



Clean Water Services

Sanitary, Storm and Surface Water Management Performance and Reporting Standards R&O 17-6

Replaces R&O 11-7

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I. Definitions

- A. Definitions from Ordinances 27, 29, and 40 are hereby incorporated, including but not limited to definitions for “District,” “Board,” “General Manager,” “Rule,” “Sanitary Sewer System,” “Sewage,” “Standards,” “Storm,” “Storm and Surface Water System (SWM),” “The System,” and “Wastewater.” The term “City” shall mean any incorporated city within the District’s service boundary. The term “County” shall mean the urbanized portions of Clackamas, Multnomah, and Washington counties that are within the District’s service boundary.
- B. District Sanitary and SWM Facilities are sanitary, storm, and surface water facilities which the District or City has determined meet all of the following criteria:
1. The facility is built to a standard generally equivalent to the District's current construction standards, or standards for public sanitary, storm and surface water facilities effective at the time of construction.
 2. The facility is within an existing sanitary, storm or surface water easement or fee title granted to the District, County, City, or to the “public,” or is within a County or City public road right-of-way, or public utility easement.
 3. The facility is of general benefit to the public, and serves multiple tax lots properties.
 4. The facility has been reviewed and accepted as a public facility by the District, City, or responsible public authority at the time of construction or by later action following the procedures in Section IV.
- C. Categories of Work include the following:
1. Maintenance includes the proactive activities required to preserve the function and condition of a facility, and keep the facility at its existing standard of utility.
 2. Repair is the restoration to full operational capacity and maintainability, or the remedial work to return facilities to a standard of utility. Repairs are not generally shown in the Capital Improvement Plan of the District or City.
 - a. Major Repair Any repair to a public sanitary sewer line under 24” in diameter that extends from manhole to manhole or larger. Major repairs include cases where the most efficient construction method warrants replacing the entire manhole to manhole length, even though there may be small sections of pipe that do not require repair.
 - b. Minor Repair Any repair to a public sanitary sewer line under 24” in diameter that is less than manhole to manhole in length, including lateral repairs that are District or City responsibility to repair as defined in District rules.
 3. Replacement/Reconstruction/Rehabilitation is the construction of a new facility of the same size and capacity to replace a facility that has deteriorated to the point where it can

no longer effectively be maintained or repaired. This shall include neighborhood or area-wide rehabilitation and Inflow and Infiltration (I&I) abatement projects.

4. Construction/Improvement is the construction of a new facility where none existed, the expansion of an existing facility or the construction of a new facility to replace an existing facility of a smaller size or capacity. District and Cities recognize that System Development Charge (SDC) funds can only be used on the construction costs associated with providing extra capacity.
- D. Emergency is a sudden, unforeseen occurrence or set of occurrences, which causes or threatens to cause an immediate hazard to persons, property or the environment.
- E. Mandated Sanitary and SWM Programs are those programs, including but not limited to maintenance, planning, engineering, public outreach and education, monitoring, permit issuance, inspection, and record keeping required for compliance with a State, Federal or locally mandated programs or activities for which the District is responsible.
- F. Private Sanitary and SWM Facilities are all facilities that are not District or City facilities, and which have not been accepted for maintenance and/or ownership by another public entity.
- G. Roadside Facilities include all of the following SWM facilities within County road rights of way:
1. Roadside Ditches and Swales are ditches on one or both sides of roadways, within the road right-of-way and generally intended for the collection and conveyance of storm and surface water runoff.
 2. Driveway Culverts are the short pipes passing under driveways connecting two sections of roadside ditch.
 3. Roadside Ditch Cross Piping is the piping systems connecting a roadside ditch or roadside piping system on one side of the road to a roadside ditch or roadside piping system on the other side of the road and being at the grade of the roadside ditches or piping systems.
 4. Roadside Piping Systems are the shallow pipes and inlets on one or both sides of a road, which are generally at a similar grade as typical roadside ditches, and generally lack manholes.

II. SWM and Sanitary Sewer Maintenance Programs - General

- A. Performance of the work program elements constitutes the optimum use of available funds for maintenance, repair and operation of the SWM and Sanitary Sewer collection system.

- B. It is recognized that some facilities will vary from the specified maintenance frequency due to unusual characteristics or situations. It is also recognized that from year to year, conditions will vary and specified maintenance frequencies may not be achieved in a given year. The overall maintenance program objective is to provide uninterrupted service and prevent overflows and backups.
- C. For purposes of reporting, the inventory of sanitary and storm system facilities shall be as of July 1 of each year. New facilities added after that date are included in the inventory in the following calendar year.
- D. Elements of the SWM maintenance program are performed for the purpose of preserving the water quality and water quantity functioning of the public system. Such work is not designed nor intended to meet aesthetic goals or “public park” appearance standards.
- E. This document defines the work programs and performance standards for the SWM and Sanitary Sewer maintenance and repair programs. Some of the information contained herein is for informational purposes and is not meant to be a program requirement. The following describes the intent of each type of information:

Activity – Informational only

Facility Description – An adopted standard defining the type of facility normally eligible for this type of work. Any work done on other facilities would be by exception, such as in an emergency.

Maintenance Frequency – The number of times an activity is to be performed for each facility over a certain period of time.

Special Notes and Requirements – Additional information is included here. If the information is stated as a requirement, it is an adopted standard.

Measurement Criteria – A standard for the minimum types of information that are required to be tracked.

III. Definition of Responsibility for SWM and Sanitary Systems and Facilities

- A. District or City SWM and Sanitary Sewer facilities shall be maintained by the District (or City) according to the adopted maintenance program, subject to prioritization of the total workload and funding limitations. This shall include responsibility for facilities within State and County Roads, except as noted in Subsection F below.
- B. Private sanitary and SWM facilities shall not be maintained or repaired by the District or City as part of the District’s program unless related to a response to an emergency as described below, as part of an identified I&I abatement project, or when necessary for the proper functioning of the public system.
- C. In an emergency and to the extent resources are available, the District or City may, at its discretion, remove or abate an obstruction or hazard, or install temporary protective measures on private property where there appears to be an imminent threat to life or safety, damage to

a structure, or damage to the environment. Such work will be performed only at the owner's request, upon the owner's permission, or when appropriate easements or public Right-of-Way exists. The extent of the District or City emergency work will be limited to providing temporary protection until the emergency passes, or the property owner or another responsible public entity can assume responsibility.

- D. The SWM Program of the District or City is not responsible for Roadside Ditch Systems, except as provided in the agreement dated June 22, 2004, or as it may be amended, between the District and Washington County DLUT. The SWM Program of the District or City is not responsible for the reconstruction, repair, or enlargement of these systems, and is not responsible for any flooding or other damage resulting from the design or inadequate capacity of these systems, unless provided for under separate agreement or by Board action.
- E. The SWM Program of the District or City is not responsible for bridge maintenance, which includes bridge structures and culverts 36" in diameter and larger.
- F. The District or City is not responsible for SWM facilities and SWM programs within State Highways, except as may be allowed under separate agreement between the District or City and State.

