



Customer Procedures and General Information for Sewer Customers

- Helpful Hints for Customers
- Ordinance Review of District and Customer Responsibility of New and Existing Sewer Lines
- Material and Manner of Construction
- Sewer Cleanout and Service Connection Details
- Testing and Inspection Requirements
- Ordinance 100 Test Detail

Questions?

North Tahoe Public Utility District
875 National Avenue
PO Box 139
Tahoe Vista, CA 96148

Phone (530) 546-4212

Fax (530) 546-2652

Helpful Hints for Customers

- Before you Dig – Call USA North (Underground Service Alert) at 800-227-2600 at least two (2) business days before any type of excavation is to take place. This is a free service and could save you thousands of dollars in repair costs. Plus, **IT'S THE LAW.**
- Obtain Encroachment Permits and supply Certificate of Insurance if excavating is done in the State or County right-of-ways.
- Property owner shall be assessed a fee for sewer tapping (if required). Please refer to the District's Sewer Connection Fee schedule for current fees.
- A minimum of 48 hours notice is required for sewer tapping.
- A minimum of 24 hours notice is required for sewer lateral and pressure testing (Ordinance 100) inspections.
- Trench requirements shall be a minimum of two feet (2') wide (along sewer main), and extend four feet (4') from the main to accommodate the District's cutting in a wye for the sewer lateral. Secure proper shoring in trenches, as required by law, if depth is greater than five feet, or as required by soil conditions.
- For joint water and sewer trenches, request water line inspection at the same time as sewer lateral inspections.
- Water meter installation must be scheduled PRIOR to water lateral inspections.
- Check and adhere to NTPUD regulations and procedural specifications attached.
- No ABS or glued joints are allowed.
- All caps used on laterals must be of the same material as the pipe. A rubber "O" ring cap must be used.
- Sewer user charges shall begin on the first day of the billing period following the issuance of an occupancy permit issued by the Placer County Building Department, or the first day of the billing period following the sixth month after the sewer pressure test, whichever comes first.

ORDINANCE REVIEW OF DISTRICT AND CUSTOMER RESPONSIBILITY FOR NEW AND EXISTING SEWER LINES

10.01 DISTRICT RESPONSIBILITY

- A. The District shall own, operate and maintain all sewer mains. The District will exercise reasonable diligence and care to provide continuous operation of its sewage disposal facilities and to avoid, so far as practicable, curtailments or interruptions in such service. The District, its officers, agents or employees will not, however, be liable either for interruption, shortage or curtailment or stoppage of said service, or for any loss or damage occasioned thereby.

- B. The District, whenever it shall find it necessary or convenient for the purpose of making repairs or improvements to its system or appurtenances shall have the right to temporarily suspend said services, and it shall not be liable for any loss or damage occasioned thereby. Such repairs or improvements will be made as rapidly as practicable and, so far as possible, at such times as will cause the least inconvenience to its customers and users.

- C. The District will not be responsible for the maintenance and operation of any sanitary sewer which flows into a sewage pumping or lift station which is not under the operation of the District. Such lines flowing into private facilities will not be considered as part of the public sanitary sewer system. The District will not be responsible for sewer lines on private property except in an easement dedicated to the District.

- C. The District will repair physically damaged sewer stubs from the property line cleanout to the sewer main in the county right-of-way only. The District will not be responsible for any portion of the sewer lateral on private roads or easements not in the name of the District.

10.02 OWNER RESPONSIBILITY

- A. The service lateral shall be the responsibility of the owner to operate and maintain in an open and free flowing condition and capable of passing a test as outlined in Section 4.04.

- B. Cleanouts shall be maintained by the owner in a functional capacity and shall be kept free of obstructions and accessible.

- C. The District shall not be responsible for blockages in any part of the service lateral, unless the blockage is caused by a physical defect in the service stub. The intrusion of roots and any blockage caused by roots from trees growing on the customer's property will not be the responsibility of the District and will be the responsibility of the owner.

Nothing herein shall be construed as waiving the responsibility to secure the permits and approvals for such work as required in Section 3.04.

WASTE PRETREATMENT
5.02 GENERAL REQUIREMENTS

A. GARBAGE:

1. No person shall discharge, deposit, throw, cause, allow or permit to be discharged, deposited, or thrown into the wastewater collection system, or any part thereof, any garbage, or any fruit, vegetable, animal or other solid material from any food-processing facility or food-preparing facility or retail grocery store, irrespective of whether or not the same shall have been first passed through a mechanical grinder, and no person shall install, operate, use or maintain upon the premises of any such facility any mechanical grinder or waste grinder that is connected directly or indirectly to the wastewater collection system, or any part thereof.

