12/21/2012	3214 Harwood	roots	325	cable & wash
134	12/21/2012	4021 New Copeland Rd	roots	600	cable & wash
135	12/24/2012	601 N. Broadway	grease & debris	1000	cable &(wash & treat)
136	12/29/2012	818 Dobbs	roots	200	cable
137	12/31/2012	1402 S. Sneed	roots	525	cable & wash
138	12/31/2012	1700 Sampson	Grease & roots	600	cable & wash
139	1/5/2013	217 Heritage Circle	roots	250	Cable
140	1/7/2013	704 S. Fleishel	grease	800	wash & treat
141	1/7/2013	2016 Crestwood	roots	450	Cable

Tyler Water Utilities
05/27/2016
Hot Spot Cleaning List

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
142	1/9/2013	1614 S. College	grease	1100	cable & wash
143	1/10/2013	7302 Princedale	grease & debris	600	pm wash
144	1/12/2013	3600 Bain	roots & grease	600	cable & wash
145	1/14/2013	106 E. Elm	grease	300	wash & treat
146	1/14/2013	1527 Haynie	roots	450	cable
147	1/17/2013	10th & Sunnybrook	grease	200	PM wash
148	1/17/2013	1005 S. Tipton	roots & grease	1400	cable & wash
149	1/21/2013	815 Sheperd	roots & grease	750	cable & treat
150	1/21/2013	1016 Amherst	roots & grease	800	cable & treat
151	1/21/2013	2703 Old Bullard	roots & grease	600	cable & wash
152	1/21/2013	810 S. Porter	roots & grease	1600	PM wash & cable
153	1/22/2013	D.E. of Nancy	roots & grease	1000	cable & wash
154	1/23/2013	801 & 817 Pam	roots & grease	550	cable & wash
155	1/24/2013	2503 New Copeland	roots & grease	625	cable & wash
156	1/25/2013	400 W. Cochran	grease	300	PM wash
157	1/25/2013	3105 Carter	roots & grease	625	cable & wash
158	1/26/2013	2447 Sunnybrook	roots & grease	100	cable & wash
159	1/28/2013	1420 N. Fannin	roots & grease	400	cable & wash
160	1/30/2013	2419 N. Englewood	roots & grease	900	cable & wash
161	1/31/2013	3424 Cope St	grease	800	wash
162	2/1/2013	442 Morgan	roots & grease	1200	cable & wash
163	2/4/2013	519 Hunters Court	dirt	150	PM wash
164	2/4/2013	5427 Quailcreek	roots & grease	950	cable & wash
165	2/10/2013	Hollystar & Morning Star	roots & grease	400	cable, wash & treat
166	2/13/2013	8393 Garrett	grease	300	cable, wash & treat
167	2/13/2013	3623 Wynnwood	roots & debris	550	cable, wash
168	2/13/2013	114 Amherst	roots & grease	525	cable & wash
169	2/14/2013	2523 Fleetwood	grease & debris	400	pm wash
170	2/14/2013	133 N. Forest	roots & grease	525	cable & wash
171	2/15/2013	Lake Placid & Old J Ville	grease	325	pm wash
172	2/15/2013	305 W. Charnwood	roots & grease	300	cable & wash
173	2/15/2013	517 Harpole	grease & debris	450	pm wash
174	2/20/2013	2419 E. 5th	roots & grease	450	cable & wash
175	2/20/2013	5050 Shiloh	debris	825	pm wash
176	2/21/2013	643 S. Baxter	root	350	cable & wash
177	2/23/2013	1007 W. Bow	roots & debris	400	cable & wash
178	2/23/2013	2812 N. Glass	roots & debris	1000	cable & wash
179	2/27/2013	2111 Glenbrook	roots & debris	250	cable & wash
180	2/27/2013	1208 Neches	grease & debris	500	pm wash
181	2/28/2013	Magnolia & Lake	debris	800	cable & Wash
182	3/3/2013	1823 Old Omen	roots & grease	400	cable & wash
183	3/5/2013	1018 E. Elm	roots	300	cable & wash
184	3/5/2013	711 W. 3rd	roots & grease	325	cable & wash
185	3/7/2013	Locust & Beverly	Debris	100	pm wash
186	3/7/2013	1007 W.N.W.Loop323	roots & debris	300	cable
187	3/9/2013	1705 Gish Ln	roots	450	cable
188	3/15/2013	Edwards & Locust	roots & debris	250	cable & wash
189	3/18/2013	711 Spring Creek	roots	450	cable & wash
190	3/19/2013	3721 Arlington	roots	250	cable & wash
191	3/20/2013	Joel & Robert E. Lee	Debris	300	pm wash
192	3/21/2013	2515 W. Shaw	grease	850	cable & wash

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
193	3/24/2013	226 E. Dodge	grease & debris	200	cable & wash
194	3/25/2013	2022 Belvedere	roots	850	pm cable
195	3/26/2013	3300 Curtis	roots	400	cable & wash
196	3/27/2013	1400 Hawthorne	grease & roots	800	cable & wash
197	3/30/2013	2809 Bellwood	grease & debris	1050	cable & wash
198	4/1/2013	1415 Hawthorne	roots	250	pm cable
199	4/4/2013	Spring & Locust	Debris	350	pm wash
200	4/5/2013	1121 S. Baxter	grease	800	wash & treat
201	4/7/2013	Stratford & Hubbard	roots	500	cable & wash
202	4/8/2013	800 W. Queen	grease & roots	350	cable & wash
203	4/9/2013	Clinic & Dawson	Debris	650	pm wash
204	4/9/2013	1820 N. Gaston	roots & debris	650	cable & wash
205	4/11/2013	Stanford & Crestview	roots & debris	350	cable & wash
206	4/12/2013	2937 Keenan	roots & debris	400	cable & wash
207	4/15/2013	1222 Buena Vista	roots	500	cable & wash
208	4/15/2013	34th & Grand	grease & debris	500	pm wash
209	4/17/2013	Locust & Frank	grease	150	wash & treat
210	4/22/2013	3217 Rolling Hill	grease & roots	1400	cable & wash
211	4/26/2013	830 S. Fannin	roots	325	pm cable
212	4/29/2013	3424 Cope St	grease & roots	950	cable & wash
213	5/4/2013	7132 Gatewood	grease & roots	800	cable & wash
214	5/7/2013	Broadway & Alpine	grease & roots	1150	cable & wash
215	5/8/2013	900 blk Boyd	grease & roots	250	cable & wash
216	5/10/2013	Shelley & Broadway	grease & debris	750	wash & treat
217	5/4/2013	6600 S. Broadway	grease	1750	wash & treat
218	5/15/2013	1820 Don	grease & other	450	pm wash
219	5/16/2013	1219 Kenilworth	grease & roots	400	cable & wash
220	5/16/2013	804 W. 26th St	grease & roots	1100	cable & wash
221	5/28/2013	922 W. 5th	roots & grease	1000	cable & wash
222	3/18/2013	13443 CR 206 behind Goodyear plant	roots & debris	3000	cable & wash
223	4/26/2013	Rose Stadium south to north side	debris	600	pm wash
224	6/15/2013	1718 Sampson	debris	650	pm wash
225	6/19/2013	Bellaire & Garden Valley	roots	1000	pm cable
226	5/30/2013	Pinkerton & Danica	grease	300	pm wash
227	5/29/2013	420 N. Bois d' arc	roots	525	pm cable
228	7/2/2013	Willow Brook Country Club	roots & debris	250	pm cable
229	6/2/2013	3520 New Copeland	roots	750	pm cable
230	6/11/2013	1600 Rice rd	roots & debris	500	pm cable
231	6/20/2013	Donnybrook & Rieck	grease & rags	250	pm wash
232	6/26/2013	1125 Pinedale Pl	debris	1200	cable & wash
233	7/15/2013	1st & Chilton	roots	200	pm cable
234	7/20/2013	2010 Sybil Ln	debris & gravel	650	pm wash
235	7/17/2013	Bow & Bois d' arc	grease	550	pm wash
236	7/22/2013	2314 Robertson Ave	roots	450	pm cable
237	7/23/2013	2400 N. Confederate	roots	600	cable & wash
238	7/24/2013	D.E. of Shenandoah	roots	250	cable & wash
239	7/26/2013	701 W.S.W. Loop 323	grease	950	wash & treat
240	7/28/2013	3200 Cameron	roots & debris	300	cable & wash
241	8/2/2013	801 Trinity	grease & debris	900	pm wash
242	8/5/2013	5916 Rhones Quarter	roots	850	pm cable
243	8/8/2013	Paul & Grand	roots	350	pm cable

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
244	8/23/2013	709 Duckenfield	roots	650	pm cable
245	8/27/2013	3215 Old Jacksonville	roots & grease	100	cable & wash
246	8/26/2013	719 Oakland	roots	100	pm cable
247	8/26/2013	1505 E. Erwin	grease	375	pm wash
248	9/5/2013	700 Olympic Plaza	roots	1000	pm cable
249	9/17/2013	Dawson & Beckham	Debris	450	cable
250	9/20/2013	2714 Tenneha	roots & grease	350	cable & wash
251	9/21/2013	1204 S. Wall	roots & debris	500	cable & wash
252	10/2/2013	3963 Chapel Woods	debris	300	cable
253	10/2/2013	310 Carriage	roots & debris	500	cable & wash
254	10/5/2013	2204 Airline	rags	400	cable & wash
255	10/6/2013	400 blk Chimney Rock	rags & debris	300	pm wash
256	10/9/2013	5th & Sneed	debris	150	pm wash
257	10/15/2013	3408 Shady Trail	roots & debris	400	cable & wash
258	10/16/2013	802 E. Locust	debris	450	cable & wash
259	10/17/2013	1300 blk Summitt	roots & grease	500	cable & wash
260	10/18/2013	615 E. 3rd	roots & debris	200	cable & wash
261	10/24/2013	800 Woodhall Ct	grease & debris	600	cable & wash
262	10/31/2013	1939 Devine	grease	450	pm wash
263	10/31/2013	3230 Berryhill	roots	450	pm cable
264	11/12/2013	8145 Kevin	roots	1200	cable & wash
265	11/21/2013	2347 Alta Mira	roots & debris	400	cable & wash
266	11/27/2013	3005 N. Whitten	grease	700	cable & wash
267	12/16/2013	2802 Greenwood	roots & grease	950	cable & wash
268	12/15/2013	2928 Dinah	roots	300	cable & wash
269	12/21/2013	515 Hampton Hills	roots	550	pm cable
270	12/21/2013	1634 S. Vine	mud	250	pm cable
271	12/29/2013	2602 Shenandoah	grease	325	cable & wash
272	12/31/2013	508 Bandera	roots	500	pm cable
273	12/31/2013	Sunnybrook & 10th	roots	200	pm cable
274	1/3/2014	Peach & Mockingbird	roots & grease	400	cable & wash
275	1/14/2014	3415 Keaton	roots	900	cable & wash
276	2/1/2014	1502 Woodlands	roots	450	cable & wash
277	2/2/2014	907 S. Lyons	grease & roots	450	cable & wash
278	1/27/2014	215 E. Line	grease & debris	150	cable & wash
279	2/7/2014	3400 Varsity	grease & debris	400	cable & wash
280	1/31/2014	1200 Blk E. Front	roots	450	pm cable
281	2/16/2014	1733 E. Richards	roots	400	pm cable
282	2/2/2014	1820 Hankerson	roots & grease	500	cable & wash
283	2/14/2014	2810 W. Erwin	roots	600	pm cable
284	1/25/2014	2504 W. Oakwood	roots	200	pm cable
285	1/27/2014	4430 Hwy 31 W	grease & debris	650	cable & wash
286	2/15/2014	400 Thigpen	roots & grease	600	cable & wash
287	2/17/2014	Bellwood & Lyons	roots & grease	300	cable & wash
288	2/17/2014	8219 Purdue	roots	600	cable & wash
289	2/20/2014	Hurt & Connally	roots & debris	1500	cable & wash
290	2/24/2014	2875 Shiloh	grease & debris	1150	Pm Wash
291	2/25/2014	1208 S. Sneed	roots & debris	550	cable & wash
292	3/3/2014	1924 Clubview	roots & grease	750	cable & wash
293	3/5/2014	Lake Placid & Vine	grease & debris	250	cable & wash
294	2/27/2014	1600 Manorway	grease & debris	850	cable & wash