IV. Policy for Accepting Existing Private Facilities

District or City may accept the transfer of private facilities, which will become District or City facilities when all of the following criteria are met:

- A. The facility must be located in an easement or fee title granted to the District or City, within a County or City right-of-way, or within a public utility easement.
- B. The facility serves multiple tax lots, and will serve a purpose that will benefit the public in general.
- C. An easement or other appropriate property interest in a form acceptable to the District or City is granted for access to operate and maintain the facility as needed.
- D. The facility meets the standards for public facilities as defined in District's Design and Construction Standards. An exception may be made for water quality facilities if the District or City cost to retrofit the facility to meet the District's Design and Construction Standards is reasonable.
- E. All maintenance deficiencies are corrected. An exception may be made for facilities if the District or City determines the cost to correct maintenance deficiencies is reasonable and attainable.
- F. The facility will not impose an undue short- or long-term maintenance burden upon the public (the benefits to the public must be in proportion to the maintenance burden).

Acceptance of the facility shall be effective upon acceptance of easements for the facility by the District Board of Directors or City, or other action of the Board of Directors or City accepting the facility.

V. Field Operations Services

A. Collection Systems Maintenance Programs – Sanitary Program

Line Cleaning - Sanitary

Activity Routine cleaning, small lines
 Facility Description..... All public sanitary sewer lines less than 24" diameter
 Maintenance Frequency Clean every line once every 4 years
 Special Notes and Requirement As needed
 Measurement Criteria..... Footage cleaned

Activity Routine cleaning, large lines
 Facility Description..... All public sanitary sewer lines 24" diameter and greater
 Maintenance Frequency As needed based on history and inspection
 Special Notes and Requirement As needed
 Measurement Criteria..... Footage cleaned

Activity Non-routine cleaning
 Facility Description..... All public sanitary sewer lines, all diameters
 Maintenance Frequency As needed
 Special Notes and Requirements.....Facilities that are designated hotspots shall have cleaning frequency (weekly, quarterly, annually) specified by local agency.
 Measurement Criteria..... Footage cleaned

Activity Non-routine cleaning (access limited)
 Facility Description..... Public sewer lines in difficult to reach areas, all diameters
 Maintenance Frequency As established
 Special Notes and Requirements.....Applicable only for predetermined lines designated "Access Limited." District and City must agree upon designation. Method and frequency of maintenance for access limited lines shall be determined on a case-by-case basis but is likely to include TV inspection once every 4 years and cleaning as required based on TV inspection.
 Measurement Criteria..... Footage cleaned

Manhole Maintenance - Sanitary

Activity Manhole inspection
 Facility Description..... All public sanitary sewer manholes
 Maintenance Frequency Inspect every manhole once every 8 years
 Special Notes and Requirements..... May be combined with television inspection activities
 Measurement Criteria..... Number inspected

Activity Adjust manhole to grade
 Facility Description..... All public sanitary sewer manholes
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number adjusted

Activity Manhole sealing
 Facility Description All public sanitary sewer manholes
 Maintenance Frequency As needed
 Special Notes and Requirements Use of manual or automated sealing equipment is acceptable.
 Repeat sealing in the future, as needed.
 Measurement Criteria Number sealed

Activity Manhole repair
 Facility Description All public sanitary sewer manholes
 Maintenance Frequency As needed
 Special Notes and Requirements Coordination with other local agencies
 Measurement Criteria Number repaired

Root Control – Sanitary Lines/Infrastructure

Activity Mechanical root control
 Facility Description All public sanitary sewer lines less than 24" diameter
 Maintenance Frequency As needed
 Special Notes and Requirements Conduct activity based on field inspection
 Measurement Criteria Footage cleared

Activity Chemical root control
 Facility Description All public sanitary sewer lines less than 24" diameter
 Maintenance Frequency As needed
 Special Notes and Requirements Conduct activity based on field inspection. Special chemical
 handling required
 Measurement Criteria Footage treated

TV Inspection – Sanitary

Activity Routine TV inspection, small lines
 Facility Description All public sanitary sewer lines 48" diameter and less
 Maintenance Frequency TV inspect every line once every 8 years
 Special Notes and Requirements Typically conducted by 2-person crew. 1-person crew
 in residential areas possible. Coordinate with line cleaning if required.
 Measurement Criteria Footage inspected

Activity Routine TV inspection, large lines
 Facility Description All public sanitary sewer lines greater than 48" diameter
 Maintenance Frequency TV inspect every line once every 9 years
 Special Notes and Requirements May need to coordinate with line cleaning
 Measurement Criteria Footage inspected

Activity Non-routine TV inspection
 Facility Description All public sanitary sewer lines, all diameters
 Maintenance Frequency As needed
 Special Notes and Requirements None
 Measurement Criteria Footage inspected

Activity 1-Year warranty TV inspection
 Facility Description All public sanitary sewer lines, all diameters
 Maintenance Frequency TV inspect within 2 months before end of maintenance period
 Special Notes and Requirements None
 Measurement Criteria Footage inspected

Activity Lateral TV inspection

Facility Description.....Private property laterals
 Maintenance Frequency Not conducted routinely as a part of District program
 Special Notes and Requirements..... None
 Measurement Criteria..... Number inspected

Inspection, Maintenance & Repair of Trunk-lines & Lines in Stream Corridors

Activity Surface inspection
 Facility Description.....Public sewer facilities in stream corridors
 Maintenance Frequency Surface inspect once every 2 years
 Special Notes and Requirements..... Normally combined with marker post activity.
 Replace manhole lids if ajar or missing
 Measurement Criteria..... Number of manholes inspected

Activity Install/repair marker posts
 Facility Description..... Public sewer lines in stream corridors and remote areas
 Maintenance Frequency As needed
 Special Notes and Requirements..... Normally combined with Surface Inspection activity.
 Measurement Criteria..... Number installed or repaired

Activity Install self-closing lids
 Facility Description.....Public sewer lines 24" diameter and greater
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number installed

Siphon Maintenance - Sanitary

Activity Clean siphon systems
 Facility Description..... All public sanitary sewer siphon systems
 Maintenance Frequency Clean every siphon system once per year
 Special Notes and Requirements.....Clean siphon barrels, rock baskets, and inlet/outlet manholes. A siphon system may have multiple barrels. A siphon system with multiple barrels is considered a single siphon system. Rock baskets and inlet and outlet manholes may be cleaned more frequently, if required.
 Measurement Criteria..... Systems cleaned

Customer Response and Investigation - Sanitary

Activity Customer response and investigation
 Facility Description..... All public sanitary sewer facilities
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number of responses

Emergency Response - Sanitary

Activity Emergency response
 Facility Description..... All public sanitary sewer facilities
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number of responses

Laterals in Public Right-of-Way - Sanitary

Activity Lateral investigation
Facility Description...Private sanitary laterals in the public right-of-way as defined in District R&O
Maintenance Frequency As needed
Special Notes and Requirements.....Private laterals are defined in District R&O.
Measurement Criteria.....Number investigated