B. GREASE (Food Type):

1. Grease traps or grease interceptors shall be installed in all establishments which handle, prepare, cook, or serve foods or when in the opinion of the District's manager they are necessary for the handling of wastes that can effect the proper functioning of the sewage works; except that such interceptors shall not be required for private living quarters or dwelling units. All food service facilities shall comply with Section 6, Grease Traps and Interceptors.

MATERIAL AND MANNER OF CONSTRUCTION

3.01 GENERAL

- A. The size, slope, alignment, materials of construction of a service lateral, and the methods to be used in excavating, placing of the pipe, connection to the public sewer, jointing, testing, and backfilling the trench shall all conform to the requirements of this Section. The size and appurtenances of a service lateral for use other than by a single residential dwelling shall be subject to review and approval by the Manager.
- B. Where a service lateral has been provided to the property line, that lateral shall be used. If the owner, for his convenience desires service at a location other than that provided, upon approval of the Manager, a new service may be installed. All costs shall be borne by the owner.
- C. A separate and independent sewer lateral shall be provided for every parcel. Where more than one structure or building exists on a parcel and are under common ownership, they may share a common service lateral.

Where service by an independent sewer lateral is impossible or not practical, the Manager may allow service through a lateral constructed on an easement satisfactory to the District. Nothing herein shall allow structures in different ownership to be served by the same service lateral.

No land division resulting in structures in different ownership being served by the same service lateral shall be allowed. Prior to the recording of any final map resulting in the creation of parcels, which if sold to different persons would result in structures in different ownership's being served by the same service lateral, independent service to said structures shall be provided in conformance with the provisions of this Ordinance. In lieu of construction, submission and approval of plans and bonding for completion acceptable to the Manager shall be accepted.

- D. All costs and expense incident to the installation and connection of the service lateral shall be borne by the owner. The owner shall indemnify the District from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer and/or service lateral.

3.02 LOCATIONS

- A. If requested by the owner, the District will provide information on the location of any service stub from the existing District records without warranty as to the accuracy or reliability of the information.
- B. The owner shall be responsible for physically locating the stub, including any surveys or exploration, and shall bear all costs for locating the stub.

- C. The District, its officers, agents and employees shall not be deemed to make any warranties of any kind as to the accuracy of locations nor be liable for any losses or damages sustained or resulting from any inaccuracies or inadequacy of location information.

3.03 MATERIALS

- A. Pipe shall be a minimum of four inches (4") in (nominal) inside diameter except as provided in Section 7. Pipe material shall be one of the following:
1. Asbestos Cement Pipe (ACP) class 2400, maximum length six feet, six inches (6'6") conforming to ASTM C-420.
 2. Polyvinyl chloride pipe (PVC) SDR 35 or PS 46, maximum length twenty (20') feet, conforming to ASTM D-3034 and F-789 for PS 46 type.
 3. Cast Iron Pipe (CI) maximum length ten (10') feet conforming to ANSI A 21.11 & 21.6 Class 22.
- B. All joints shall be of bell and spigot construction or by formed fittings of the same class and type as the connecting pipe, utilizing O-ring rubber gaskets for sealing, or, for cast iron, "No Hub" type joints. Transition joints between different pipe materials shall be "Caulder" or equal. Cleanouts shall be constructed of the same material as the service lateral and shall include a manufactured wye fitting. The cleanout box shall be concrete approximately 11-x 17, with a lid marked "SEWER". The lid on the cleanout at the property line shall be a metal traffic lid. ("Christy" B-9 or equal.) Lids on cleanouts not at the property line or in vehicular traffic areas may be concrete.
- C. Bedding and initial backfill shall be sand or native material provided that there shall be no particles greater than three-fourths (3/4") inch largest dimension.