12 Month Schedule

#	Date added to Schedule	Location	Problem	Footage	Task
295	3/7/2014	420 Top Hill	grease & roots	250	cable & wash
296	3/16/2014	Harvard & Oxford	grease	1550	cable & wash
297	3/18/2014	Barrett & Grand	grease & debris	150	pm wash
298	3/19/2014	621 Beth	roots	1100	cable & wash
299	3/19/2014	205 Chimney Rock	grease & roots	150	cable & wash
300	3/24/2014	628 N. Bois d arc	grease & roots	800	cable & wash
301	3/25/2014	Sunnybrook & Ellis	roots	150	pm cable
302	3/26/2014	6213 Huntington	roots & debris	500	cable & wash
303	3/18/2014	D.E. Pabst	roots & debris	300	cable & wash
304	4/3/2014	3326 Brookside	roots	750	cable & wash
305	4/4/2014	202 N. Parkdale	roots & debris	1000	cable & debris
306	4/7/2014	2324 S. Vine	roots	500	cable & wash
307	4/8/2014	5310 Indian Springs	grease & debris	300	cable & wash
308	4/8/2014	Fenton & Northridge	grease	300	cable & wash
309	4/9/2014	Courtney & Miller	grease & debris	125	wash & treat
310	4/9/2014	Winona & Gentry	roots	200	cable & wash
311	4/16/2014	2001 Montrose	grease	800	cable & wash
312	4/16/2014	1437 N. Fannin	grease, debris	300	cable & wash
313	4/21/2014	1412 W. Queen	roots	1000	cable & wash
314	4/23/2014	509 W. Douglas	grease & roots	150	cable & wash
315	4/24/2014	2032 Neeley	roots	500	cable & wash
316	4/24/2014	2430 Boldt	grease &roots	550	cable & wash
317	4/30/2014	3015 Cameron	roots	550	cable & wash
318	5/16/2014	2119 Clubview	roots & debris	400	cable & wash
319	5/19/2014	640 Beechwood	roots & debris	500	cable & wash
320	5/23/2014	Donnybrook & Dobbs	roots & debris	200	cable & wash
321	5/29/2014	3705 McMillian	roots & debris	1100	cable & wash
322	5/31/2014	2207 Jackie	roots & grease	350	cable & wash
323	6/2/2014	2200 blk of Golden rd	roots & debris	700	cable & wash
324	6/3/2014	2415 E. Erwin	roots & debris	2500	cable & wash
325	6/17/2014	2300 Buck	roots & debris	450	cable & wash
326	6/18/2014	846 Donnybrook	grease & debris	450	cable & wash
327	3/11/2014	Cain & Old Noonday	grease	1000	pm wash
328	6/27/2014	2505 Kensington	roots	300	cable
329	7/2/2014	319 Harpole	roots	350	cable & wash
330	7/11/2014	1601 Everglades	grease	300	wash
331	7/17/2014	3416 Old Noonday	roots	1200	cable & wash
332	8/25/2014	Lollar & Grand	roots & debris	350	cable & wash
333	9/8/2014	3114 Oak Bend	debris	300	cable & wash
334	9/9/2014	922 S. College	roots	550	cable & wash
335	9/11/2014	Parkdale S. of Front	roots	350	cable & wash
336	9/12/2014	1617 Milam	roots	600	cable & wash
337	9/16/2014	1212 Clinic	grease & debris	400	cable & wash
338	9/16/2014	3004 Tanglewood	roots	450	cable & wash
339	9/20/2014	2700 Pollard	roots	250	cable & wash
340	8/28/2014	4562 Van Hwy	roots	1150	cable & wash
341	9/23/2014	Paluxy & Loop 323	grease	300	wash & treat
342	10/2/2014	530 S.S.W. Loop 323	grease	1150	wash & treat
343	10/6/2014	2331 Devine	debris	100	cable & wash
344	10/21/2014	8310 Crooked Trail	debris	1000	cable & wash
345	10/31/2014	1037 Lyons	grease & debris	425	cable & wash

Tyler Water Utilities
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#	Date added to Schedule	Location	Problem	Footage	Task
346	11/1/2014	3509 Woods Blvd	grease & debris	650	cable & wash
347	11/2/2014	100 Ridgecrest	roots & debris	900	cable & wash
348	11/6/2014	601 Valentine	roots & debris	300	cable & wash
349	11/7/2014	912 Grove	roots & debris	500	cable & wash
350	11/17/2014	802 Trinity	grease & debris	500	cable & wash
351	11/25/2014	Danica & Golden	grease & debris	350	wash
352	11/28/2014	409 Hollyoak	grease & debris	650	cable & wash
353	11/26/2014	4112 Birdwell	grease & roots	1000	cable & wash
354	12/1/2014	Crockett & Robertson	grease & debris	550	cable & wash
355	12/3/2014	Shelley & Silverwood	grease & roots	525	cable & wash
356	12/1/2014	Shaw & Bennett	grease & debris	475	cable & wash
357	12/6/2014	Timbercreek & Avenham	grease & debris	250	cable & wash
358	12/9/2014	2447 Sunnybrook	grease	325	cable & wash
359	12/15/2014	Bellemere & Wakefield	roots	925	cable &wash
360	12/15/2014	1206 Clyde	roots	550	cable & wash
361	12/16/2014	Parkdale & MLK	grease & roots	400	cable & wash
362	12/17/2014	1325 Graham	roots & debris	300	cable & wash
363	12/17/2014	217 Rix	roots & debris	300	cable & wash
364	12/22/2014	Libbie & Troup	grease	1200	wash & treat
365	12/26/2014	1501 Drexel	roots	900	cable & wash
364	12/29/2014	3529 Cameron	roots & debris	800	cable & wash
365	1/3/2015	1705 N. Glenwood	grease & debris	600	cable & wash
366	1/4/2015	2015 Rosewood	roots & debris	375	cable & wash
367	1/6/2015	2223 Rosemont	roots & debris	750	cable & wash
368	1/7/2015	Fleishel & Fifth	grease & debris	850	cable & wash
369	1/8/2015	Kensington & Kidd	grease	345	cable & wash
370	1/8/2015	1904 Lamplight	debris	100	cable & wash
371	1/11/2015	133 Donna	grease & debris	275	cable & wash
372	1/12/2015	7750 Morning Star	grease & debris	450	cable & wash
373	1/12/2015	6005 Wilshire	grease, debris, roots	375	cable & wash
374	1/20/2015	3019 Club Lake	grease & debris	650	cable & wash
375	1/20/2015	521 Princeton	grease, debris, roots	625	cable & wash
376	1/24/2015	905 S. Chilton	grease & debris	275	cable & wash
377	1/25/2015	2829 Old Henderson	grease	500	cable, wash, treat
378	1/27/2015	2137 Woodhaven	grease &roots	350	cable & wash
379	2/3/2015	649 S. Broadway	grease & debris	475	cable & wash
380	2/3/2015	1419 Marian	grease	160	cable & wash
381	2/2/2015	Robert E. Lee & Broadway	grease	500	cable & wash
382	2/5/2015	1206 N. Whitten	debris	250	cable & wash
383	2/12/2015	829 David	grease	850	cable & wash
384	2/13/2015	Erwin & Hill	grease & debris	425	cable & wash
385	2/14/2015	2213 Vernon	roots & debris	825	cable & wash
386	2/17/2015	1st & Vine	debris	400	cable & wash
387	2/26/2015	1222 Augusta	roots & grease	285	cable & wash
388	2/26/2015	De Charles & Dinah	grease & debris	745	cable & wash
389	2/26/2015	3205 Fry	grease, roots, debris	475	cable & wash
390	3/4/2015	3148 Rosemary	roots & debris	350	cable & wash
391	3/4/2015	918 Camellia	debris	375	cable & wash
392	3/6/2015	4500 Blk New Copeland	grease, roots ,debris	165	cable & wash
393	3/7/2015	4007 Old Chandler	grease & roots	775	cable & wash
394	3/7/2015	2913 Shaffer Ln	roots & grease	440	cable & wash