Activity Lateral repair
Facility Description...Private sanitary laterals in the public right-of-way as defined in District R&O
Maintenance Frequency As needed due to structural defect resulting in I&I
Special Notes and Requirements.....Private laterals are as defined in District R&O.
Property owner is responsible for demonstrating that the location of structural defect is in public right-of-way.
Measurement Criteria.....Number repaired

Vector Control - Sanitary

Activity Chemical vector control
Facility Description.....All public sanitary sewer lines
Maintenance Frequency As needed
Special Notes and Requirements.....Baiting for control of small rodents including rats and mice.
Measurement Criteria..... None

Access Road Maintenance – Sanitary

Activity Access road grading, paving, vegetation control, and general maintenance
Facility Description.....Roads within or leading to public sanitary facilities
Maintenance Frequency As needed
Special Notes and Requirements...Level of maintenance required determined by condition. Review easement document to determine maintenance responsibilities prior to work.
Measurement Criteria..... None

Utility Locates – Sanitary

Activity Utility Locating
Facility Description.....All underground public sanitary sewer facilities in the public right-of-way
Maintenance Frequency As requested
Special Notes and Requirements...Must be a member of Oregon Utility Notification Center’s One Call System and must comply with Oregon locating rules
Measurement Criteria..... Number of locates conducted

B. Collection Systems Maintenance Programs – Storm and Surface Water Program

Line Cleaning - Storm

Activity Routine line cleaning
Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
Maintenance Frequency Clean every line once every 6 years
Special Notes and RequirementsInspect for illicit discharges per IDDE program. Include volume of material removed in total volume of material removed for all storm activities except sweeping.
Measurement Criteria..... Footage cleaned and volume of material removed

Activity Non-routine line cleaning

Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements... Inspect for illicit discharges per IDDE program. Include volume of material removed in total volume of material removed for all storm activities except sweeping.
 Measurement Criteria..... Footage cleaned and volume of material removed

Activity Non-routine cleaning (access limited)
 Facility Description..... Public storm pipelines in difficult to reach areas, all diameters
 Maintenance Frequency As established
 Special Notes and Requirements.....Applicable only for predetermined lines designated “Access Limited.” District and City must agree upon designation. Method and frequency of maintenance for access limited lines shall be determined on a case-by-case basis but is likely to include TV inspection once every 6 years and cleaning as required based on TV inspection.
 Measurement Criteria..... Footage cleaned

Manhole Maintenance - Storm

Activity Adjust manhole to grade
 Facility Description.....All public storm system manholes
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria.....Number adjusted

Activity Repair manhole
 Facility Description.....All public storm system manholes
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number repaired

Root Control – Storm Lines/Infrastructure

Activity Mechanical root control
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Footage cleaned

TV Inspection - Storm

Activity Routine TV inspection
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B.
 Maintenance Frequency TV inspect every line once every 8 years
 Special Notes and Requirements..... Need to closely coordinate with line cleaning. Inspect for illicit discharges per IDDE program.
 Measurement Criteria..... Footage inspected

Activity Non-routine TV inspection
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements..... Inspect for illicit discharges per IDDE program.
 Measurement Criteria..... Footage inspected

Activity 1-Year warranty TV inspection
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B.
 Maintenance Frequency Within 2 months before end of maintenance period
 Special Notes and Requirements..... Inspect for illicit discharges per IDDE program

Measurement Criteria..... Footage inspected

Catch Basins - Storm

Activity Catch basin cleaning (with sump)
Facility Description..... Public catch basins and manholes without tee or snout, but with sump
Maintenance Frequency Clean every catch basin with sump once per year
Special Notes and Requirements.....Inspect for illicit discharges per IDDE program.
Facilities used primarily as access points for TV inspection or line cleaning access are not included in this activity. Typically, these facilities are not located in the right-of-way. Include volume of material removed in total volume of material removed for all storm activities except sweeping.
Measurement Criteria..... Number cleaned and volume of material removed

ActivityCatch basin cleaning (no sump)
Facility Description.....Public catch basins with no sump (flow through)
Maintenance FrequencyClean or inspect every catch basin with no sump once every 6 years.,
Special Notes and Requirements Clean catch basins with debris, otherwise just inspect. Inspect for illicit discharges per IDDE program. Facilities used primarily for TV inspection or line cleaning access are not included in this activity. Include volume of material removed in total volume of material removed for all storm activities except sweeping.
Measurement Criteria.....Number cleaned or inspected and volume of material removed

Water Quality Manholes – Storm

Activity Water quality manhole cleaning
Facility Description.....Public water quality manholes
Maintenance Frequency Clean water quality manholes twice per year
Special Notes and Requirements...Clean water quality manholes more frequently than twice per year, if required. At a minimum, water quality manholes shall be cleaned in the spring and fall. In spring, full drawdown of sump is only required if sump is full of debris. Otherwise, spring cleaning may be limited to removing floatables and oil from the water surface. Inspect for illicit discharges per IDDE program. Include volume of material removed in total volume of material removed for all storm activities except sweeping.
Measurement Criteria..... Number cleaned and volume of material removed

Vegetated Facility Maintenance– Storm

Activity Routine maintenance
Facility Description.....Public vegetated facilities
Maintenance Frequency Minimum 4 visits per year
Special Notes and Requirements.....Routine functions include inspection, mowing, trimming, pruning, spraying to control invasive vegetation, garbage removal, fence and gate repair, inlet and outlet maintenance. Inspect for illicit discharges per IDDE program.
Measurement Criteria..... Number of site visits and crew hours

Activity Non-routine maintenance
Facility Description.....Public vegetated facilities
Maintenance Frequency As needed based on inspection
Special Notes and Requirements.....Non-routine activity includes facility modification or silt removal of treatment area, replanting of treatment area if needed, core outs, structural repairs of inlets and outlets and maintenance facility berms/banks. Inspect for illicit discharges per IDDE program.
Measurement Criteria..... Number of facilities maintained and crew hours

Filter Structure Maintenance - Storm

Activity Filter structure inspection
Facility Description..... Publicly owned proprietary filter treatment systems
Maintenance Frequency once per year
Special Notes and Requirements.....Inspect per manufacturer’s guidelines to determine whether maintenance is needed. Filter treatment system structures include catch basins, manholes, and vaults equipped with filter cartridges. Inspect for illicit discharges per IDDE program.
Measurement Criteria..... Number of systems inspected

ActivityFilter Replacement
Facility Description.....Publicly owned proprietary treatment systems
Maintenance Frequency...Replace as needed based on inspection, but at least once every 3 years in accordance with the manufacturer’s guidelines.
Special Notes and RequirementsRemove all sediment and debris from the structure. Replace all cartridges within the structure. Inspect for illicit discharges per IDDE program.
Measurement Criteria.....Number of systems renewed