3.04 MANNER OF CONSTRUCTION

- A. Construction of sewer services in streets or public rights of way shall be by persons who furnish to the District satisfactory evidence of adequate liability insurance coverage. No excavation shall take place in a County Right of Way until a copy of the valid Encroachment Permit issued by the County has been deposited with the District. No excavation shall take place in a State Right of Way until the District has secured an Encroachment Permit from the Department of Transportation in the name of the District and the owner or his representative. If an excavation is to exceed five (5') feet in depth, the individual(s) performing the work shall make application and secure a separate Encroachment Permit from the Department of Transportation and furnish satisfactory evidence thereof to the District.
- B. All excavations required for the installation of a building sewer shall be open trench work unless otherwise approved by the Manager. Compliance with safety orders of the

Division of Industrial Safety of the California Department of Industrial Relations, (CAL OSHA), is mandatory. In addition, traffic safety measures as required by the Placer County Department of Public Works or the California Department of Transportation shall be satisfied.

Where any existing pavement or surfacing of any street must be removed for the purpose of constructing any service sewer or other sewer, such pavement shall first be cut along the lines of excavation to prevent tearing or damaging the surfacing outside the excavation area.

- C. The connection of the service stub to the public sewer shall be done by the District. Excavation and trench safety measures in accordance with the Division of Industrial Safety shall be provided by the owner. The fee for said connection shall be as shown in Exhibit A, Table 3.
- D. Excavations shall be made at a uniform grade from the service stub. Over excavation shall be avoided. If the excavation extends below the invert of the service lateral to a depth greater than 6", the over-excavated trench shall be filled with gravel, 3/4" minus, to an elevation 4" below the invert of the service lateral.
- E. The sewer lateral shall be laid at a uniform grade of not less than one-fourth (1/4") inch vertical to one (1) foot horizontal (2%) towards the structure and shall be laid in straight alignment insofar as possible unless approved by the Manager. Changes in direction shall be made only with proper pipefittings. The pipe shall be laid up-grade continuously from the connection at the public sewer to the structure outlet connection with the bell end up-grade. Joints in pipe shall be made as provided in this Ordinance. A bell or coupling hole shall be excavated to accommodate the bell or coupling of each pipe length or fitting, of a size and depth to facilitate a complete and satisfactory placing and making of the joint. All adjustments of pipe to line and grade shall be made by scraping away or filling in and compactly tamping earth or sand under the body of the pipe. Wedging or blocking up of the pipe shall not be permitted. The bell or coupling hole shall be kept free from water during the laying of the pipe and until the jointing has been completed to the point where water thereon will cause no damage. Both bell and spigot or other jointing surfaces shall be clean and care shall be taken that nothing but the manufacturers recommended joint compound enters the joint.
- F. The pipe shall be bedded in material approved by the District and contain no particles larger than three-fourths (3/4") inch. Bedding shall be a minimum of six (6") inches deep below the bottom of the pipe, and shall extend six (6") inches each side of the pipe, and twelve (12") inches above the pipe.
- G. Cleanouts shall be provided at the property line, at all bends 45 degrees or greater in the service lateral, at or within five (5') feet of the structure foundation, and at intervals such that the distance between cleanouts does not exceed seventy-five (75') feet. The cleanout pipe shall be brought up to four (4") inches below finished grade by straight sections of the pipe, and a watertight cap of the same material as the pipe installed. The cleanout

shall have a box installed one half (1/2") inch below grade in paved driveways and undeveloped areas, and one (1") inch below grade with a two (2") inch thick, three (3') foot square asphalt or a four (4") inch thick, three (3') foot square concrete apron in unpaved driveways.

