

**PRIVATE LATERAL PROGRAM QUESTIONNAIRE – DRAFT # 2, March 1, 2006**

The WEF Collection System Committee is primarily interested in successfully operating programs for work performed on the privately-owned portion of the lateral line; e.g., building service connection. We want to assemble policy descriptions, enabling resolutions or ordinances, funding details, public education/information materials, standard design or construction details, etc., for programs that have proven to be successful. This specific program documentation will be made available to other wastewater utilities through a virtual private property program on-line library.

While we are interested in “planned” programs, we want to first concentrate on programs that have been demonstrated to have been effectively implemented. Planned programs will be included in the virtual library after the program has been implemented and actual experience with the program is available.

Program descriptions of private lateral programs that were previously implemented, but considered “failed” or only “partially successful” will be included if the reasons for the problems with the program have been identified and can be included as a “lessons learned” component of the virtual library.

**Interview Conducted by WEF Representative:** Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**1. General Information**

Utility Name & Location: City of Shelbyville Wastewater Treatment , Shelbyville, IN

Contact Name & Details: Bradley E. Fix, Superintendent

Utility Characteristics: 6,200 Number of Customers  
6,200 Number of Taps  
75 Total Miles of Public Sanitary Sewers (separated sewers and combined sewers)  
0 Miles of Public Combined Sewers (sanitary only, not including storm sewers)  
 (estimate % of system that is combined if total miles is unavailable or unknown)  
Yes Are basements (thus potentially sump pump connections) typical in your area?  
 (indicate yes or no)  
Municipal Utility Type (municipal government, special purpose district, private utility, etc.)

**2. Lateral Definition**

Private Lateral Definition: \_\_\_\_\_ Building to ROW/Easement Line Only  
 (check definition that applies)

\_\_\_\_\_  
 (Note if (& how) utility treats laterals in easements differently than laterals in ROWs)

X Building To Tap on Sewer Main Line  
 \_\_\_\_\_ Other (Specify details) \_\_\_\_\_

\_\_\_\_\_  
 (Note if (& how) utility treats residential building laterals differently than commercial building laterals – this may affect responses to subsequent questions)

Cleanouts: (check all that apply) Required Usually Exists  
X New X At building  
 \_\_\_\_\_ At ROW  
 \_\_\_\_\_ At easement

**3. Lateral Program Description**

Type of Lateral Program (check all that apply and describe program – try to be brief in program description, but add separate sheets as needed). If utility operates more than one private lateral program, it may be preferable to complete a separate questionnaire form for the remaining questions for each of those private lateral programs.

\_\_\_\_\_ Lateral Maintenance (e.g., cleaning, root control, etc.):

Private \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Lateral Repair (e.g., point repairs, etc.):

Private \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Lateral Replacement:

Private \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  X   I/I Control (Specify type; e.g., cleanout caps, sump pump disconnect, downspout/yard drain disconnect, backflow preventer installation, etc. If basements are typical in area, where are building owners directed to connect the foundation or tile drain lines that have to be disconnected?):

  If violations are found during inspections, letters are sent to owners allowing 45 days to repair or correct. If not corrected in the allotted time, a \$50.00 a month fine is attached to their utility bill until corrected.  

  X   Lateral Reconnects (Specify conditions; e.g., when utility relocates main, etc. Specify special situations; e.g., sewers under building(s) requiring building plumbing changes or extensive lateral relocation):

  Presently the owner is responsible to reconnect to the new lateral at property line. Present administration is considering altering this. We should know in the next month or so.

X   Lateral Inspections (Specify conditions; e.g., point of sale, special utility project, etc.):

We inspect the lateral construction before it is covered from the building to lateral tap, which is normally at the curb line, or to where it is completed.

  X   New Connection Permitting (e.g., special coordination with Building Codes, etc.):

A sewer tap permit and fee is required for all new construction. Inspection before covering up is also required.

  X   New Connection Enforcement Mechanisms:

The Certificate of Occupancy (C of O) is not issued from the Building Department if the tap fee and inspection is not complete.

**4. Lateral Program Implementation**

Implementation Date: \_\_\_\_\_ Why implemented?   N/A    
(e.g., consent order/decreed, reduce CSOs/SSOs, obtain capacity to alleviate sewer moratorium, more cost-effective than “old” program, etc.)

Ongoing Program? \_\_\_\_\_ Or End Date: \_\_\_\_\_ Why Ended? \_\_\_\_\_

What Legal Authority was Required to Implement the Lateral Program? \_\_\_\_\_ Resolution  
(check all that apply, inquire if electronic copy is available for virtual library; inquire if utility type [i.e., municipality vs. district] affects the necessary legal authority)   X   Ordinance  
\_\_\_\_\_ State Enabling Legislation  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

**5. Lateral Program Funding**      N/A

Who Pays:      \_\_\_\_\_ Utility      \_\_\_\_\_ Property Owner      \_\_\_\_\_ Other (Specify): \_\_\_\_\_  
(other could include grants, loans, low & moderate income programs, block development grants, etc.; inquire if electronic copy is available for virtual library)

Funding Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Program Construction**

Who Does the Work:      \_\_\_\_\_ Utility Internal Forces      \_\_\_\_\_ Utility Selects & Pays Contractor  
     X   Property Owner      \_\_\_\_\_ Property Owner But Only From Utility List  
   \_\_\_\_\_ Other (Specify:)      \_\_\_\_\_

Construction Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Construction Details: Are standard details/specifications used?      \_\_\_\_\_ Are electronic copies available?      \_\_\_\_\_

Describe/List Details:      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Public Education/Information Program**

How is Lateral Program Publicized?      \_\_\_\_\_ Door hangers      Are electronic copies available?      \_\_\_\_\_  
   \_\_\_\_\_ Bill stuffers      Are electronic copies available?      \_\_\_\_\_  
   \_\_\_\_\_ Meetings      Are electronic copies available?      \_\_\_\_\_  
   \_\_\_\_\_ Brochures      Are electronic copies available?      \_\_\_\_\_  
   \_\_\_\_\_ Customer Specific      Are electronic copies available?      \_\_\_\_\_  
   (e.g., provide property owner with CCTV still shot of lateral interior, field mark/locate [flag or cone] problem, provide picture of field location in case flag or cone is removed, etc.)  
   \_\_\_\_\_ Other (Specify)      Are electronic copies available?      \_\_\_\_\_

Additional Description of Material(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. Lessons Learned**

What Would You Do Differently? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Performance Measures Are/Were Used? \_\_\_\_\_  
(e.g., plant flow reduction, CSO/SSC reduction, basement backup reduction, service call (roots, etc.) reduction, sewer moratorium lifted, etc.) Describe results of Lateral Program on those performance measures:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessons Learned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Follow-Up Electronic Submittal**

Willing to Send Electronic Materials to WEF Collection System Committee for Inclusion in Virtual Library? \_\_\_\_\_  
(list all items utility agrees to send below should future follow-up reminders be needed)

Is utility willing to provide a contact (e.g., either website address, telephone number or email address [preferably not a name due to possible privacy concerns] for inclusion in the WEF Private Lateral Virtual Library)?  
\_\_\_\_\_ Yes \_\_\_\_\_

WEF Tracking List of Materials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_