
APPENDIX A
STANDARD PROCEDURES FOR ACCEPTANCE
OF SANITARY SEWER SYSTEMS

1. PURPOSE

The purpose of this document is to standardize the procedures for acceptance of newly constructed or modified sanitary sewer systems into the City of Chattanooga regional wastewater collection and treatment system.

2. SANITARY SEWER DESIGN APPROVAL

The design of all new sanitary sewer systems proposed to be constructed in the City of Chattanooga shall be in conformance with the City of Chattanooga standard drawings and specifications for sanitary sewer construction, including the City of Chattanooga *Sanitary Sewer Design & Construction Manual*. Construction plans shall be approved in writing by the city engineer prior to beginning construction. Each set of plans shall require stamped approval by the city engineer. (Example of approval stamp shown in Attachment A). A copy of the stamped plans shall be maintained on site during construction.

3. NOTIFICATION OF CONSTRUCTION INITIATION

The contractor must give written notice to the city engineer of the intent to commence construction operations. This notice must be received by the city engineer at least 7 days prior to beginning construction to allow the assignment of appropriate personnel for construction monitoring and inspection.

4. CONSTRUCTION LOG

The contractor must maintain a daily construction log that documents the progress of the work. All unusual circumstances encountered during the construction operations shall be documented, along with any minor field changes. Major changes in the approved design will not be allowed without written approval by the city engineer. A copy of this log must be furnished by the owner to the city at the completion of the work, and will be a part of the documentation required for final acceptance by the city.

5. RECORD DRAWINGS

The owner shall submit to the city an electronic version of the sanitary sewer system as it was actually constructed, including horizontal and vertical locations of every manhole or other structure that was incorporated into the work. The as-built drawings shall be the true and accurate location and elevation of the structures shown, with a positional tolerance of 0.07 foot horizontal and 0.14 foot vertical. English units and NAD 83 state plane coordinates shall be used. Structures shall be identified by the number shown on the drawing or provided by the engineer. The electronic file, in ASCII format, shall provide the following minimum information for sanitary sewer manholes and drainage structures, including drainage manholes:

- a. Sanitary sewer manhole or drainage structure number.
- b. Northing, easting, and rim elevation.
- c. Invert elevation.
- d. Size, material, and direction for each pipe entering and leaving the sanitary sewer manhole or drainage structure.

6. TELEVISION LOGS

The owner shall submit to the city VHS videotapes of the television inspection conducted on the line as part of the final inspection process. The videotape must be accompanied by a hard copy written log that records the location of each connection to the new line.

7. EASEMENT DOCUMENTS

The owner shall submit to the city any and all documents required to provide for a permanent easement for access and maintenance to all sanitary sewer lines and related structures. The easement along sanitary sewer lines shall be a minimum of 20 feet in width, and shall be centered along the line. Larger easements for pump stations or other structures shall be provided as needed. No structures or permanent landscaping shall be located within dedicated easements.

8. FINAL INSPECTION

The owner shall submit a written request for final inspection to the city 14 days prior to the inspection date. The final inspection will be conducted with a representative of the owner, the contractor, the design engineer, and the city present. A list of corrective items will be prepared by the city and furnished to the owner, and a followup inspection will be scheduled after the required corrections are made. The owner will furnish a written statement to the city that the sanitary sewer system has been constructed and completed in substantial conformance with the original design documents, as may have been modified in writing with the consent of the city engineer.

9. FINAL ACCEPTANCE

Upon receipt of all the required documentation from the owner, including the construction logs, the record drawings, the television logs, the easement documents, and the certification from the owner that the project was constructed in substantial conformance to the approved design documents, the city engineer will issue a written statement of final acceptance to the owner. The owner will provide a full warranty to repair or replace any portion of the sanitary sewer system that may prove to be defective for a period of 365 days after the date of the letter of final acceptance by the city.

**ATTACHMENT A
SAMPLE APPROVAL STAMP**

APPROVED FOR CONSTRUCTION

THE DOCUMENT BEARING THIS STAMP HAS BEEN REVIEWED BY THE CITY OF CHATTANOOGA UNDER AUTHORITY DELEGATED BY THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION DIVISION OF WATER POLLUTION CONTROL, AND IS HEREBY APPROVED FOR CONSTRUCTION.

THIS APPROVAL SHALL NOT BE CONSTRUED AS CREATING A PRESUMPTION OF CORRECT OPERATION OR AS WARRANTING BY THE CITY OF CHATTANOOGA THAT THE APPROVED FACILITIES WILL REACH THE DESIRED GOALS.

APPROVAL OF THIS DOCUMENT EXPIRES 12 MONTHS AFTER THE DATE AFFIXED BELOW.

CITY ENGINEER

DATE