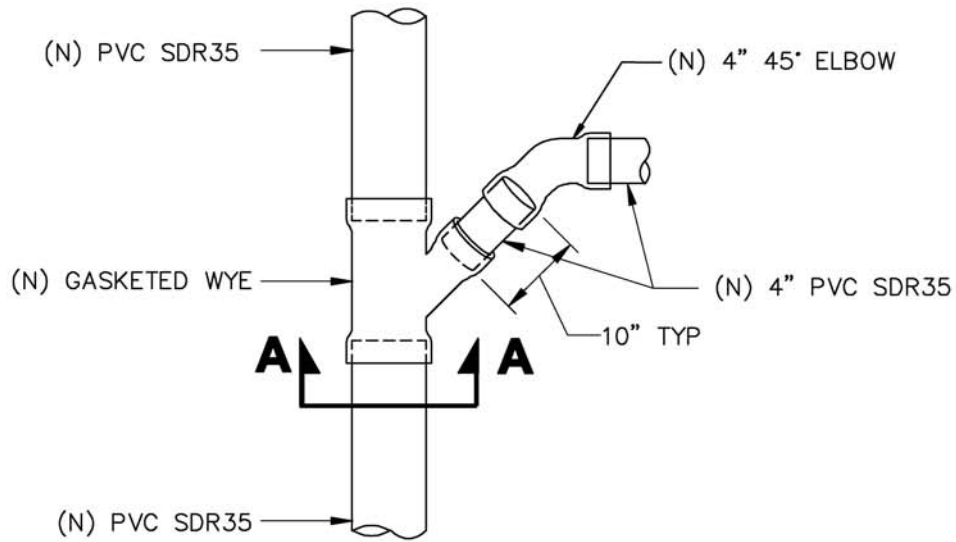
- H. The depth of cover over a service lateral shall be a minimum of thirty (30") inches at the property line. If thirty (30") inches of cover is not maintained in any driveway or traffic area, cast iron pipe shall be used. At no point shall cover be less than 12 inches.
- I. All trenches shall be left open for inspection. No service lateral pipe may be covered until inspected and a test witnessed by the District. The owner shall notify the District 24 hours in advance to schedule an inspection. Initial backfill shall be placed to a depth of twelve (12") inches over the top of the pipe and compacted using suitable mechanical equipment. Subsequent backfill may be accomplished using native material provided no rocks or particles greater than four (4") inches are present. No trench shall remain open longer than 24 hours. Above the initial backfill, no material shall be allowed which contains rock greater than four (4") inches largest dimension.
- J. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District, Tahoe Regional Planning Agency, the Placer County Public Works Department, or the California Department of Transportation, as applicable. Backfill material and the method of placement in a road or highway right-of-way, shall conform to the requirements of the applicable agency mentioned above.
- K. Connections to public sewers ten (10") inches or larger in diameter shall require special authorization of the Engineer, who shall specify the method of connection.
- L. No line shall be placed in service prior to completion of all encroachment permit conditions and the filing with the District of satisfactory evidence thereof.
- M. Nothing contained herein shall be construed as making the District a party to any construction. Nor shall this Ordinance relieve any person from the necessity of compliance with the provisions of any other applicable ordinances or permits.

3.05 INSPECTION

- A. No sewer line connected to the District's sewer system shall flow sewage until said line has passed a preliminary and final inspection. Two inspections (visits to the site constitute an inspection) shall be allowed. Additional inspections shall be at the rate as set forth in Exhibit A.
- B. If a user's sewer line has not passed a final inspection within 90 days of the preliminary inspection, the District shall make a special inspection and report any deficiencies to the owner. If the user's sewer line is not finalized at such special inspection, the District shall make additional special inspections at 90-day intervals until the sewer line has been

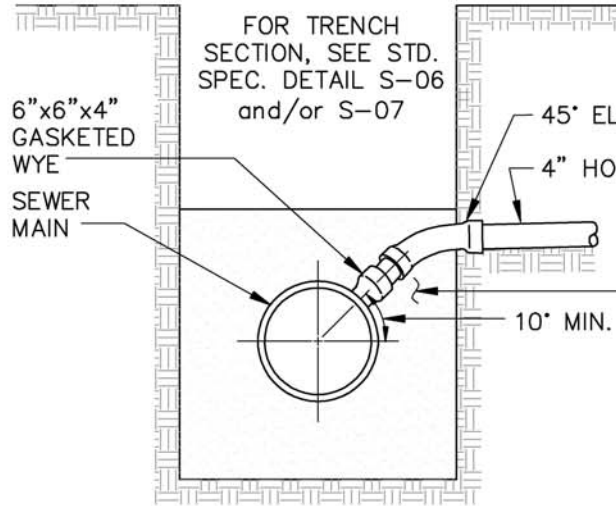
finalled. All inspections after the initial two (2) inspections will be billed to the owner at the rate set forth in Exhibit A, Table 3, Special Charges. Inspection fees shall be billed and collected as are Sewer User Charges and shall be subject to the same delinquency charges.

