

# Policy and Procedure Manual

## Henderson Water Utility

Subject <i>Disconnection of Downspouts from Combined and Sanitary Sewers</i>	Number <i>F-200</i>
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Effective Date <i>21 April 2014</i>	Revision No. <i>2</i>	Revision Date <i>11 January 2019</i>
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**1.0 POLICY STATEMENT:** City Ordinance Chapter 23-29 (b)(1) states:

*“No person shall make connection of roof downspouts, basement wall seepage or floor seepage, exterior foundation drains, areaway drains, or other surface runoff or groundwater to a building sewer or building drain which in turn is connected directly or indirectly to a public sanitary sewer. Any such connections which already exist on the effective date of this division shall be completely and permanently disconnected within sixty (60) days of the effective date of this ordinance. The owner(s) of any building sewers having such connections, leaks or defects shall bear all costs incidental to removal of such sources. Pipes, sumps, and pumps for such sources of ground and surface water shall be separate from wastewater facilities. Removal of such sources of water without presence of separate facilities shall be evidence of drainage to public sanitary sewer.”*

**It is the policy of HWU to cause all such connections to be removed, at the Owner’s expense. New connections will not be allowed.**

### **2.0 PROCEDURES:**

Illegally connected downspouts, catch basins or other clear water drains (inflow) are identified by smoke testing and visual observance. Smoke testing is performed by Utility System Workers in areas assigned by the Utility System Superintendent.

When a connection is identified, Utility System Workers contact the SOC Administrative Assistant or Secretary to document the illegal connection on a work order.

The SOC Administrative Assistant will then send out a certified letter signed by the Director of Operations giving the customer 60 days to remove the source of inflow. Once the customer has complied and contacted the Administrative Assistant the work will then be inspected and verified. Once verified the customer will be notified that the matter is settled. If the 60 days runs out before the work is performed a second certified letter will be sent giving an additional 30 days before a citation or NOV is

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issued. Enforcement response will follow the “Enforcement Response Plan for Sewer Use and MS4” as adopted by the HWU Board.

If the customer has legitimate problems with the matter, an extension may be granted by the Director of Operations. The SOC Administrative Assistant will maintain a spreadsheet to keep up with the deadlines.

This policy applies to all customers and any connection.

**3.0 RESPONSIBILITY:** The Director of Operations shall be responsible for the overall coordination for this process. The other employees noted herein are responsible for following the procedures as outlined. Exceptions to this policy must be approved by the General Manager.

APPROVED:



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Tom Williams, P.E.  
General Manager