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#	Date added to Schedule	Location	Task	Footage	Problem
395	3/8/2015	1823 E.S.E. Loop 323	grease	375	wash & treat
396	3/8/2015	712 Leon	debris & grease	275	cable & wash
397	3/9/2015	604 Maxwell	grease, roots, debris	775	cable & wash
398	3/10/2015	2612 Eileen	grease, roots, debris	375	cable & wash
399	3/10/2015	Victory & Turtle Creek	grease, roots, debris	525	cable & wash
400	3/13/2015	2nd & Talley	debris	425	cable & wash
401	3/14/2015	1538 & 1600 N. Hill	grease & debris	500	cable & wash
402	3/19/2015	3006 Silver Creek	roots & debris	250	cable & wash
403	3/19/2015	Horace & Commerce	grease, roots, debris	650	cable & wash
404	3/20/2015	100 blk of Thigpen	grease	400	(wash & treat)
405	3/21/2015	1800 N. Glenwood	roots	400	cable & wash
406	3/27/2015	6101 Huntington	roots	450	cable & wash
407	4/1/2015	217 Heritage Circle	roots & debris	900	cable & wash
408	4/2/2015	1000 E.S.E Loop 323	debris	150	cable & wash
409	4/3/2015	1519 Austin	roots	400	cable & wash
410	4/7/2015	1900 Waunell	roots	300	cable & wash
411	4/9/2015	Clinic & Dawson	Debris	650	pm wash
412	4/9/2015	Wellington Place	grease, roots, debris	300	cable & wash
413	4/10/2015	516 Fair Ln	grease, roots, debris	550	cable & wash
414	4/11/2015	Adams & Erwin	debris	700	cable & wash
415	4/12/2015	4800 Gretna Green	sand & debris	350	cable & wash
416	4/27/2015	2015 Rose Rd.	grease, roots, debris	600	cable & wash
417	4/29/2015	8238 Baylor	roots	750	cable & wash
418	4/29/2015	1400 W. Gentry	grease	675	cable & wash
419	5/3/2015	2909 Medina	roots	550	cable & wash
420	5/4/2015	2328 Alta Mira	grease,roots,debris	300	cable & wash
421	5/7/2015	807 W. 24th	grease,roots,debris	150	cable & wash
422	5/7/2015	530 S.S.W. Loop 323	grease,roots,debris	400	cable & wash
423	5/12/2015	318 W. Dobbs	debris	300	cable & wash
424	5/20/2015	1725 Haynie	grease,roots,debris	600	cable & wash
425	5/21/2015	3223 Martha	roots	400	cable & wash
426	5/24/2015	921 E. 8th	sand	350	wash
427	5/24/2015	1121 N. Bois D Arc	root & debris	250	cable & wash
428	5/25/2015	1319 S. Donnybrook	roots	275	cable & wash
429	6/1/2015	124 Ronnette	grease & debris	500	cable & wash
430	7/2/2015	DE Wilder Trail	debris	500'	cable
431	8/2/2015	2820 Staley	grease & debris	1150'	cable & wash
432	8/5/2015	28th & Tenneha	grease & debris	300'	cable & wash
433	8/8/2015	200 E. Fuller	debris	450'	cable & wash
434	8/13/2015	29th & Confederate	grease,roots,debris	550'	cable & wash
435	8/19/2015	Behind 2701 W. Erwin	roots & debris	1100'	cable & wash
436	9/2/2015	2401 Devine	roots & debris	1050'	cable & wash
437	9/25/2015	1923 Woodlawn	grease & debris	650'	cable & wash
438	9/27/2015	410 Muller Garden	Debris	250'	cable & wash
439	10/7/2015	Earle E. of Patricia	grease,roots,debris	575'	cable & wash
440	10/16/2015	2609 S. Chilton	debris	200'	cable & wash
441	10/16/2015	2615 S. Chilton	roots & grease	575'	cable & wash
442	10/23/2015	3363 Cascade Blvd	Debris	450'	wash
443	10/24/2015	614 Richardson	Grease	500'	Cable & Wash
444	10/24/2015	5417 Briarcove	Grease	225'	cable & wash
445	10/25/2015	1200 Doctors Dr	Grease	375'	cable & wash
446	10/26/2015	415 Thigpen	Grease	150'	wash & treat

Tyler Water Utilities
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12 Month Schedule

#	Date added to Schedule	Location	Task	Footage	Problem
447	10/30/2015	1700 W. Claude	grease,roots,debris	1225'	cable & wash
448	11/4/2015	5412 Patton	grease & debris	900'	cable & wash
449	11/18/2015	Plaza & Northridge	grease & debris	325'	cable & wash
450	11/20/2015	740 Blackwell	grease	500'	cable & wash
451	11/20/2015	2211 W.S.W. Loop 323	grease	575'	cable & wash
452	12/3/2015	3023 Benbrook	grease,roots,debris	525'	cable & wash
453	12/28/2015	124 Ronnette	grease & debris	125'	cable & wash
454	12/28/2015	1709 Ronnette	roots & debris	200'	cable & wash
455	12/30/2016	904 W. Nutbush	debris	200'	cable & wash
456	1/4/2016	303 Oakland	roots & debris	375'	cable & wash
457	1/5/2016	Alpha & Mc Donald	debris	150'	cable & wash
458	1/5/2016	200 Barbee	Debris	550'	cable & wash
459	1/15/2016	522 S. Broadway	roots & debris	900'	cable & wash
460	1/20/2016	2632 New Copeland	roots & debris	125'	cable & wash
461	1/22/2016	3510 Woodhue	Grease & Roots	225'	cable & wash
462	1/25/2016	3327 Gail	debris	375'	cable & wash
463	1/27/2016	1228 Kennedy rd.	Grease & Roots	600'	cable & wash
464	1/29/2016	235 S. Saunders	Debris	150'	Cable
465	2/11/2016	515 E. Front	grease & debris	100'	cable & wash
466	2/15/2016	2716 Brentwood	Debris	850'	cable & wash
				284,615 Feet	
				53.9 Miles	

Appendix D

Appendix D

Gravity Sewer Line Condition Assessment and Remedial Measures Program



Gravity Sewer Line Condition Assessment and Remedial Measures Program

Mainline Sewer Inspection

Condition Assessment

Tyler shall CCTV all non-plastic pipes. For all other pipes, Tyler shall inspect using techniques such as:

- CCTV
- Pole camera
- Sewer Cleaning Findings
- Mechanical proofing
- Smoke testing
- Dye testing
- ScanJet
- Laser
- Sonar
- Other methods or technologies that are later approved by written agreement of the Parties pursuant to Section XX (Modification) of the Consent Decree)

Using a two-step process (PACP quick rating and Pipe Category priority ranking), Tyler shall review and prioritize all inspection data. Step 1 reviews shall be performed using PACP Quick Ratings with grade 5 and 4 defects evaluated first, followed by pipes with grade 3, 2, and 1 defect ratings. Step 2 analysis of inspection data shall consider the following factors:

- Frequency of SSOs
- Severity of structural defects
- Infiltration rate
- Historical O&M
- Access, environmental sensitive areas, surface restoration requirements,
- Criticality and public safety issues

Then, Tyler shall establish final condition ranking for each mainline as described on page 2:

Category A – Very Good Condition
Category B – Good Condition
Category C – Fair Condition
Category D – Poor Condition
Category E – Very Poor Condition

Condition Assessment Report

Remedial Measures Alternatives Analysis

Tyler shall establish most practical solution and timeframe for resolving structural and O&M defects that may include:

- Point Repair
- Pipe lining (HDPE, CIPP, etc.)
- Pipe replacement by open cut methods
- Pipe replacement by pipe bursting
- Other techniques or new technologies that are later approved by written agreement of the Parties pursuant to Section XX (Modification) of the Consent Decree
- Monitor or maintain in CMOM

Remedial Measures Plan

Tyler shall prioritize remedial measures and periodically evaluate priorities generally based on severity of defects, history of SSOs, maintenance history, age, material of construction, etc. The Plan will coordinate with the CIP as needed. All mainline sewers ranked D or E shall be remediated.

Condition Remedial Measures Report

Implement Remedial Measures Plan

Mainline Inspection Condition Rating Category

A = Very Good

Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. Non-displaced cracks or minor material degradation. No active infiltration. Likely outcome in remedial measures plan: Maintenance Analysis as part of CMOM Activities.

B = Good

No significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include less than 10% deformation, minor corrosion, slightly open non-displaced cracks. Likely outcome in remedial measures plan: Maintenance Analysis as part of CMOM Activities.

C = Fair

No significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Nominal defects may include less than 25% deformation from structural deterioration combined with displaced fractures, moderate corrosion with no reinforcement visible. Likely outcome in remedial measures plan: Ongoing Monitoring or Maintenance Analysis as Part of CMOM Activities.

D = Poor

Moderate structural defects that may include missing pipe material, broken pipe, severe corrosion with exposed wall reinforcement, pipe deformation exceeding 25% from structural deterioration, voids, hinge cracks/fractures, etc. Likely outcome in remedial measures plan: Alternatives Analysis and Remediation.