FLOW
↓



PLAN VIEW

NORMAL LIMITS OF SEWER LINE
REPLACEMENT FOR HOUSE
SERVICE RECONNECTION



SECTION A-A

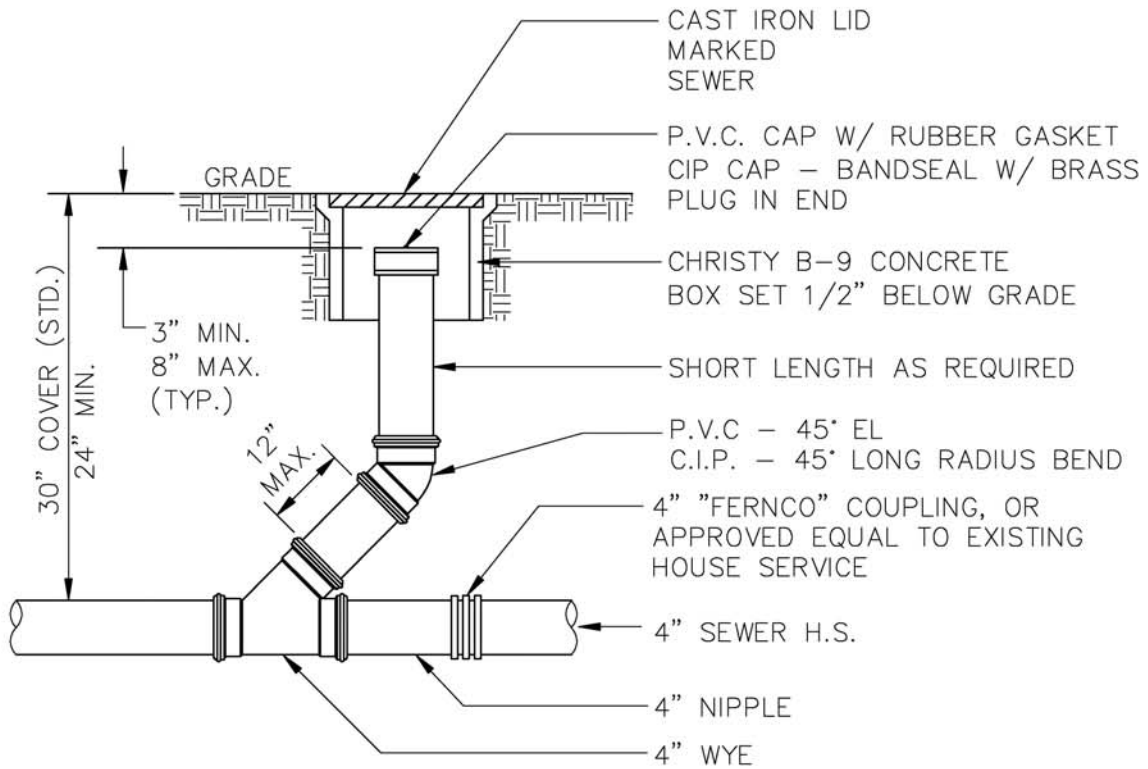
DETAIL NOTES:

1. CONNECTION SHOWN IS FOR HOUSE SERVICE TAPS ONLY.
2. CONNECTION OF SEWER MAINS TO OTHER SEWER MAINS SHALL REQUIRE CONSTRUCTION OF A MANHOLE.

NORTH TAHOE PUBLIC UTILITY DISTRICT
STANDARD SPECIFICATION
SERVICE CONNECTION

REVISIONS		
DATE	BY	APP'D

DRAWN BY: REC
DATE: FEB. 2002
APPROVED BY: LCS
SCALE: N.T.S.
SHEET: S-09



CAST IRON or P.V.C.

DETAIL NOTES:

1. HOUSE SERVICE PIPE MATERIALS WILL VARY, CONTRACTOR SHALL SUPPLY APPROPRIATE 'FERNCO' COUPLING OR APPROVED EQUAL TO RECONNECT EXISTING HOUSE SERVICE TO NEW 4" P.V.C. SDR35 SERVICE LATERAL.
2. ALL PIPE & FITTINGS IN CLEAN-OUT CONSTRUCTION SHALL BE OF THE SAME MATERIAL.

NORTH TAHOE PUBLIC UTILITY DISTRICT
STANDARD SPECIFICATION
SEWER CLEAN-OUT DETAIL

REVISIONS			DRAWN BY: LAR
DATE	BY	APP'D	DATE: 10/92
03/00		LCS	APPROVED BY: LCS
06/04	CJH	LCS	SCALE: N.T.S.
			SHEET: S-08

TESTING AND INSPECTION REQUIREMENTS

4.01 PURPOSE

The intent of this section is to reasonably insure the soundness of the sewer collection system in order to prevent infiltration and to insure compliance for both new and existing lines. Because of the nature and physical location of existing lines, the Manager has the authority to alter the testing methods if the methods stated herein are deemed impractical.