Siphon System Maintenance - Storm

Activity Clean siphon systems
Facility Description..... All public storm sewer siphon systems
Maintenance FrequencyClean every siphon system once per year
Special Notes and Requirements...Clean siphon barrels, rock baskets, and inlet/outlet manholes. A siphon system may have multiple barrels. A siphon system with multiple barrels is considered a single siphon system. Siphon systems should be cleaned more frequently, if required. Inspect for illicit discharges per IDDE program.
Measurement Criteria.....Systems cleaned and volume of material removed

Underground Detention Pipes - Storm

Activity Underground detention pipes maintenance
Facility Description..... All accessible, public storm underground detention pipes
Maintenance FrequencyPer line cleaning, TV inspection, structure activity activity listed above.
Special Notes and RequirementsInspect for illicit discharges per IDDE program. Include volume of material removed in total volume of material removed reported for all storm activities except sweeping.
Measurement Criteria..... Footage cleaned and volume of material removed

Customer Response and Investigation – Storm

Activity Customer response and investigation
Facility Description..... All storm lines meeting criteria listed in Section 1.B
Maintenance Frequency As needed
Special Notes and Requirements.....Inspect for illicit discharges per IDDE program.
Measurement Criteria..... Number of responses

Emergency Response and Storm Patrol – Storm

ActivityEmergency response
Facility Description..... All storm lines meeting criteria listed in Section 1.B
Maintenance Frequency As needed
Special Notes and Requirements..... None
Measurement Criteria..... Number of responses

Street Sweeping – Storm

Activity Routine sweeping
Facility Description Public streets with curbs
Maintenance Frequency Sweep all curbed streets 12 times per year
Special Notes and Requirements...Downtown areas may be swept more often if needed.
Regenerative air sweeper or equivalent water quality sweeper required for this activity; mechanical sweeper is not acceptable for this activity. Sweeping speed shall be between 4 and 7 mph. Sweeper must be equipped with an independent recording device that records speed while sweeping (i.e. broom activated, pickup head down, blower on), miles swept, and hours swept; operator-supplied data is not sufficient.
Measurement Criteria.....Curb miles swept and volume of material collected

Activity Non-routine sweeping
Facility Description Public streets
Maintenance Frequency As needed
Special Notes and Requirements None
Measurement Criteria.....Curb miles swept and volume of material collected

Activity Sweeping related to leaf program
Facility Description Public streets in leaf pick-up areas
Maintenance Frequency Following leaf machine as needed
Special Notes and Requirements None
Measurement Criteria.....Curb miles swept and volume of material collected

Street Sweeping/Leaf Program Material Processing and Disposal – Storm

Activity Material transportation
Facility Description Sweeping and leaf program areas
Maintenance Frequency Replace drop box as needed
Special Notes and Requirements..... Activity includes transportation to material processing site.
Measurement Criteria.....Cubic yards of material volume transported

Activity Processing and sorting
Facility Description Material processing yard
Maintenance Frequency Sort material as needed
Special Notes and Requirements None
Measurement Criteria.....Crew Hours

Activity Disposal
Facility Description Material processing yard
Maintenance Frequency As needed
Special Notes and RequirementsActivity includes disposal at approved landfill or beneficial use under DEQ approved Beneficial Use Determination
Measurement Criteria..... Cubic yards of material

Leaf Program – Storm

General Note: Individual agencies may determine the components of their leaf program, but must include some of the activities listed below or suitable alternate. Programs must be agreed to by District.

Activity Formal curbside program
Facility Description High leaf generation areas
Maintenance Frequency No defined standard

Special Notes and Requirements....Example frequency is leaf pick up every 2 weeks, 4 times total in leaf season. City shall send written guidelines for street leaf pickup to residents in affected areas.
 Measurement Criteria..... Curb miles cleaned and quantity of leaves collected

ActivityIncreased leaf recycling
 Facility Description..... High leaf generation areas
 Maintenance FrequencyNo defined standard
 Special Notes and Requirements.....Extra recycle can pick up during leaf season may be negotiated with garbage hauler. Quantity of leaves collected may be estimated based on assumptions or rough calculations..... Measurement Criteria Number of additional pickups and quantity of leaves collected.

ActivityLeaf drop day
 Facility Description..... High school, public works yard, other open areas
 Maintenance FrequencyNo defined standard
 Special Notes and Requirements....Example frequency is 1 to 4 times per year as needed in the leaf season. Crew removes leaves from plastic bags. Can be run with voluntary food donation.
 Measurement Criteria.....Number of drop days and quantity of leaves collected

Catch Basin and Storm Line Material Processing and Disposal – Storm

ActivityMaterial processing and sorting
 Facility Description..... Material processing yard
 Maintenance Frequency As needed
 Special Notes and Requirements.....Material disposed of at landfill must be dewatered to pass “paint- filter” test.
 Measurement Criteria..... Volume of material processed

Activity Material disposal
 Facility Description..... Certified landfill
 Maintenance Frequency As needed
 Special Notes and Requirements.....Material must be de-watered to pass "paint-filter" test
 Measurement Criteria..... Boxes hauled and volume of material discarded

Culvert Maintenance - Storm

Activity Clean culverts
 Facility Description..... Culverts less than 36" diameter crossing under public streets
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Footage cleaned and volume of material removed

Vector Control - Storm

ActivityNutria, beaver and beaver dam control
 Facility Description.....Public creeks and streams
 Maintenance Frequency As needed
 Special Notes and Requirements.....Activity may include private creeks and streams that affect public systems if not maintained. Response is discretionary and includes trapping, relocation, dam removal, and other methods as appropriate.
 Measurement Criteria..... Number of responses

Activity Rodent control

Facility Description..... All storm lines meeting criteria listed in Section 1.B.
 Maintenance Frequency As needed
 Special Notes and Requirements..... Trapping may be the only option since chemical baiting is generally not allowed in the storm system.
 Measurement Criteria..... Number of responses

Washington County Roadside Ditch Program – Storm

Activity..... Debris removal
 Facility DescriptionRoadside ditches along County roads
 Maintenance Frequency..... Target cleaning once every 5 to 8 years
 Special Notes and Requirements... Target 5-year frequency for major roads and 8-year frequency for minor roads. Activity performed depending on funding by County Road Fund and URMD funding. Applicable to District only.
 Measurement Criteria Footage cleaned

Activity..... Hydro-seeding
 Facility DescriptionRoadside ditches along County roads
 Maintenance Frequency..... Hydro-seed following cleaning activity
 Special Notes and Requirements Performed as funded by County Road Fund or URMD
 Measurement Criteria Acreage seeded

Activity..... Ditch armoring
 Facility DescriptionRoadside ditches along County roads
 Maintenance Frequency..... Following cleaning in highly erodible areas
 Special Notes and Requirements Performed as funded by County Road Fund or URMD
 Measurement Criteria Footage protected

Activity..... Clean roadside pipes and culverts
 Facility Description Roadside pipes and culverts in County roads
 Maintenance Frequency..... As needed
 Special Notes and Requirements Performed as funded by County Road Fund and URMD
 Measurement Criteria Footage cleaned and volume removed