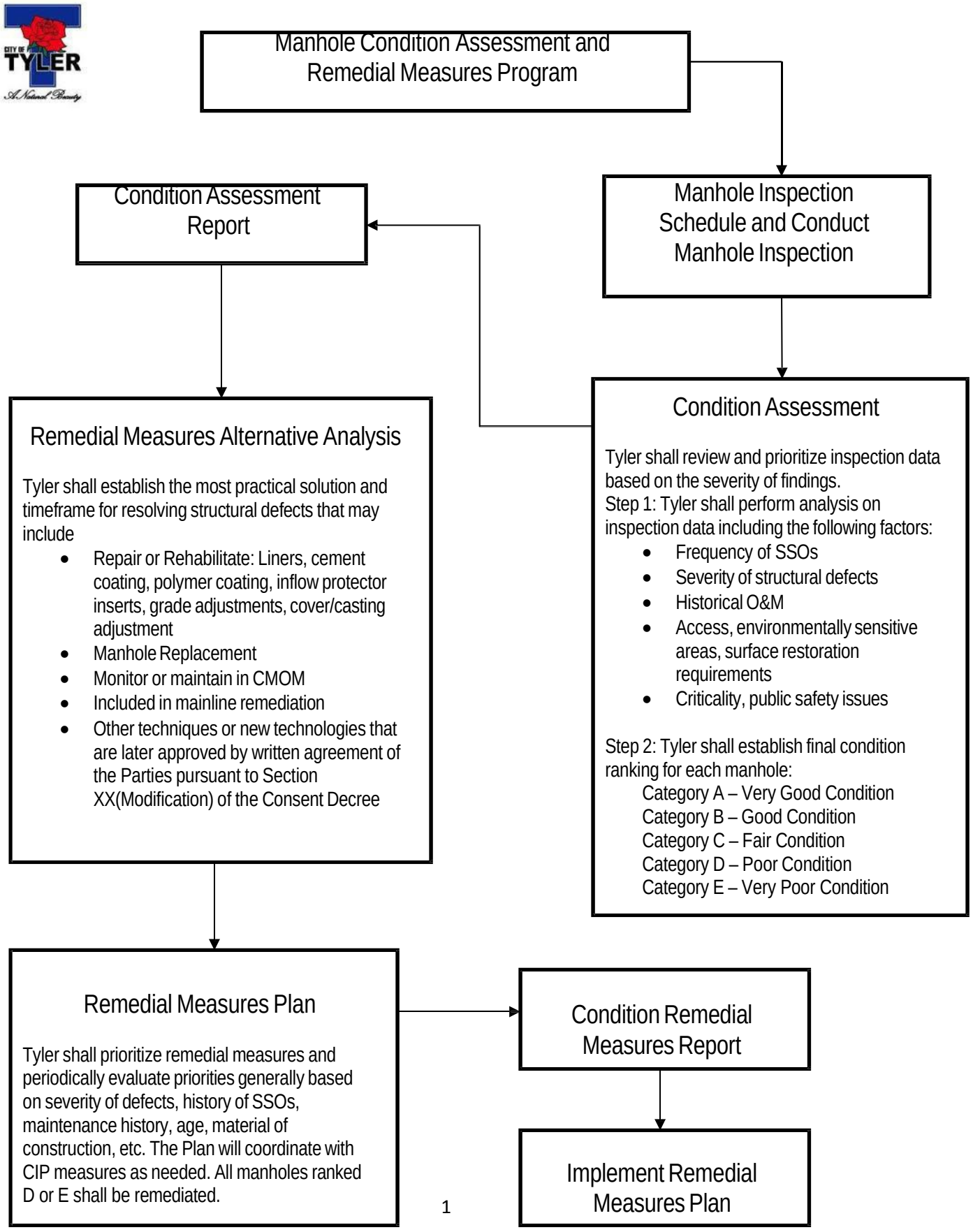
E = Very Poor

Severe structural defects that may include potential for structural failure, severe root intrusion, broken/missing pipe material, and other defects that may impact system hydraulics or contribute to significant infiltration/inflow. Structural collapse or defects likely to cause SSO is imminent. Likely outcome in remedial measures plan: Alternatives Analysis and Remediation.

Appendix E

Appendix E

Manhole Condition Assessment and Remedial Measures Program



Manhole Inspection Condition Rating Category

A = Very Good

Minor defects are mostly cosmetic in nature and do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration.

B = Good

Manhole has no significant structural defects. Minor defects do not impact system hydraulics nor contribute to significant infiltration/inflow. No active infiltration. Minor defects may include slightly loose casting, minor corrosion of metal surfaces, minor deterioration of concrete mortar between bricks, minor cracks, etc.

C = Fair

Manhole has no significant structural defects although minor defects were noted during inspection. System hydraulics are good and no significant infiltration/inflow sources noted. Light infiltration/inflow may be present. Nominal defects may include loose casting, nominal corrosion of metal surfaces, deterioration of concrete mortar between bricks or concrete walls, minor evidence of infiltration/inflow at precast joint sections, etc.

D = Poor

Manhole has moderate structural defects that may include cracks, loose bricks, separated casting, moderate root intrusion, broken cover and defects that may impact system hydraulics due to structural issues or contribute to significant infiltration/inflow. Some visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Moderate to severe defects may include loose casting, moderate to severe corrosion of metal surfaces, deterioration of concrete mortar between bricks, moderate to severe deterioration of precast wall sections and precast joint defects, etc. Manhole inspection was completed and the manhole will be addressed in the remediation plan.

E = Very Poor

Manhole may have severe structural defects that may include potential for structural failure, missing bricks, separated/broken casting, severe root intrusion, broken/missing cover and defects that may impact system hydraulics or contribute to significant infiltration/inflow. Visible staining due to infiltration/inflow may be present. Active infiltration may have been observed. Severe defects may include separated/broken casting/cover, severe corrosion of metal surfaces, missing mortar between bricks, etc. Manhole inspection was completed and the manhole will be addressed in the remediation plan or immediate repair may be warranted based on condition.

X = Additional Investigation Needed

Manhole inspection was not performed and additional follow-up is required. Manholes in this category will require additional efforts to facilitate inspection. This category of manholes includes those where access was denied by homeowner, no access due to locked gate, no access due to dog, homeowner would not return calls to gain access, obstacles over manhole preventing inspection, where property owner refused digging in yard, surcharged manholes that will require mainline cleaning, etc.

Manhole Form

Date:_____ **Project:**_____ **Basin:**_____ **Map No.**_____ **Crew:**_____

MH No.:_____ **Address:**_____

DS Length:_____ **Asset Type:** M CO EOL PS T **Status:** Y CNL CNO B LG D N S H

Lid Type: S V B O _____ **No. Vent Holes:**_____ **Asset Mat'l.:** B C F SB SC O_____

Grade: X A B **Inch:**_____ **Inflow Dish:** Y N Condition: __Good __Defective **Inflow Potential:** N L M S

Area Photo:_____ Internal Photo:_____ **Surface Cover:**____ **Surf. Mat'l.:** P—Asphalt —Concrete U__ **Debris**:___in.

GPS: _____ _____ **MH Diameter:**_____ Std.=48 inch

C.O. Diameter: _____ inch

Defects:

Def#	Photo	Loc	Type	Rate	Roots	I/I

General Comments:

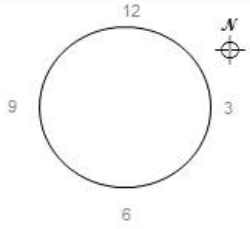
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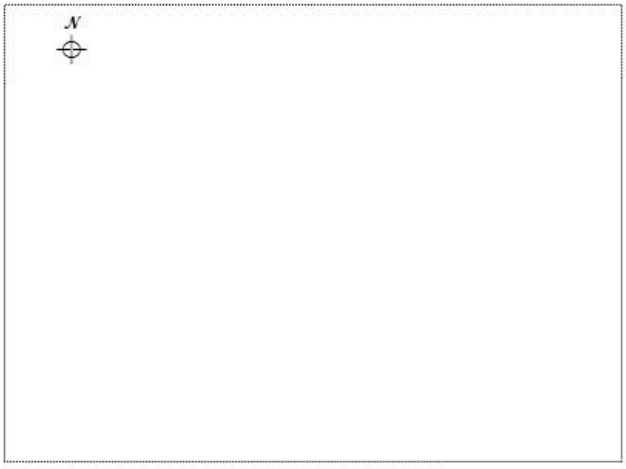
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Pipes:

Photo	In/Out	Size	Material	Clock	Depth	Drop	Surface Cov	Surface Mat'l	Debris	Connecting ID

Map Update



Definitions:
Asset Type: M=Manhole; CO=Cleanout; EOL= End of Line; PS=Pump Station; T=Tee Connection

Status: Y=Yes; CNL=Could Not Locate; CNO=Can Not Open; B=Buried; S=Surcharged; N=No Access; D=Dog; LG=Locked Gate; H=Homeowner

Lid Type: S=Solid; V=Vented; B=Bolted; OT=Other (specify/comment)

Asset Mat'l: B=Brick; C=Concrete; F=Fiberglass; SB=Sealed Brick; SC=Sealed Concrete; O=Other (specify/comment)

Grade: X=At grade; A=Above; B=Below

Defect Rate: Light, Moderate, Severe
Roots: Light, Moderate, Severe
I/I Potential: N=None; L=Light; M=Moderate; S=Severe

Surface Cover: ST=Street; GU=Gutter; AI=Alley; DW=Driveway; SW=Sidewalk; FD=Field; TW=Trees/Woods; PL=Parking Lot; SH=Road Shoulder; DD=Drainage Ditch; CR=Creek; WB=Within Building; YD=Yard; OT=Other

Surface Mat'l: P=Paved (designate Asphalt or Concrete); U=Unpaved

Defect Location: LD=Lid; FR=Frame; FS=Frame Seal; CH=Chimney; CO=Cone; WA=Wall; ST=Steps; BN=Bench; PS=Pipe Seal; IN=Invert; CAP=Cleanout Cap; COP=Cleanout Pipe

Defect Type: BPS=Bad Pipe Seal; BRK=Broken; CRK=Cracked; CCL=Collapsed; DET=Deteriorated; HOL=Hole; JNT=Joint; LOO=Loose; MBR=Missing Brick or Mortar; MIS=Missing

Category A










Category B

















Category C










Category D



Category E



Category X










Digital Photographs

Digital photographs were taken during the inspection phases of the project. Figure 1 presents a summary of the types of photographs taken and the nomenclature used when naming the digital files. Information that can be gathered from the photographs includes right of way condition, surface cover, manhole grade, etc.

Figure 1
Project Photographs

1. Area Photo = Manhole ID,A, Photo No.
   Example: 060150190A0029.jpg
   Manhole: 060150190
   A=Area Photo
   Photo No.0029
   (Note: Photo taken in direction outgoing pipe showing mainline pipe easement)



2. Internal Photo = Manhole ID, I, Photo No.
   Example: 0800305801 0021.jpg
   Manhole: 080030580
   I=Internal Photo
   Photo No. 0021 (Note: North to top of photo.)



3. Manhole Defect Photo = Manhole ID, M, Photo No.
   Example: 8539M027.jpg
   Manhole 8539
   M= Manhole Defect
   Photo No. 027



4. Smoke Photo = Manhole ID, S, Photo No.
   Example: 8539S0014.jpg
   Manhole 8539
   S=Smoke Defect
   Photo No. 0014



5. Pipe Photo = Manhole ID, S, Photo No.
   Example: 9301P0054.jpg
   Manhole 9301
   P=Pipe Photo
   Photo No. 0054

Appendix F

APPENDIX F

HYDRAULIC MODEL UPDATE

This Appendix details the hydraulic model update required under this Consent Decree. Terms appearing in this Appendix retain the definitions assigned under the Consent Decree.

BACKGROUND

Tyler shall update its existing hydraulic wastewater system model in order to analyze WCTS conveyance capacities and identify Potential Capacity Constraints. Tyler shall use the updated hydraulic model to assess and predict Potential Capacity Constraints for the purpose of eliminating SSOs. Using the updated hydraulic model, Tyler shall:

1. Develop a current, ten and twenty year field calibrated hydraulic model (*i.e.* developed using ten and twenty year planning horizons) that will be used to determine wastewater infrastructure modifications/improvements to ensure adequate collection system conveyance capacity;
2. Develop a management tool to improve decision making ability;
3. Generate a prioritized list of potential capacity constraint projects; and,
4. Integrate the model with the wastewater GIS database.