4.02 APPLICABILITY

- A. All new connections to the public sewers shall be tested in accordance with the provisions of this section, to include gravity and pumped sewer services. No person shall use or introduce wastewater into the public sewer until the service lateral has passed a test as specified in Section 4.03.
- B. No existing service lateral shall be allowed to remain connected to the public sewer which is incapable of passing a test as specified in Section 4.04.
- C. All service laterals, including those serving residential, multiple residential and commercial, connected to a District sanitary sewer shall be cleaned and tested in accordance with Section 4, herein, under occurrence of any of the following conditions:
 - 1. Remodeling of the house, building or property served to an extent of more than fifty percent (50%), as determined by Placer County assessed valuation, or
 - 2. Installation of additional toilet facilities in the house, building or property served, or
 - 3. Change of use of the house, building or property serviced from residential to business or commercial, or from non-restaurant commercial to restaurant commercial, or
 - 4. Upon repair or replacement of all or part of the building sewer, or
 - 5. Upon addition to structures of living quarters, such as guest cabins on the property served or plumbing of garages into living quarters, or
 - 6. Prior to close of escrow upon sale of the house, building or property served, or
 - 7. Upon determination of the General Manager that the cleaning and testing is required for the protection of the public health, safety and welfare.

4.03 TESTING PROTOCOL FOR SERVICE LATERALS, SERVICE STUBS, SEWER STUBS AND CLEANOUTS THEREON

A. All new service laterals shall be tested by either an air or water method, at the discretion of the District. The test section shall be from the WYE at the main to the building cleanout or from the service stub at the property line to the building cleanout, corresponding to the line installed.

1. The air test shall consist of plugging each end of the service lateral and applying a pressure of three and one half pounds per square inch (3.5 psi) to the section under the test. The line shall be allowed a maximum loss in pressure of 1/2 psi in five (5) minutes. If the loss exceeds 1/2 psi, the test may be attempted one additional time. A second loss of pressure constitutes failure of the line.
2. The water test shall consist of plugging the downstream end of a service lateral, placing a section(s) of pipe in the vertical branch of the building cleanout and filling the test section with water such that the depth of water is 10 feet to the lowest point on the service lateral. Additional cleanouts may have to be installed in steep lines and the line tested in sections. In no case shall the total depth of water exceed fifteen (15') feet to any point in the line. The line shall be allowed a maximum loss of water level of one (1") inch in five (5) minutes for a four (4") inch or six (6") inch lateral per one hundred (100') feet in length. If the loss exceeds the allowable, the line may be re-tested one additional time. A second loss exceeding the allowable constitutes a failure of the line.

B. If a line fails, the owner shall be responsible for correction of the condition causing failure, notifying the District when such work has been completed, and for scheduling a new test.

4.04 TESTING PROCEDURE FOR SERVICE LATERALS, SERVICE STUBS, SEWER STUBS, AND CLEANOUTS THEREON

A. It shall be unlawful for any owner of a house, building, or property connected to a District sanitary sewer to maintain the building sewer in a condition where leakage is such that the tests contained herein cannot be successfully accomplished.

B. If a cleanout has not been installed at the property line, a cleanout shall be installed prior to cleaning and testing. The property owner shall be responsible for such installation.

C. The owner of any house, building, or property shall conduct all cleaning and testing required at his sole expense and shall notify the District in 24 hours prior to cleaning and testing. Operations conducted without such notice shall not satisfy the requirements of this Section.

D. Existing service laterals shall be tested by the air or water method, at the discretion of the

District. Testing shall be in accordance with Section 4.03 A or 4.03 B, as applicable. In the event that a service lateral fails, the owner shall cause corrective work and re-testing to be performed within thirty (30) days from the date of the original test.

- E. If the sewer line fails the testing as specified herein, it shall be repaired or replaced in accordance with manufacturers recommendations or specifications contained herein. Patch repairs shall not be made using cement grout, glues, epoxies, or other fillers. Damaged portions of the pipe shall be cut out and replaced. Replacement sections of pipe shall be of a material and classification as approved in Section 3.03, Materials.
- F. In the event that sewer cleaning, testing, repair or replacement would be required, at a time when weather conditions or excavation restrictions (October 15 until May 1) prohibit such repairs, the Manager may defer completion of such requirement until June 15th or such earlier date as agreed upon with the property owner. If the test is deferred, the Owner may post a performance bond with the District in an amount equal to one hundred twenty-five (125%) percent of the District's estimate of the cost of replacing the service lateral. The bond shall be callable on the date when the owner should have completed testing and the funds will be released to the District.