Washington County Roadside Pipes and Culverts – Storm

Activity..... Repair/replace roadside pipes and culverts
 Facility Description Roadside pipes and culverts along County roads
 Maintenance Frequency..... As needed
 Special Notes and Requirements Performed as funded by County Road Fund or URMD
 Measurement Criteria Footage repaired or replaced

Activity..... Install new roadside pipes and culverts
 Facility Description County roads without curb and gutter
 Maintenance Frequency..... As needed
 Special Notes and Requirements Performed as funded by County Road Fund or URMD
 Measurement CriteriaFootage installed

Activity..... Remove roadside pipes and culverts; re-establish roadside ditch
 Facility Description County roads without curb and gutter
 Maintenance Frequency..... As needed
 Special Notes and Requirements Performed as funded by County Road Fund or URMD
 Measurement CriteriaFootage of ditch re-established

Access Road Maintenance – Storm

Activity Access road grading, paving, vegetation control, general maintenance
Facility Description Roads leading to public facilities
Maintenance Frequency As needed
Special Notes and Requirements Level of maintenance required determined by condition.
Review easement document to determine maintenance responsibilities prior to work.
Measurement Criteria None

Utility Locates – Storm

Activity Utility locating
Facility Description All underground storm sewer facilities in the public right-of-way
Maintenance Frequency As requested
Special Notes and Requirements This activity includes public storm sewer facilities and private storm sewer laterals in the public right-of-way. Must be a member of Oregon One-Call System and must comply with Oregon utility locating rules
Measurement Criteria Number of locates conducted

C. Collection System Repairs – Sanitary and Storm Programs

Sanitary Line - Major and Minor Repairs

Activity Dig and replace
Facility Description All public sanitary sewer lines less than 24" diameter
Maintenance Frequency As needed
Special Notes and Requirements None
Measurement Criteria Number completed

Activity Joint sealing
Facility Description All public sanitary sewer lines less than 24" diameter
Maintenance Frequency As needed
Special Notes and Requirements Requires special material storage and handling
Measurement Criteria Footage of reach sealed

Activity Internal mechanical spot repair
Facility Description All public sanitary sewer lines less than 24" diameter
Maintenance Frequency As needed
Special Notes and Requirements None.
Measurement Criteria Number of repairs installed

Activity Re-Lining
Facility Description All public sanitary sewer lines less than 24" diameter
Maintenance Frequency As required
Special Notes and Requirements This activity includes pipe bursting, slip-lining, and CIPP installations.
Measurement Criteria Footage relined

Sanitary Capital Improvement and Rehabilitation Projects

Activity Dig and replace
Facility Description All public sanitary sewer lines less than 24" diameter
Maintenance Frequency As needed
Special Notes and Requirements None
Measurement Criteria Footage and number of line segments replaced

Activity Lateral rehabilitation projects
 Facility Description..... All public sanitary sewer lines less than 24" diameter
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria.....Footage and number of laterals rehabilitated

Storm Line - Major and Minor Repairs

Activity Dig and replace
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria.....Footage and number of line segments replaced

Activity Internal mechanical spot repair
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number of repairs installed

Activity Relining
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B.
 Maintenance Frequency As required
 Special Notes and Requirement.....This activity includes pipe bursting, slip-lining, and CIPP installation.
 Measurement Criteria..... Footage relined

Activity New facilities and replacements
 Facility Description..... All storm pipelines meeting criteria listed in Section 1.B
 Maintenance Frequency As needed
 Special Notes and Requirements..... None
 Measurement Criteria..... Number installed

D. General TV Inspection Standards (Sanitary and Storm)

1. All TV inspections shall follow NASSCO-PACP standards and procedures. All TV operators shall be certified to use this rating system.
2. Inspections shall be performed using a software suite that allows the capture of digital video, still images in real time, and the recording of observation locations. All observations shall be entered on an electronic log sheet and cross-referenced with their occurrence in the video. All inspection data to be delivered in a NASSCO Ver. 4.x or 6.x database.
3. Quality: Fog in the pipe or on the lens that limits the view during the inspection is not acceptable. The camera lighting shall allow a clear picture up to five pipe diameter lengths away for the entire periphery of the sewer and the lighting shall be adjusted to eliminate hot spots.
4. Direction: Under normal circumstances, the TV inspection shall start at the upstream manhole and proceed downstream. The direction of flow shall be clearly marked on the video screen and the electronic log form.

5. TV footage measurement: The TV inspection system shall be equipped to measure the length of each segment. The video counter shall be zeroed at the beginning of each new video inspection and at any intermediate manhole.
6. Camera: The CCTV camera shall record in color and shall be capable of panning the lens through a 360-degree arc about the vertical axis and tilting it at least 90 degrees to the longitudinal axis. For pipes larger than 6 feet in diameter, the equipment shall have a zoom feature capable of providing general views looking along the pipe up to five pipe diameter lengths away and close up views of features.
7. Facility numbering: Where inspections are performed by a City or contractor, the reports shall use District numbering or unique facility numbers consistent with GIS data transferred to the District in accordance with Section VI.E.
8. Digital recordings: Video format shall be Mpeg1 with a frame size of 320x240, a frame rate of 29.97 or 30 frames per second and a bit-rate of 1150 kbps. The information shall be written to a DVD or other data digital transfer device or with District consent, the District's secure file transfer appliance. Inspection information shall be stored in a NASSCO PACP version 4.x or 6.x database. Links to the inspection video shall be stored in the media tables within the PACP database using relative file references.
9. Still photographs: During CCTV inspections, still digital color photos may be taken of major defects and to document typical conditions within any reach. They may be included with the PACP database and inspection video. If photographs are included they shall be in JPEG format and in the PACP database and relative references to the stills must be included in the media tables.
10. Delivery of work product: For Cities or contractors doing the TV program, completed TV inspection reports that comply with the standards of this section shall be delivered to the District as requested through a "TV Inspection Data Request" which is typically released in the first quarter of each fiscal year. If more than one year of data is being submitted, it should be divided into folders by fiscal year. Storm TV inspections and sanitary TV inspections shall be in separate database files. Video inspections should be available on request and may be reviewed as part of the District QA/QC program.
11. The "Sewer Use" field in the TV software shall be filled in with an acceptable PACP code. In most instances the field will be either Storm or Sanitary.

E. Geographical Information Systems (GIS)

This section applies to inventory and location information on all sanitary and stormwater facilities within the service area including inside the Cities as necessary for permit compliance, master planning, system modeling, flow monitoring and asset management.

1. Sanitary and storm sewer systems shall be mapped using an electronic mapping system (GIS).
2. District shall identify feature classes/data elements necessary for permit compliance, master planning, system modeling, flow monitoring and asset management. GIS systems of the sanitary and storm systems must contain these data elements. Data elements may be stored in MMIS as an alternate.