The City shall use the most current version of SewerGEMS SanitaryV8i developed by Bentley Software, as of the Effective Date, for analysis of the City of Tyler's WCTS. SewerGEMS is a fully dynamic sanitary sewer modeling program. The City of Tyler shall analyze the WCTS using built-in hydraulic and hydrology tools.

The model update shall include the requirements below.

1. *Data Collection and Review*

The City shall collect and review data associated with the WCTS including but not limited to the data shown below, and shall incorporate such data, as appropriate, into the updated hydraulic model:

- WFA model database, maps and output files;
- Existing wastewater system base maps;
- GIS files – collection lines, manholes, lift stations, supporting attribute database, service area boundaries, Light Detection and Radar (LIDAR), street centerlines, parcels, land use, overflow reports, if available;
- City GIS asset numbering system description;
- Most recent available aerial photos;
- Record drawings for lift stations;
- Lift station pump curves & control elevations (including variable speed information if applicable);

- Record drawings of force mains and ARV locations;
- Lift station meter and/or run time data– 12 months;
- SCADA recorded data;
- Wastewater treatment plant flow records – daily, average and peak wet weather – 12 months;
- Records of historical work orders – 5 years;
- Monthly water billing and consumption data by service area – 12 months;
- Location of large water users, wastewater % return and point(s) of entry – 12 months;
- Past comprehensive master plans and reports; and,
- Other boundary conditions – location of inverted siphons, control gates, weirs, and flow equalization structures, if applicable.

1.1. Existing Data Evaluation & Validation

The City shall compile, evaluate and review all available data collected in the previous task, and identify gaps, deficiencies and/or abnormal data that may require further investigation.

The City shall evaluate the GIS data in order to:

- Verify that each pipe and manhole has a meaningful, unique identifier that will be used to relate the model and the GIS databases;
- Review and determine if the GIS data is broken into pipe segments appropriate for modeling and the type/level of GIS identifier data to be preserved in the model's pipe segments;
- Verify that each pipe has an appropriate and associated asset I.D. at each end;
- Verify the hydraulic model connectivity (map pipe connections with manholes and ensure flow directions are correctly depicted in the model); and,
- Identify large volume water users who do not contribute to the wastewater system.

1.2. Wastewater Flows

The City shall develop wastewater flow estimates in the model for existing and future design years, as defined in Section 1.2.5 of this Appendix. The City shall develop water consumption data and GIS shapefiles for the entire City consisting of the average daily water demands for each customer over the previous 12 months.

1.2.1. Existing Average Daily Flows Estimate

The City shall review and confirm service area boundaries, compare the water consumption data with the dry weather plant flows, and calculate the wastewater loading factor within each service area in order to identify the theoretical average percentage of water use transferred to the wastewater system for each customer. The City shall then calculate average wastewater flows for each customer and confirm this

average using the flow monitoring data collected in other tasks required under this Appendix.

In conducting this analysis, the City shall utilize latest available Texas State Data Center census and GIS parcel data to establish population within each service area. The City shall review planning reports to determine representative rates for population per household, estimate current population and density, and calculate the average wastewater flows per person within each service area.

1.2.2. Flow Patterns

The City shall create diurnal flow patterns in order to ensure an accurate wastewater model. The City shall create standard patterns for residential and commercial customers based on the flow monitoring results. Customer specific patterns may be created for large wastewater customers depending on their water use. In general, these patterns will have 1-hour time steps. This model shall distribute the daily loads based on these curves and route the corresponding flows through the WCTS. This provides a more accurate representation of the peak flows throughout the system, taking into account the time lag of peaks originating at the furthermost sections of the system and the natural attenuation that occurs.

1.2.3. Existing Wet Weather Peak Flows

The City shall analyze the peak treatment plant flows and determine the relationship with the results from the flow monitoring and rain gauge data collected over the monitoring period. After calculating the percentage of rainfall entering the collection system, the City shall calculate the wet weather flows for a 5 year – 24 hour storm event. The results of this calculation shall define the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) event projected flows.

1.2.4. Aerial Investigation

The City shall review digital aerial photography to identify and confirm the areas of new development. The City shall identify any additional areas of new development not included in the aerial photo.

1.2.5. Wastewater Flow Projections

The City shall apply prorated population growth projections (from Texas State Data Center) based on anticipated regions of future development for respective design years.

The City shall combine the industrial/commercial and population growth projections to develop wastewater production projections for each basin for the ten and twenty year planning horizons.

1.3. Wastewater Flow and Rainfall Monitoring

The City shall use dry and wet weather wastewater flows to calibrate the hydraulic model, establish Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) projected flows for system analysis, and establish priority ranking of monitored areas with regards to infiltration/inflow. To obtain dry and wet weather wastewater flow data, the City shall install a minimum of twenty (20) continuous recording wastewater flow meters and eight (8) continuously recording rainfall gauges within the City of Tyler WCTS. The City shall develop a wastewater flow

monitoring program to collect data that the City shall use for hydraulic model calibration, establish magnitude of wet weather inflow and prioritize sub-basins for future testing and rehabilitation. The City shall perform meter pre-calibration, prepare mounting rings for various pipe sizes, set-up meter database and project information.

1.3.1. Conduct Field Inspections

The City shall field inspect proposed flow meter sites in order to verify wastewater flows, line sizes, debris levels, flow hydraulics, and access. The City shall prepare site inspection reports based on these field observations. Based on the results of the flow meter site inspections, the City shall finalize flow meter sites or establish new alternative sites. Where the proposed site has poor hydraulic characteristics, the City shall inspect the manholes upstream and/or downstream to determine if, by relocating the meter site, better flow hydraulics (that will result in a higher quality of collected data) can be achieved. Upon completion of the field inspections, the City shall install the flow meters. The City shall prepare tabular listings of meter site locations and a corresponding map displaying the final installed locations of wastewater flow meter and rainfall gauges.

1.3.2. Conduct Flow and Rainfall Monitoring for a Minimum of 60 Days

The City shall utilize the installed flow meters to establish wastewater flows during dry and wet weather conditions. Flow metering equipment shall be capable of recording flow under surcharged conditions and shall be synchronized to the same clock used for rain gauges. The duration of monitoring shall be a minimum of 60 days.

The City shall field calibrate each flow meter as part of installation. Calibration of each meter shall consist of an independent verification of the flow depth and velocity. The City shall log flow data at uniform time intervals not exceeding 15 minutes.

The City shall install continuously recording rainfall gauges in order to obtain each storm event intensity and duration across the study area. Each rainfall gauge shall be installed and calibrated to ensure proper operation and recording. Rainfall gauges shall be of the tipping bucket type and accurately record rainfall to 0.01 inches. Using the collection system maps in association with GIS, the City shall conduct a rainfall distribution analysis for each major storm event. For each metered sub-area, the volume of rainfall that fell over the surface shall be determined using GIS spatial analysis and compared to the discrete wet weather infiltration/inflow recorded by the flow meter. The volume of rainfall dependent infiltration/inflow shall be analyzed for selected storm events recorded during the monitoring period.

1.3.3. Data Collection from Flow Meters

The City shall undertake routine maintenance and service to confirm normal meter operation. The City shall generate peak, minimum and average flow depths and rates to assist in data analysis.

1.3.4. Confirmation of Adequate Wet Weather Data

The City shall undertake flow monitoring to obtain adequate hydraulic information for dry

and wet weather conditions. At least three (3) storm events of varying rainfall intensities but not less than 0.5" in 6 hours nor more than the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)) are required to evaluate wet weather flows for hydraulic model calibration. The City shall review the dry and wet weather data, identify the number of storm events recorded and determine if adequate data has been obtained or if the metering period needs to be extended. Should adequate rainfall not occur within the 60 day minimum monitoring period, the City shall obtain the data required by Section 3 (Model Calibration) of this Appendix as expeditiously as possible. The City shall use wet weather flow data information to establish rainfall dependent infiltration/inflow (RDII). The City shall evaluate both cumulative and discrete flows.

1.3.5. Flow Data Analysis

The City shall analyze and develop tabular and graphical summaries of the gathered flow metering and rainfall data. Comparisons with any historical flow meter data from previous I/I Analyses and Sewer System Evaluation Surveys shall be summarized and evaluated. The City shall evaluate the impacts of silt, debris, backwater conditions, and other hydraulic constraints. The City shall use the data and information obtained during the monitoring period to determine the following for each meter site:

A. Dry weather average daily flow: A typical dry weather week shall be established that is not impacted by rainfall. Velocity data shall be compared to debris levels to analyze the scouring velocity necessary to prevent deposition in the lines. Discrete flows from each metered sub-basin shall be calculated.

B. Dry weather peak flow: Peak flows during dry weather shall be determined from the recorded meter site data.

C. Wet weather average daily flow: Wet weather flows for each rainfall event shall be analyzed to determine the percentage of rainfall that enters the WCTS (also known as the leakiness factor). The City shall establish the RDII by comparing the storm event flow with the dry weather flows. This value will vary for each storm duration and intensity. The City shall determine the RDII for each sub-basin. The City shall prioritize each sub-basin based on the severity of RDII for that basin.

D. Wet weather peak flow: Peak flow rates during wet weather are critical to the capacity analysis. Peaking ratios (Peak flow rate to average dry weather flow) shall be compared for dry and wet weather.

E. Peak inflow rates: Peak inflow rates shall be calculated by observing peak flow during wet weather events.

F. Total I/I volume: The area under each storm event curve shall be evaluated to establish the volume of rainfall induced infiltration/inflow. These values can then be normalized to establish the volume of RDII per inch of rainfall. Projections can then be made to accurately determine the impact of RDII during a normal year.

2. Model Development & Data Conversion

2.1. Existing Model Development

2.1.1. Infrastructure

The City shall integrate all existing Gravity Sewer Line, manhole, Force Main, I/I, and Lift Station GIS data to develop the dynamic hydraulic model of each of the City's WCTS service areas within the hydraulic model. At a minimum, the following database information shall be incorporated into the model:

- Manholes: rim elevation, rim to invert depths, flow lines, type, and elevation source;
- Gravity Sewer Lines & Force Mains: diameter, material, roughness; and
- Lift Stations: flow lines, diameter, depth, slab elevation, water level elevations for pumps "on" and pumps "off."

The updated model shall be an "all pipes model". All Gravity Sewer Lines 10-inch in diameter and greater shall be modeled with survey elevation data collected during other tasks. The City shall field survey critical locations on pipes less than 10-inch, including but not limited to locations of Wet-Weather Related SSOs, and Lift Station discharge points downstream to pipelines of 10 inch or larger.

