



STANDARD OPERATING PROCEDURE (SOP):
**INSPECTION/MONITORING OF CONTRACTOR'S TEMPORARY SEWER
BYPASS PUMPING SYSTEM**

Issue Date: 9/26/23 Revision: 0 Review Frequency: Annual

1.0 PURPOSE

This SOP includes procedures for Utilities Department personnel to follow in the inspection/monitoring of a Contractor's Temporary Bypass Pumping System for diverting sanitary sewage flow around any construction/repair activity.

2.0 SCOPE

This procedure applies to Utilities Department personnel involved in operation of the City's sewer collection system.

3.0 RESPONSIBILITY

3.1 Utilities Director

The Utilities Director or their designee is responsible to keep this policy up to date and revised as needed, communicating with the Contractor implementing temporary sewer bypass system of any issues found from City inspection/monitoring of temporary sewer bypass operation.

3.2 Construction/Utilities Inspector

The Construction/Utilities Inspector is responsible for inspections of all construction and/or repairs of City's water and sewer collection systems. This individual is responsible for performing the following procedures in this SOP. This individual has State of Georgia Wastewater Collection System certification.

3.3 Central Maintenance Superintendent

The Central Maintenance Superintendent is responsible for managing the Central Maintenance Division which includes supervision of Lift Station Operators. This individual is responsible for ensuring the operators are trained and perform the following procedures in this SOP. This individual has State of Georgia Wastewater Collection System certification.

3.4 Central Maintenance Lift Station Operators

The Lift Station operator is responsible for the operation (inspection/monitoring) of all the City's wastewater lift stations. These individuals are responsible for performing the following procedures in this SOP. This individual has State of Georgia Wastewater Collection System certification.



STANDARD OPERATING PROCEDURE (SOP):
**INSPECTION/MONITORING OF CONTRACTOR'S TEMPORARY SEWER
BYPASS PUMPING SYSTEM**

Issue Date: 9/26/23 Revision: 0 Review Frequency: Annual

4.0 PROCEDURES

4.1 Construction/Utilities Inspector

- A. Construction/Utilities Inspector shall perform inspection/monitoring of the Contractor's temporary sewer bypass pumping system and operation once daily Monday through Friday. Inspections shall include at a minimum:
 - 1. Observations of all components of the temporary bypass system, including all piping and appurtenances, to ensure the system is operating (pumps running) as specified and no leakage or damage is occurring.
 - 2. Observation of the suction and discharge locations of the temporary bypass pumping system, including upstream and downstream sewers, to ensure flow levels are expected and no surcharging of the sewer or damage is occurring.
 - 3. If any issues found during inspections, they are to be reported to Utilities Director.

- B. Inspections shall be documented in the operation log at the time that the inspection(s) are performed.

4.2.1 Lift Station Operator

- A. Lift Station Operator shall perform inspections of the temporary bypass pumping system and operation twice daily Monday through Friday and once daily on weekends/holidays. Inspections shall include at a minimum:
 - 1. Observations of all components of the temporary bypass system, including all piping and appurtenances, to ensure the system is operating (pumps running) as specified and no leakage or damage is occurring.
 - 2. Observation of the suction and discharge locations of the temporary bypass pumping system, including upstream and downstream sewers, to ensure flow levels are expected and no surcharging of the sewer or damage is occurring.
 - 3. If any issues found during inspections, they are to be reported to Maintenance Superintendent, who will report issues to Utilities Director.

- B. Inspections shall be documented in the operation log at the time that the inspection(s) are performed.