3. All facilities shall have a unique facility number or the system must store the District's facility number.
4. Sanitary and storm sewer mapping shall be updated on a regular basis to include all new facilities installed by the jurisdiction or through development activity and any upgrades which affect size, slope, location, or pipe material.
5. Updated GIS data (including any GIS data stored in MMIS) shall be transferred between District and other jurisdictions' systems at a minimum frequency of quarterly, or as otherwise approved by the District.

F. Maintenance Management Information Systems (MMIS)

This section applies to systems used to track work elements identified in Section I.A. (Collection Systems Maintenance Programs) and any work elements identified in I.B (Local Collection System Repairs) which are performed by non-contracted crews.

1. MMIS shall track all field work orders and have the ability to generate reports showing current and historic work orders and management reports.
2. MMIS system must inter-relate to GIS to graphically show such things as scheduled and completed work.
3. District shall identify data elements and work categories necessary for permit compliance, reporting, program oversight, and coordination of repair and maintenance work. MMIS systems for the sanitary and storm systems must contain these data elements in the same general work order format and the same work categories.

G. After Hours, Emergency, and Response Calls including SSO Response

A jurisdiction performing any portion of the system maintenance and repair of the storm and sanitary system must have a system to receive and respond to emergency calls during regular work hours and after hours and to mobilize emergency crews.

District and Cities shall respond to sanitary sewer overflows and spills in accordance with written procedures as detailed in District's SSO Response Plan identified as the "Reporting Procedures Manual for Collection System Overflows and Spills."

H. Illicit Discharge Detection and Elimination Program (IDDE)

Actions taken to identify and respond to illicit discharges into the surface water and storm sewer system and to eliminate illicit discharges must be in accordance with written procedures as detailed in District's Illicit Discharge Detection and Elimination Program Procedures.

VI. Engineering, Inspection, and Support Elements

A. Development Plan Review Services

Ensure that all sanitary and stormwater facilities within the District's service boundary meet all minimum design and construction standards outlined in the District's Design and Construction Standards (D&C Standards).

1. Service Provider Letter (SPLs)

City staff involved in issuance of SPLs must obtain a District SPL/Pre-Screen Certification prior to conducting reviews. Staff must also attend and pass an annual plan review training event conducted by District personnel.

a. Prescreen Issuance

- i. Using aerial photos, photographs, District provided resource maps, utility maps, and other resources, review Sensitive Area Prescreening Site Assessment applications for requirements to perform additional site assessment on the basis of:
 - Possible existence of water quality sensitive areas on or within 200 feet of the project site; and
 - Type of proposed activity.
- ii. Issue Sensitive Area Prescreening Site Assessment to applicant on District-approved forms.
- iii. Send a copy of approved Sensitive Area Prescreening Site Assessment to District on a monthly basis.
- iv. Keep database (electronic preferred) of information on all applications and determinations.

b. Service Provider Letter Issuance

- i. Issue SPLs pursuant to D&C Standards, including consideration of applicable mitigation requirements from other regulatory agencies (e.g., US Army Corps of Engineers and the Oregon Department of State Lands).
- ii. Use forms approved by the District.
- iii. Keep a database (electronic preferred) of information on all applications, including requirements, correspondence, and response times.
- iv. Send a copy of any issued Service Provider Letters to the District within five calendar days of issuance.

2. Land Use Comments Submittal

- a. Submit comments within the land use comment period for all land use applications subject to regulation under the D&C Standards.
- b. At a minimum, include general condition to meet the requirements of D&C Standards and provide specific conditions as necessary, including but not limited to:
 - i. Vegetated corridors and sensitive areas protections as specified in the SPL

- ii. Analysis of sanitary and storm/surface water systems, including downstream flow impact analysis
 - iii. Public sanitary and storm system extensions to upstream properties
 - iv. Separate lateral services to individual lots
 - v. Public water quality and quantity facilities, where appropriate
3. Land Use Review and Approval
- a. The District is not a land use agency but provides input to the County or City land use process. Prior to Land Use Application being deemed “complete,” ensure that land use applications for activities defined as development or redevelopment in the D&C Standards include an SPL.
 - b. Include conditions of approval to meet conditions submitted under VII.A.2.

4. Plan Review

Review plans for conformance with D&C Standards (at a minimum) and land use conditions of approval which apply to provision of sanitary sewer, storm sewer service, erosion control and vegetated corridors.

- a. Act as primary point of contact for applicants. Questions of interpretation or requests for exceptions from District standards are to be made by City staff. As early as possible, identify exceptions from standards and obtain District approval of the proposed alternative. City standards may be more stringent than District D&C Standards.
- b. When the plan reviewer believes plans are in substantial compliance with the D&C Standards, transmit the plans to District. Transmittal shall include the name of the plan reviewer seeking approval and a description and explanation of any known exceptions. District shall complete its review within 10 working days from receipt of the plans and return comments to City. If District determines the plans are not substantially in compliance with D&C Standards, District may return the submittal to the City without comments.
- c. City shall require incorporation of District comments prior to final approval.
- d. The City shall not approve or issue permits for sanitary sewer, storm sewer service, erosion control and vegetated corridors until it receives written notification of District approval. City may consider plans as approved by District if District fails to provide written comments within 10 working days.

5. Development Permit Issuance

- a. This section applies to “public works,” “site development,” or other permit types covering the permitting, construction and inspection of storm, sanitary, and vegetated corridor improvements.
- b. Issue permits for sanitary and storm sewer construction, connection, modification, and disconnection only when other regulatory requirements (i.e., U.S. Army Corps of Engineers and/or Oregon Division of State Lands) have been addressed and/or permits obtained. If early site development permit issuance is allowed, require that

any activities undertaken prior to other regulatory (DSL and COE) approval is at the applicant's risk.

B. Development Inspection Services

Ensure all sanitary and stormwater facilities within the service boundary are constructed in accordance with the D&C Standards. The following are descriptions of major tasks associated with development inspection services.

1. New development inspection

Inspect all projects constructing sanitary and storm facilities (including all public conveyance elements and private and public water quality/quantity and vegetated corridor enhancement and mitigation sites) at least once per week during construction of the facilities covered by the D&C Standards. Inspect more frequently depending on the nature and stage of the project.

2. New development final approval

Prior to issuing final approvals: receive and approve all required as-built drawings; TV inspect all new pipe systems; review the TV records; require correction of identified deficiencies; review and approve testing results; and require removal of appropriate erosion control measures. Final approval does not relieve the owner of responsibility for any other federal, state or local permit conditions.

3. Cross-connection identification/notification and correction

- a. Meet Illicit Discharge Detection and Elimination program requirements contained in NPDES Watershed-Based Waste Discharge Permit (Permit), MS4 Storm Water Management Plan (SWMP), and Illicit Discharge Detection and Elimination System Program Description (IDDE Program).
- b. As identified, pursue the abatement of cross-connections. The Permit requires abatement within five working days of identification of the source, unless there are technical, logistical, or other reasonable issues. In cases of emergency, Cities and District may require immediate abatement using their authority to abate nuisances. In other cases, follow procedures in the IDDE Program to correct the cross-connection in an expeditious manner using immediate notification to responsible parties (owners/operators of property) and escalating abatement procedures, up to and including correction and billing of the responsible party. If the abatement will required more than 5 working days due to reasons specified above, permitte must within 20 days of identification of source, develop an action plan to abate the cross connection for eliminating the illicit discharge in an expeditious manner.
- c. Inspect all cross-connection corrections with qualified personnel and document correction.