As much as possible, all Gravity Sewer lines smaller than 10-inch shall be included in the model using assumed slopes, flow lines and rim elevations where available. The City shall use LIDAR data or topographic data for non-surveyed rim elevations. The hydraulic model shall incorporate a unique identifier for each asset, which the City shall link with the City's existing GIS mapping and data storage.

The updated model shall be used to analyze: all Gravity Sewer Lines 10-inches in diameter and larger; all additional Gravity Sewer Lines acting as collector sewers; all Gravity Sewer Lines for distances of at least 1000 feet upstream of manholes and Lift Stations that have experienced a Wet-Weather Related SSO within three (3) years preceding the start date of the field survey of such pipes as required above; all Lift Stations; all Force Mains; and all active and passive flow control devices.

2.1.2. Manhole Depth Surveys

The City shall undertake manhole depth surveys during the hydraulic model update. Manholes surveyed as part of the manhole depth survey shall include at a minimum those manholes on: all Gravity Sewer Lines 10-inches in diameter and larger; all additional Gravity Sewer Lines acting as collector sewers; all Gravity Sewer Lines for distances of at least 1000 feet upstream of manholes and Lift Stations that have experienced Wet-Weather Related SSO(s), and all active and passive flow control devices.) Depth survey data shall be used to both verify the rim to invert distance, pipe size, drop manholes, connectivity, and map update for these manhole assets. The condition assessment report shall be used by the City to update the existing GIS maps for all manholes inspected, generate the rim to invert distance for the hydraulic model and prepare a remedial measures plan to address those manholes in need of rehabilitation. Modeling of smaller diameter sewers (<10 inches) may require elevation data based on known capacity concerns or Wet Weather Related SSO(s). The City estimates that approximately 1,600 of the nearly 8,241 manholes may be on 10 inch or larger pipes and/or other critical sewers.

The City shall use digital cameras on all manholes subject to depth surveys. All photographs that the City takes shall be included in the field inspection computer database so that a permanent electronic record can be maintained. During the manhole depth surveys, each of the following types of information shall be obtained:

- Basin Designation
- Manhole/Cleanout ID
- Inspection Status
- Address
- Surface cover, grade, type of cover (paved, yard, etc.)
- Material of construction – brick, concrete, etc.
- Area and Internal photo of manhole
- All incoming and outgoing pipe depths from rim to invert
- Pipe size
- All incoming and outgoing pipe digital photographs
- All incoming and outgoing pipe diameters and material of construction
- Outgoing pipe length
- Debris depth
- I/I Defects: Active, Evidence or No I/I, with digital photographs
- Field corrections to collection system map

The City shall attempt to locate all manholes to obtain the information for use in the modeling effort. Where manholes are buried under asphalt or concrete and require grade adjustments, the City shall expose and raise those critical manholes.

2.1.3. Manhole Elevation Survey

Following manhole inspection, and during model construction, the City shall perform the necessary rim elevation survey on all manholes to be inspected for the model update. Pipe slopes shall be calculated using the rim elevation data and rim to invert distance from the manhole inspection phase of work. The City shall coordinate the survey datum with City staff and tie the datum into the City control monument system. Using GPS equipment, where possible, the City shall tie the horizontal location and vertical elevation of the Gravity Sewer Line (to 0.1 feet) and pump station control elevations. The hydraulic model shall utilize the manhole rim to invert depth measured during manhole inspection. The City must conduct an elevation survey on the following manhole rims and Lift Stations:

1. Manhole rim elevation survey: Approximately 1,600 each
2. Lift Station control elevations: 22 lift stations

The City shall initiate the elevation survey following the manhole depth survey in order for survey crews to have updated maps and locations of assets. Performing the

manhole inspections prior to the field surveying will optimize the field survey by identifying those manholes that are buried (and will need to be raised) and those assets that could not be located by metal detector. The rim elevations from the survey along with the rim-to-invert distance from the manhole inspections shall be used to establish invert (flow line) elevations and pipe slopes. The data obtained during the Manhole Depth Survey and the Manhole Elevation Survey may be used to meet the requirements of V.B Condition Assessment and Remedial Measures Program.

2.1.4. Operational Parameters

The City shall incorporate into the model the information collected in previous tasks, all pump curves, and lift station control elevations, for each of the Lift Stations incorporated into the model. The City shall field verify the firm capacities of at least the largest four largest Lift Stations. The float/control elevations shall be based on record drawings or survey. VFD curves shall also be created where applicable.

2.1.5. Flow Patterns

The City shall input into the model diurnal flow patterns determined from the city-wide flow monitoring.

2.2. Allocate Existing Wastewater Flows

The City shall allocate and distribute residential and commercial wastewater flows within the service area and assign to the appropriate manholes using the water billing data and point shapefile linked to the parcel base maps.

2.3. Infiltration and Inflow

The City shall develop an I/I modeling strategy best suited to the available data based on the modeler's engineering analysis and in accordance with the practices recommended by the developer of the modeling software selected by the City. The modeling strategy shall be described in the Hydraulic Model Update Report which shall be sealed by a registered professional engineer licensed to practice in the State of Texas. The City shall compare the dry weather flows and wet weather flows with the gauged rain data to establish the relationship between rainfall and I/I and to determine the best method for estimating these flows in the model.

The City shall simulate I/I in the model through the actual flow monitoring data based on service area and diurnal contributions. The effects of precipitation on wastewater flow rates via rapid inflow or gradual infiltration shall also be modeled. The actual level of detail used in the simulations will be dependent upon the quality of data obtained in the flow-monitoring program. Infiltration shall be defined on a service area basis with set rates used for dry and wet flow conditions for all sections of a given line.

2.4. Large Wastewater Customers

The City shall evaluate major water users identified in the model database and update model based on water usage records provided by the City. The City shall directly connect large volume wastewater customers to the model where appropriate. The City shall develop a GIS point database detailing the approximate Water Meter Account

service locations with the associated billing data for a 12 month period.

3. Model Calibration

Model calibration and validation shall use the dry and wet weather criteria presented in the Water Environment Federation Manual of Practice No. FD-17, Third Edition, 2011, Table 5.2.

3.1. Calibration

The City shall perform calibration runs to match the flow monitoring data to the simulation results for average and peak flows at flow meter locations in each service area. The calibration runs shall also include matching the initial response time to known rainfall until the computer calculated flows and travel times (hydrographs) are in agreement with monitored data. The City shall make adjustments to the input data (flow rates, diurnal flow patterns, I/I values, pipe roughness, pump curves, pipe deficiencies, rainfall response characteristics, etc.) to calibrate the results to the flow data. The City shall use in the hydraulic model defined diurnal curves for each flow metering sub-basins and, if necessary, land use, for effective calibration. The City's model shall calculate the resulting hydrographs at points in the system that can then be compared with the monitoring data.

3.2. Sensitivity Analysis

As part of the calibration process, the City shall investigate the sensitivity of the modeling results to changes in various parameters. These parameters shall be varied for a range of typical values and the City shall analyze the effects this variation has on the modeling results. The City shall use the results of this analysis to guide the calibration process.

4. *Existing System Analysis*

The City shall use the calibrated model to determine the existing system flow capacities and identify Potential Capacity Constraints during the Assessment Storm (defined in Appendix G (Capacity Assessment and Remedial Measures Program)). The City shall compare Wet-Weather SSO's with model predictions and verify capacity related SSOs.

The City shall prioritize Potential Capacity Constraints based on analysis of modeling results and historical records. The City shall prepare a field verification plan that will field investigate by priority Potential Capacity Constraints to better define the site specific hydraulics and/or provide additional localized model calibration points.

The City shall use field investigation techniques that are most appropriate for each identified Potential Capacity Constraint, pursuant to Appendix G (Capacity Assessment and Remedial Measures Program). At a minimum, the City shall conduct rainfall monitoring at the original rain gauge locations. The City shall perform the selected field investigation technique to gather system response during wet weather. The City shall compare data recorded to model predictions to verify model results. The City shall consider those Potential Capacity Constraints that are field verified to be confirmed Capacity Constraints that shall undergo a remedial measures alternative analysis followed by inclusion in the Capacity Remedial Measures Plan, in accordance with the requirements set forth in Paragraphs 52-55 of the Consent Decree and Appendix G

(Capacity Assessment and Remedial Measures Program).

5. *Future System Analysis*

The updated hydraulic model may serve as the basis for development of the future system scenario analyses and, if developed, shall account for land use loadings and diurnal response. The City shall make appropriate assumptions for the hydraulic model with respect to future I/I. For any future system scenarios analyzed, the City shall extend service to the anticipated land uses and service area boundaries identified previously, and integrate options for future alternatives.

5.1. Proposed Future Developments

The City shall incorporate other future system improvements into model. The City shall conduct model validation following the addition of proposed new development. Scenario modeling shall include the infrastructure proposed in identified future new developments. Prior to starting this task, the City shall review the future model database for accuracy.

5.2. Allocate Future Flows and Create Scenarios

The City shall properly distribute and allocate to the updated hydraulic model the proposed wastewater flows previously developed for the ten and twenty year planning horizons. The City shall create the dry and wet weather flow scenarios for each of these planning years.

5.3. Future System Analysis

The City shall analyze design year models to the twenty year planning horizon. Identify potential capacity deficient segments/regions within the existing collection system for each design year model.

5.4. Develop System Improvement Alternatives

The City shall develop various system improvement alternatives, in accordance with the requirements of Paragraph 54 of the Consent Decree, to remediate Confirmed Capacity Constraints. Such alternatives shall include but not be limited to direct removal and replacement of capacity deficient Gravity Sewer Lines, I/I reduction, upsizing, pipe slope adjustment, paralleling deficient lines, addition of Lift Stations, service area transfers, and in-line and/or off-line storage options.

All Confirmed Capacity Constraints and the recommended system improvements shall be documented by the City.

Appendix G

Appendix G
Capacity Assessment and Remediation Program

This appendix details the process the City will follow to implement the Capacity Assessment and Remedial Measures Program required under this Consent Decree. Terms appearing in this appendix retain the definitions assigned under the Consent Decree. The below process tree visually depicts the steps that the City shall follow when utilizing the updated hydraulic model to assess Potential Capacity Constraints and a field verification process to determine if Potential Capacity Constraints are Confirmed Capacity Constraints and, if so, to develop and implement appropriate remedial measures. The following is a detailed narrative process tree that sets forth the requirements and procedures that the City shall follow for each process level that is summarily depicted in Figure 1.