In place of a performance bond, the owner shall escrow funds in an amount equal to one hundred twenty-five (125%) percent of the Engineer's estimate, if the property is being sold. Funds escrowed will not be released without written notification by the District to the title company holding such funds. If the cleaning and testing is not completed by the time set by the Ordinance, the funds held in escrow shall be released to the District. Said funds may be used by the District for physical disconnection, testing, repair or replacement of the sewer service. Should such costs exceed the amount held in escrow, the difference will be billed to the property owner of record. Such costs shall become a lien on the property in accordance with normal service charge billing procedures.

During the period from May 1st until September 15th no funds shall be held in escrow or performance bond posted in lieu of testing and acceptance of the sewer service lateral prior to close of escrow.

The District may, upon written notice to the property owner, discontinue water and/or sewer service to the property until such repairs are made. The cost of discontinuing service and restoring service will be the responsibility of the property owner. Services left unconnected for a period of one year or greater shall be subject to the connection fees in effect at the time of reconnection.

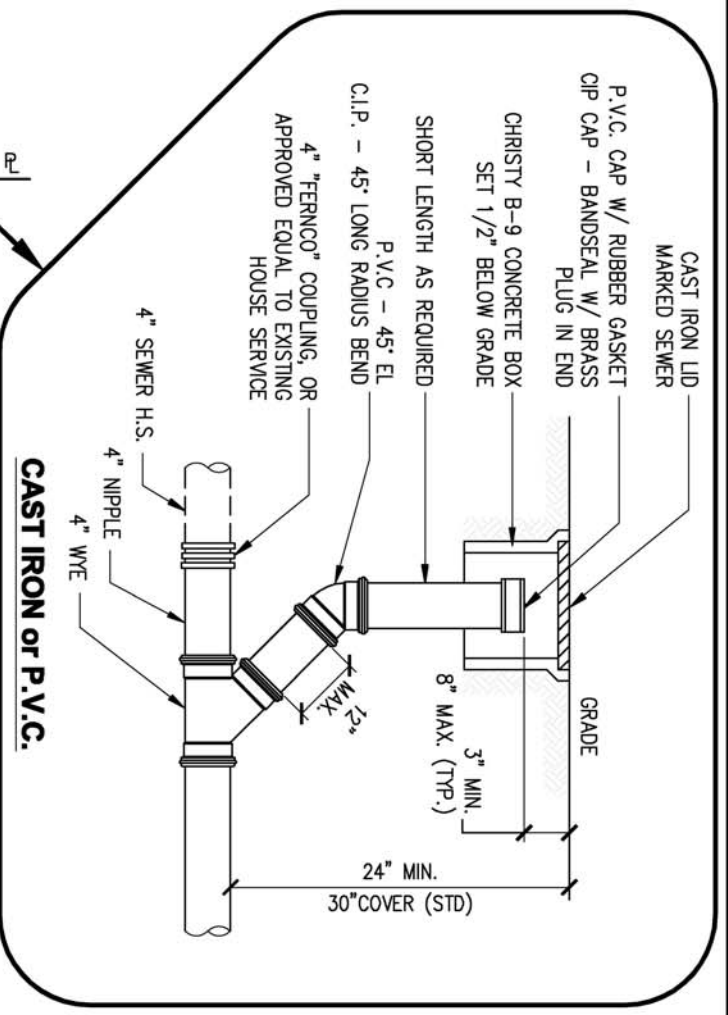
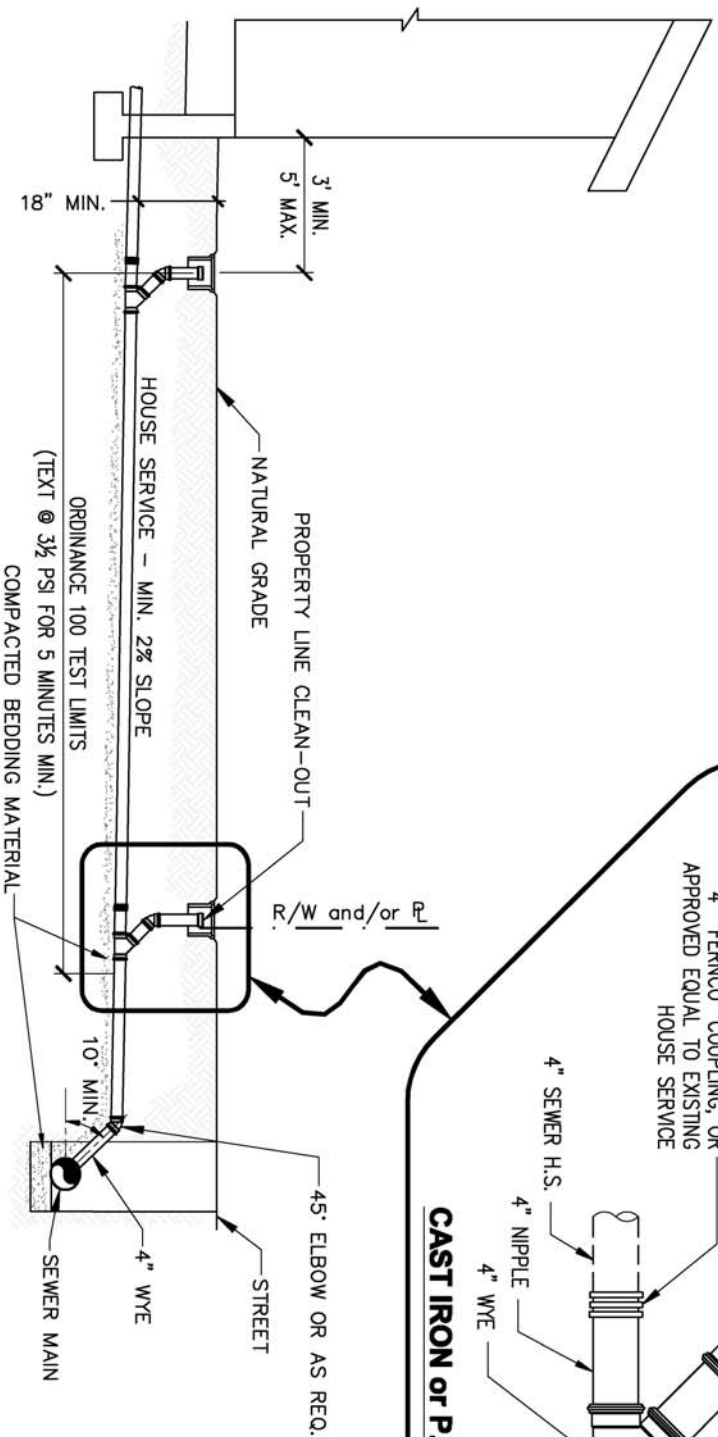
- G. The Manager may waive the cleaning and testing requirements if the building sewer has been installed and tested by the District within a prior eight (8) year period or tested within a prior five (5) year period and there is good reason to believe that such testing is not necessary.
- H. The District shall not require tests at the request of the property owner unless the Manager determines that such testing is necessary or will be necessary within a reasonable time.