4. Erosion Control Inspection

Meet inspection frequencies as required by the Permit and SWMP. Maintain documentation (inspections log or notes) of erosion control deficiencies.

5. Erosion Control Enforcement Program

Implement the Clean Water Services Construction Site Runoff Inspection Guidance in carrying out inspections and applying graduated enforcement.

6. Erosion Control Wet Weather Management

Issue wet weather letters to all active and inactive development projects. Using the District supplied template, issue a letter by September 15th each year, with a second reminder letter by September 30th each year. During wet weather periods, inspect all development sites at least weekly.

7. Maintenance Assurance Inspection of Landscaping in Water Quality Facilities and Vegetated Corridors

Conduct and document inspection of landscaping for vegetated corridors and for water quality facilities in accordance with the D&C Standards.

8. Erosion Control and Vegetated Corridor Training

- a. District will lead development, coordination, presentation, and promotion of erosion control inspection training and water quality facility standards and design training at least once a year.
- b. All staff performing erosion control inspection shall attend erosion control inspection training as required by the Permit and SWMP.

C. Capital Projects

Implementation of capital improvements shall be subject to levels of funding, and program priorities as determined from time to time by the Board through the annual budget process, revision to the Capital Improvements Plans and the Master Plans.

1. CIP Program

District shall coordinate the CIP Program to provide adequate sanitary and storm system capacity and prevent storm-related overflows from the sanitary system.

2. District-wide Master Planning

- a. Prepare sanitary sewer and surface water Master Plans for the entire service area. For sanitary sewer, analyze pipes greater than 12-inch in diameter. Include smaller pipe system if flow monitoring indicates additional analysis for the sewershed is needed. The District periodically prepares Watershed Master Plans for open and closed stormwater capacity and quality. Co-implementers may adopt and implement projects identified within jurisdictional boundaries as identified within those Watershed Master Plans.
- b. Incorporate appropriate data from local master plans for additional detail in District-wide Master Plan.

- c. Incorporate city-identified population and growth projections in the analysis.
- 3. Local Master Planning
 - A. Includes up to 12” and smaller diameter sanitary sewers.
 - B. Prepare local surface water master plans as necessary.,
- 4. System Monitoring
 - a. Monitor system performance through sewer flow monitoring, stream flow monitoring, and water quality monitoring in accordance with the Permit requirements. Coordinate monitoring program for the entire service area to achieve maximum efficiency. Locate monitoring equipment to assist with master planning and project selection process.
 - b. Provide a project specific map showing flow monitoring requests for proposed CIP projects including sanitary capacity improvements and for Infiltration and Inflow abatement projects at least one year prior to start of design.

D. Joint City-District Capital Project Review Committee

A Joint City-District Capital Project Review and Prioritization Committee (Committee) exists to ensure that Cities and District collaboratively prioritize sanitary conveyance and stormwater capital improvement projects, coordinate the planning and scheduling of projects impacting multiple jurisdictions, and pursue implementation of the prioritized projects. District and member Cities are required to participate in the CIP Committee. The purpose of the Committee shall be as follows:

1. Sanitary Conveyance

The Committee will annually update, revise and prioritize the list of all sanitary conveyance capital improvement projects proposed throughout the District. (The Committee will not review wastewater treatment projects.) Sanitary conveyance prioritization shall address I/I abatement projects, capacity enhancing sewer and pump station projects, expansion projects and rehabilitation projects with system-wide infrastructure planning in mind. The Committee shall recommend the prioritized projects to be included in the District’s CIP as part of the District’s annual budget process.

2. Storm and Surface Water Conveyance and Treatment

a. The Committee will annually update, revise and prioritize the list of all stormwater conveyance and storm and surface water capital improvement projects proposed throughout the District. Storm and surface water project prioritization shall address flow quantity projects, stormwater quality and treatment projects, and habitat enhancement projects and shall identify project eligibility for SDC funding. The Committee will recommend the prioritized projects for inclusion in the District’s CIP as part of the District’s annual budget process.

- b. All sanitary and storm and surface water Capital Improvement Projects are prioritized to meet the following objectives:
 - i. human health and safety
 - ii. environmental protection
 - iii. permit compliance
 - iv. operational, maintenance and cost effectiveness
 - v. development responsiveness.
- c. The Committee's governance and processes abide by the By-Laws of the Committee and are contained in a separate document.

E. Source Control

1. Fat, Oil, Grease Abatement Program

District has developed a Fats, Oils and Grease (FOG) Abatement Program in cooperation with other regional municipalities, the Oregon Restaurant Association, and pumping companies that service grease removal devices (See <http://preferredpumper.org>). The FOG Abatement Program meets the requirements of the District's Industrial Sewer Use R&O 09-1. The District and Cities collaboratively implement the FOG Abatement Program and actively communicate with Food Service Establishments (FSEs) within the service area. As used in this section, Food Service Establishments are the same as "serving establishments" defined in the State of Oregon Plumbing Specialty Code, Chapter 10 Section 1014.1. Grease Removal Device (GRD) refers to a FOG treatment system, typically a grease trap or grease interceptor.

a. Performance Standard

- 1) Inventory: Each City shall maintain a comprehensive list of FSEs within its jurisdiction that includes restaurants, grocery stores, schools, hospitals, care facilities, and other significant grease generating establishments.
- 2) Training: All FSE inspectors shall complete an on-line training program provided by the District. The City shall encourage FSE managers to complete the training program.
- 3) Inspections: Choose one of the following options:
 - i. Option 1: Each City shall inspect all known FSEs within its jurisdiction annually. An inspector shall observe one full pump-out of each GRD, during which the GRD is emptied, every five years at a minimum. The City must document the observation of the full pump-out in the semi-annual report required below.
 - ii. Option 2: Develop and implement a FOG Triage Plan that includes all of the following elements:

- a) Create an inventory of all FOG lines that are high-maintenance and identified as exceeding normal cleaning frequency due to accumulations of FOG (prioritize lines as red, yellow or green on GIS based on maintenance frequency where red lines are cleaned quarterly, yellow lines are cleaned twice per year and green lines are cleaned annually).
 - b) Identify all FSEs discharging to the FOG lines.
 - c) Inspect each of those FSEs and establish GRD maintenance frequencies per the manufacturer's standards or that result in no visible FOG leaving the device.
 - d) Track FOG line maintenance frequency to determine if it improves due to abatement efforts.
- 4) Reporting: Choose one of the following options:
- i. Option 1: Each City shall submit a written report to the District's Source Control Division semi-annually. The report for July 1 through December 31 is due by the following January 15; the report for January 1 through June 30 is due by the following July 15. The report will include: a current inventory of FSEs with the name and address of the FSE, any cleaning frequency that has been set for the FSE, and the date of last inspection; a list of FSEs inspected since the beginning of the fiscal year; a list of corrective actions taken; and updated list of priority FSEs; a list of full pump-outs observed since the beginning of the fiscal year; and, a list of inspectors who have completed the District's on-line training program.
 - ii. Option 2: Submit data electronically in a format approved by the District.