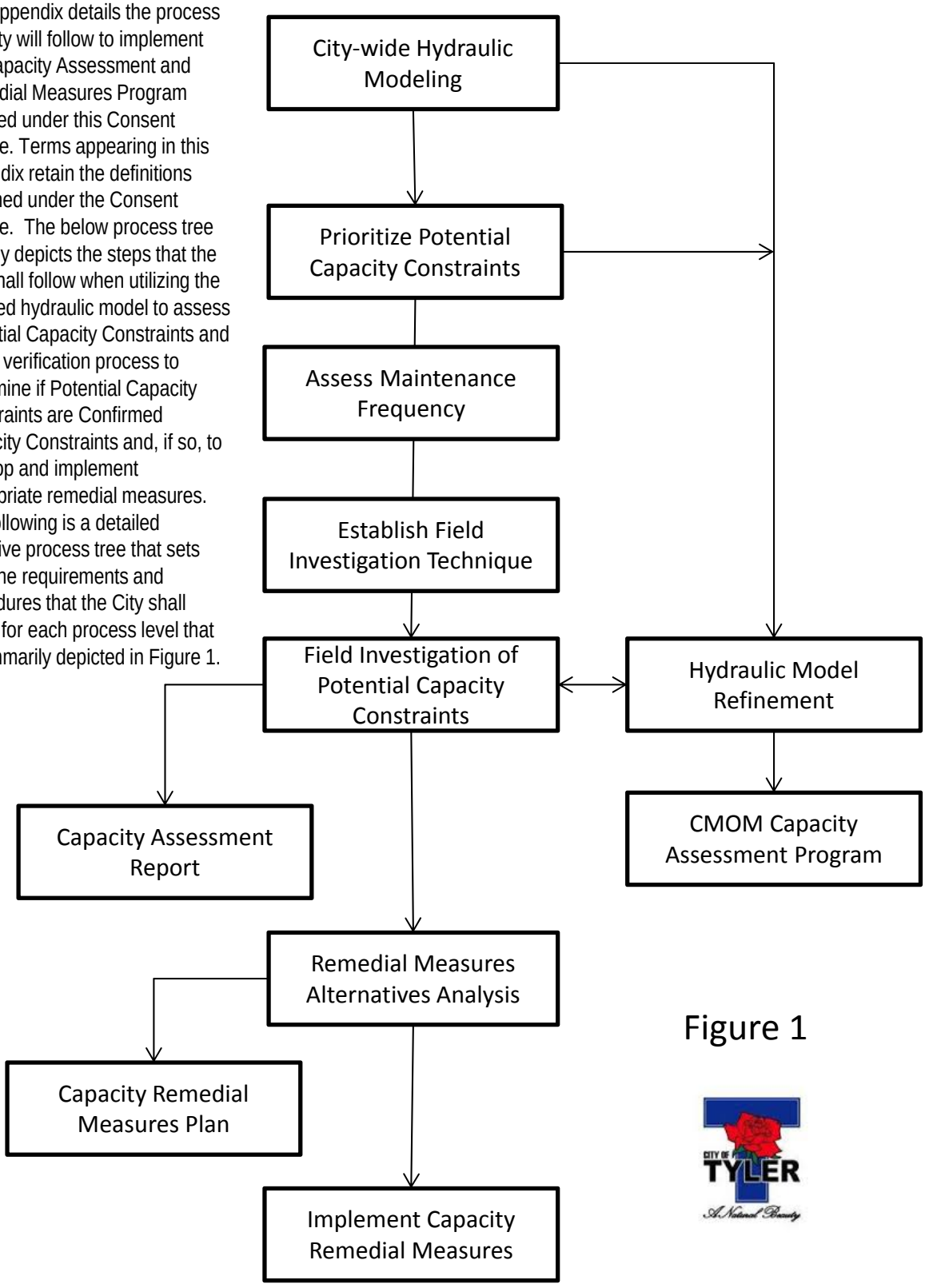
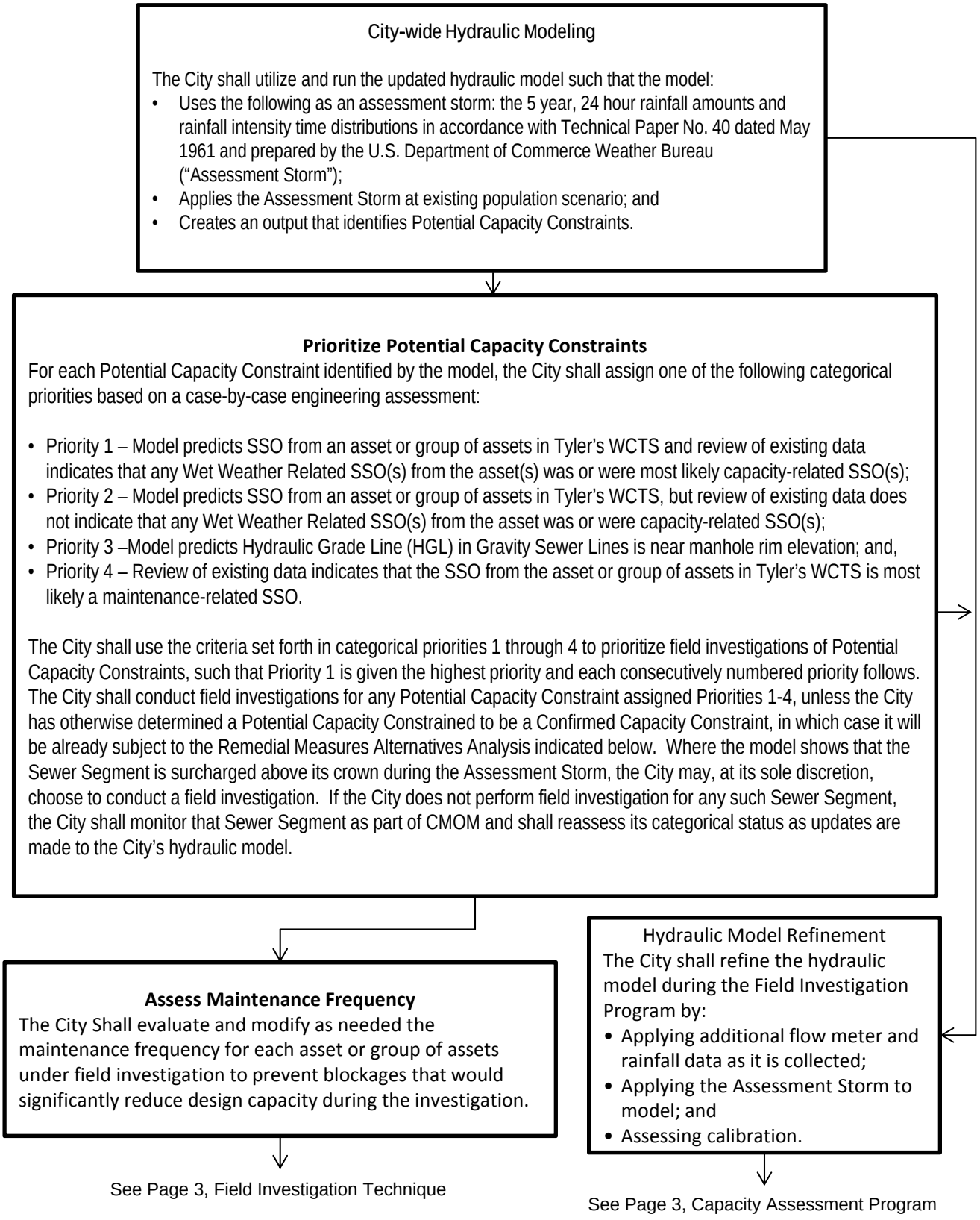


Figure 1

Appendix G
Capacity Assessment and Remediation Program



See Page 3, Field Investigation Technique

See Page 3, Capacity Assessment Program

Appendix G

Capacity Assessment and Remediation Program

From Page 2

Determine Field Investigation Technique

For each field investigation that the City conducts pursuant to this Appendix, the City shall determine the field investigation technique(s) most appropriate for each Potential Capacity Constraint. The City shall use one or more of the following field investigation techniques for each investigation:

- Flow Metering (Generally for Priority 1 or 2 constraints);
- Smart Covers (Generally for Priority 1 or 2 constraints);
- Chalking (Generally for Priorities 3 or 4 constraints);
- Visual Inspection (As needed for Priorities 1-4 constraints);
- Rainfall monitoring (Generally for Priority 1, 2, and 3 constraints);
- Other techniques as determined by the City to be necessary

From Page 2

Hydraulic Model Refinement

See Consent Decree Section V. C. 54 - Capacity Remedial Measures Plan

Field Investigation of Potential Capacity Constraints

For each field investigation that the City conducts pursuant to this Appendix, the City shall implement selected field investigation technique(s) at each location until a "significant wet weather event "is experienced. A significant wet weather event shall be a storm event of not less than 0.5 inches in 6 hours or more than the Assessment Storm that causes a noticeable system response.

The City shall evaluate Potential Capacity Constraints during field investigation using the following criteria:

- For wet weather events less than 1 inch over 24 hours, where the HGL in the Gravity Sewer Lines is near manhole rim elevation, the City shall identify the Potential Capacity Constraint as a Confirmed Capacity Constraint.

- For wet weather events that exceed 1 inch over 24 hours and are less than the Assessment Storm, the City shall apply the observed storm to the model, determine the predicted HGL at the Potential Capacity Constraint location, and compare the predicted HGL in the Gravity Sewer Lines from the model to observed HGL at the observed storm. If the observed HGL is:
  - at or above the model predicted HGL in the Gravity Sewer Lines at the observed storm, then:
    - for any priority 1, 2 or 3 Potential Capacity Constraint, the City shall identify as a Confirmed Capacity Constraint; and
    - for any priority 4 Potential Capacity Constraint, the City shall evaluate on a case-by-case basis to determine if there is a Confirmed Capacity Constraint.
  - less than the model predicted HGL in the Gravity Sewer Lines and is not near manhole rim elevation at the observed storm, then:
    - for any priority 1, 2, or 3 Potential Capacity Constraint, the City shall:
      i. evaluate the Potential Capacity Constraint on a case-by-case case basis to determine if there is a Confirmed Capacity Constraint, if the model predicts an SSO at the Assessment Storm; or
      ii. remove the Potential Capacity Constraint location from the field investigation program and monitor it as part of CMOM, if model does not predict an SSO at the Assessment Storm;
    - for any priority 4 Potential Capacity Constraint, the City shall remove the Potential Capacity Constraint from the field investigation program and monitor it in the future under CMOM.
- For a wet weather event that is approximately equal to or exceeds the Assessment Storm:
  - if an SSO does not occur, the City shall evaluate the intensity of the actual storm event to determine if a Confirmed Capacity Constraint exists;
  - If there is not a significant wet weather response, the City shall remove the Potential Capacity Constraint from the field investigation program.