- I. Nothing herein shall constitute a warranty by the District of the soundness or ability of the service lateral to accomplish it's purpose or to remain in compliance with this Ordinance.

4.05 RESPONSIBILITY

- A. The owner shall be responsible to have the test fully prepared and ready to be observed by the District.
- B. The owner shall be responsible for any consequential damage to the public sewer as a result of cleaning and testing.
- C. If the District determines that the number of inspections required under this section is excessive, the General Manager may impose a charge for additional inspections as shown in Exhibit A, Table 3.

- NOTES:**
1. WATER TEST MAY BE PERFORMED BY SEVERING CONNECTION FROM HOUSE & INSTALLING A TEMPORARY STACK TO ACHIEVE 10' OF WATER ABOVE LATERAL ELEVATION AT PROPERTY LINE CLEAN-OUT
 2. 3' SQ. APRON, (2" THICK ASPHALT OR 4" THICK CONCRETE) SHALL BE INSTALLED AROUND CLEAN-OUT BOX IN UNPAVED PARKING AREAS.



**NORTH TAHOE PUBLIC UTILITY DISTRICT
STANDARD SPECIFICATION
ORDINANCE 100 TEST DETAIL**

REVISIONS			DRAWN BY: JB		
DATE	BY	APP'D	DATE	BY	APP'D
7/88		LCS	12/83		
6/89		LCS			
9/99		LCS			
10/02		LCS			
10/04	CJH	LCS			

APPROVED BY: LCS
SCALE: N.T.S.
SHEET: S-100