F. Private Water Quality Facility Management Program

This program is intended to ensure adequate maintenance of privately-owned water quality facilities (PWQFs), excluding LIDA on single family lots. The program has four major elements: inventory, inspection, education and outreach, and enforcement, which are supported by program management.

1. Inventory of PWQFs

Update and maintain an inventory of existing and newly-added facilities, including the area treated on an annual basis.

- a. Inventory shall be available in an electronic format (Excel, Access) and include the following information for the PWQF:
 - i. location
 - ii. owner

- iii. current rating
 - iv. type
 - v. area treated
- b. Maintenance Agreements are required for all new facilities as described in the D&C Standards.
- 2. Inspection of PWQFs
 - a. At a minimum, inspect 25% of the facilities each year and all facilities in a four-year cycle. Assess the condition of all water quality facilities on each site inspected including pretreatment structures associated with the treatment train.
 - b. Send annual notices to every PWQF owner as a reminder of their obligation to maintain the PWQFs.
 - c. Develop and maintain an electronic database for inspections that includes the following information for the PWQF:
 - i. location
 - ii. owner
 - iii. date of inspections
 - iv. condition assessment rating, and
 - v. follow-up actions
 - d. Retain copies of correspondence to PWQF owners and supporting materials from inspections.
 - e. When inspection requires entering private property, permission may be provided by a maintenance agreement, by the owner or owner's representative, or by procedures in code, ordinance or other regulation.
- 3. Education and Outreach for PWQF Management Program
 - a. District will provide and periodically update educational materials about PWQF maintenance and inspection for Cities and owners.
 - b. District will provide a website with educational materials for PWQF Management.
- 4. Enforcement of PWQF Management Program
 - a. Employ an active enforcement program to allow timely compliance and correction of identified deficiencies, including the following minimum enforcement procedures.
 - b. Enforcement procedures:
 - i. education on required corrective maintenance actions
 - ii. establishing and monitoring corrective work plans
 - iii. issuance of Deficiency Notices
 - iv. issuance of civil penalties
 - c. Progressive enforcement shall be used if compliance is not achieved by education and coaching. All contacts and notices must be documented.

Enforcement Procedures By Condition of Water Quality Facility	
Rating	Enforcement
1 – Excellent 2 – Good 3 – Fair	No additional action although it may be appropriate to contact the owner and explain how to improve items needing limited maintenance to prevent future decline in rating.
4 – Poor 5 – Very Poor	Follow progressive enforcement procedures and use established abatement procedures, if necessary.

VII. Reporting Standards

Individual Cities are responsible for performing certain elements of the overall storm and sanitary sewer program. These responsibilities are defined in the intergovernmental agreements between each City and the District. Following are the reporting requirements for each element of the program. If a City is responsible for an element of the program, then the City is also responsible for the reporting requirements.

The District shall specify the format and exact content of each report, and may revise the format and content periodically.

A. Field Maintenance and Repair

1. General

City will provide access to City MMIS to allow District to monitor Field Operations work orders upon request.

2. TV Inspection and Line Cleaning

Upon request, the City shall provide a list to the District of storm and sanitary lines cleaned and TV inspected by the City over a specified time period.

4. O&M Quarterly Performance Report

City shall provide to the District a quarterly report no later than the end of the month following each quarter showing the quantity of work performed (such as number of catch basins cleaned) in specified activities.

5. Notification of Non-Conformance

The City shall notify the District with the third quarter report of each year of any performance standards that may not be met by the end of the fiscal year. An explanation shall include the following:

- a. Reasons for not meeting the standard (i.e. weather, resources, etc.).
- b. Steps taken in the coming year so the standards can be met on a consistent basis.

6. Certification

O&M Quarterly Performance Reports shall be certified with the following:

Certification Statement, 40 CFR 122.22 (d)

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 the 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.

Signature _____ Date _____

B. Engineering and Inspection

1. Connections

Monthly, no later than the 15th of each month, issuance of storm and sanitary permits by the Cities is to be documented and forwarded to the District. This Connection Report can be combined with the Finance and Accounting Reporting element.

2. Water Quality Facilities

Monthly, no later than the 15th of each month, permitted project, water quality facility information, substantial completion, and justification for each water quality fee-in-lieu granted will be documented and reported to the District in the Site Development Permit Form report.

3. Erosion Control

Monthly, no later than the 15th of each month, report erosion control inspections conducted.

4. Other Engineering Submittals

Engineering data for MS4 report tracking measures, not covered in the reports above, will be separately submitted annually, no later than August 15th for the prior Fiscal Year or as otherwise required by the District.

5. GIS

Quarterly, no later than 30 days after end of quarter, send updated GIS data as specified in V.I.E.4 and V.I.E.5.

6. Private Water Quality Facilities

Upon District's request, report on the following for the Private Water Quality Facility Management Program:

a. For inspections:

- i. number of inspections performed for sites and facilities
- ii. number of facility ratings improved to fair/good/excellent in Fiscal Year
- iii. number of corrective improvements plans established
- iv. number of Deficiency Notices

- v. number of Civil Citations
- vi. list of facilities not inspected due to access being denied and the procedures used to gain access.
- b. Number of annual notices sent
- c. Updated inventory list with number of sites, number of facilities and area treated

C. Capital Improvement Construction

1. Annually, no later than October 1st of each year, report a summary of CIP implementation status of sanitary, storm, and surface water projects listed in the previous year CIP, including:
 - a. Actual vs. planned schedule for the prior fiscal year.
 - b. Actual (unaudited) expenditures vs. planned budget for the prior fiscal year.
 - c. Description and justification for scope variance, if applicable.
2. Annually, no later than the 10th of January, report a summary of CIP actual (or best estimate of) expenditures for the first two quarters of the current fiscal year.
3. Annually, no later than the 10th of January, report a summary of CIP projected expenditures for the last two quarters of the current fiscal year.

D. District Summary Reports

District shall compile information from the reports identified in sections VIII.A-D., incorporate data from its own performance of the same functions and provide the following summary reports to all jurisdictions:

1. Annual Field Operation Summary and Reports necessary for compliance with the Permit
2. Quarterly Engineering and Inspection Report
3. Annual Engineering Summary Report and Reports necessary for compliance with the Permit
4. Annual CIP Implementation Summary

E. Audits

From time to time regulatory agencies (including EPA and DEQ) conduct audits and other inspections of District's operations to determine regulatory compliance. Cities and County will cooperate in these audits, providing documents and information, allowing access to City and County facilities, and making staff available for questioning as requested by the auditor. Cities and County will also cooperate with District in preparing for audits, including running practice audits.