CMOM Capacity Assessment Program

See Consent Decree Section V. A. CMOM Program

See Page 4, Remedial Measures Alternative Analysis

Capacity Assessment Report

See Consent Decree Section V. C. 53 - Capacity Assessment Report

Appendix G
Capacity Assessment and Remediation Program

From Page 3

Remedial Measures Alternatives Analysis

The City shall conduct a remedial measures alternatives analysis pursuant to this Appendix for each Confirmed Capacity Constraint, to select a remedial measures plan for the location. As part of this alternatives analysis the City shall collect necessary additional field data, such as:

- Smoke Testing;
- Dye Testing;
- Flow Metering;
- CCTV;
- Utility conflicts; and/or
- Other data as needed.

The City shall use engineering analyses to determine which remedial measures solution is most likely to resolve the Confirmed Capacity Constraint. Alternative remedial measures solutions to be considered include but are not limited to:

- Re-routing a portion of upstream wastewater flows;
- reducing flows entering the WCTS from customers;
- reducing inflow and/or infiltration;
- increasing conveyance capacity of WCTS;
- installing upstream flow detention facilities;
- continued monitoring of the location if appropriate; and/or,
- implementing other engineering solutions.

The City shall apply the Assessment Storm and twenty year population growth projection to determine appropriate asset sizing as needed for Confirmed Capacity Constraints.

Capacity Remedial Measures Plan

See Consent Decree Section V. C. 54. Capacity Remedial Measures Plan

Plan and Implement Capacity Remedial Measures

For each remedial measures solution selected by the remedial measures alternatives analysis, the City shall create a plan for implementing the remedial measure. The City shall prioritize remedial measures and periodically evaluate these priorities by reviewing:

- the severity of Confirmed Capacity Constraints identified during inspections;
- the frequency and history of capacity- related SSOs;
- the pipe size, age, material, and maintenance history;
- the, relationship of Capacity Constraint areas of the WCTS to growth-related improvements and/or condition related improvements; and,
- other criteria the City determines appropriate.

For each remedial measures solution selected, the City shall also:

- Coordinate the implementation of the capacity-related remedial measures solution with any condition remedial measures, as needed;
- Allocate its budget to account for the planned remedial measures;
- Prepare design documents for bidding and construction, as needed;
- Implement the planned remedial measures; and,
- Monitor growth and development:
    - Where the model predicts a capacity constraint caused by projected twenty year population growth,Tyler shall monitor actual population growth compared with growth projected in the hydraulic model and shall construct capacity projects as needed to accommodate actual rate of growth.

Appendix H

APPENDIX H

Historic Constructed SSO Locations and Inspection Results				
	Manhole Name	**Manhole Address**	**Action Taken as Reported by City**	**Date Inspected by City**
1	MH-M16C32	429 W. Mockingbird	Plugged inlet with concrete and outlet with concrete and plastic stopper.	3/13/2013
2	MH-O16A13	1000 Blackwell Ave	EPA present during inspection. Confirmed no bypass exists. Subject pipe remnant did not connect to sewer system. Plugged anyway.	3/1/2013
3	MH-N22D20	520 Princeton Dr	Plugged inlet and outlet with concrete.	3/13/2013
4	MH-N13E16	1503 N. Winona Ave	Confirmed no bypass exists. Subject line is a 6"service line to a house.	3/12/2013
5	MH-N18H08	3715 Fry Ave	Plugged both inlet and outlet with concrete	3/13/2013
6	MH-M14I60	600 Ferguson Ave	Confirmed no bypass exists. Ductile iron pipe passing through manhole without bypass is sanitary sewer line. Other opening on manhole is from storm drain.	3/14/2013
7	MH-N15G17	823 Donnybrook Ave	Confirmed no bypass exists. Subject pipe connects to another manhole.	3/14/2013
8	MH-M14E06	500 N. Palace Ave	Confirmed no bypass. Subject pipe is a sewer main extension stub-out that was already plugged on the outlet side. Plugged pipe inside MH as a precaution.	3/14/2013
9	MH-N15E18	509 W. Douglas	EPA present during inspection. Subject pipe appeared to have been plugged on outlet side previously but pipe had broken beyond manhole, probably due to erosion along creek bank. Plugged both pipe opening in manhole and remnant of pipe that exits the manhole with concrete.	3/1/2013
10	MH-N17C06	Beckham/Troup Hwy	Actual location is behind 2109 Redbud. Confirmed no bypass exists. See photo.	3/14/2013

Appendix I

Appendix I
Consolidated Listing of *United States et. al v. City of Tyler* Consent Decree Deliverables and Consent Decree Reports[1]

Table 1. Consent Decree Deliverables

Name of Deliverable	Main Ref. in Consent Decree	Due Date for Deliverable (and for Any Associated Work)	Deliverable Subject to EPA Review and Approval or Review and Comment	Agencies to Receive Copies
Interim CMOM Program	V.A.	Interim CMOM Program must be submitted no later than 180 Days following the CD Effective Date.	EPA Review and Comment	EPA and TCEQ
Final CMOM Program[2]	V.A.	The Final CMOM Program must be submitted no later than 1 Year after the CD Effective Date.	EPA Review and Approval	EPA and TCEQ
Hydraulic Model Update Summary	V.B.	Within 30 Days after completion of the Updated Hydraulic Model.[3]	EPA Review and Comment	EPA and TCEQ
Capacity Remedial Measures Plan	V.C.	Within 42 months after the CD Effective Date.	EPA Review and Approval	EPA and TCEQ
Annual Condition Remedial Measures Plan	V.D.	July 1st of each Year following the completion of the previous Year's Condition Assessment.	EPA Review and Approval	EPA and TCEQ
Lift Station Improvement Plan	V.E.	Within 18 Months of the CD Effective Date; to be submitted concurrently with the Lift Station Assessment Report	EPA Review and Approval	EPA and TCEQ

[1] This Appendix I is provided for the convenience of the Parties and is intended by the Parties for use as a reference document. In the event of any discrepancy between the provisions of Sections V (Compliance Requirements) and IX (Reporting Requirements) and this Appendix I, the provisions of Sections V (Compliance Requirements) and IX (Reporting Requirements) shall control. Capitalized terms shall maintain the definitions provided for in Section IV (Definitions) of the Consent Decree.

[2] The Final CMOM Program shall contain written descriptions of all CMOM Program components specified in Subsections A.1) (Training Program) through A.11) (Information Management System) of Section V as well as a schedule including deadlines for implementation of each Final CMOM Program component.

[3] The Updated Hydraulic Model must be completed within 2 years of the CD Effective Date as required by Paragraph 50.

Table 2. Consent Decree Reports

Name of Report	Main Ref. in Consent Decree	Due Date for Report (and Reference for Associated Content)	Report Submitted To	Agencies to Receive Copies
Quarterly Reports	IX Para. 87.	Quarterly Reports are due no later than 1 Month after the expiration of the applicable quarterly reporting period.[4] The Quarterly Reports shall include information required by Paragraph 87 of the Consent Decree.	EPA and TCEQ for Review	EPA and TCEQ
Annual Reports	IX. Para. 88	Annual Reports are due no later than March 1st of each Calendar Year after the CD Effective Date. The Annual Reports shall include information required by Paragraph 88 of the Consent Decree. Additionally, the Annual Reports shall include reported information as required in the following CMOM Program components: 1) Reports on the Employee Training Program as required by Paragraph 19 2) Reports on the SSO Reporting and Documentation Procedures as required by Paragraphs 24.c and 25	EPA and TCEQ for Review	EPA and TCEQ

[4] Quarterly reporting periods within any Calendar Year are: January 1st through March 31st (Quarter 1); April 1st through June 30th (Quarter 2); July 1st through September 30th (Quarter 3); and October 1st through December 31st (Quarter 4). For the first Quarterly Report after the Effective Date only, the applicable reporting period shall be that portion of the applicable quarter between the Effective Date and the end of that quarter. For the first Calendar Year after the Effective Date only, Tyler shall only submit Quarterly Reports for the quarters that occur between the Effective Date and the end of the Calendar Year.

Name of Report	Main Ref. in Consent Decree	Due Date for Report (and Reference for Associated Content)	Report Submitted To	Agencies to Receive Copies
		3) Reports on the System-Wide Routine Cleaning Program as required by Paragraph 30 4) Reports on the Revised High Frequency Cleaning Program as required by Paragraph 33 5) Reports on the Root Control Activities as required by Paragraph 43 Additionally, the Annual Reports shall include: 1) Reports on the Completion of Condition Assessment Activities as required by Paragraph 60 2) Reports on the FOG Enforcement Program as required by Paragraph 40.j 3) Reports on the completion of Capacity Remedial Measures as required by Paragraph 56 4) Reports on the completion of Condition Remedial Measures work as required by Paragraph 63 5) Reports on the completion of Lift Station Remedial Measures as required by Paragraph 69 6) Reports on the completion of Force Main Remedial Measures work as required by Paragraph 74		

Name of Report	**Main Ref. in Consent Decree**	**Due Date for Report (and Reference for Associated Content)**	**Report Submitted To**	**Agencies to Receive Copies**
		7) Reports on Additional Constructed SSO Locations discovered as required by Paragraph 77		
Capacity Assessment Report	V.C.	Within 42 months after the CD Effective Date as required by Paragraph 53	EPA and TCEQ for Review	EPA and TCEQ
Lift Station Assessment Report	V.E.	Within 18 months of the CD Effective Date as required by Paragraph 66 to be submitted concurrently with the Lift Station Improvement Plan	EPA and TCEQ for Review	EPA and TCEQ
Force Main Assessment Program Report	V.F.	Within 18 Months after the CD Effective Date as required by Paragraph 74	EPA and TCEQ for Review	EPA and TCEQ
Additional Constructed SSO Locations Report	V.G.	If Tyler discovers or is notified of additional Constructed SSO locations, no later than 2 business days after discovery or notification of these locations as required by Paragraph 75	United States and Texas for Review	United States and Texas
Removal of Additional Constructed SSO Locations Report	V.G.	Within 7 Days after completing the removal of the Additional Constructed SSO Location(s) as required by Paragraph 76	United States and Texas for Review	United States and Texas