

TOWN OF WESTWOOD  
DEPARTMENT OF PUBLIC WORKS  
Sewer Division



**SEWER SYSTEM  
RULES AND REGULATIONS  
AND  
CONSTRUCTION STANDARDS**

**March 2011**

**Town of Westwood, Massachusetts**

**Department of Public Works  
Sewer Division**

**Sewer System  
Rules and Regulations**

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# PREAMBLE

A set of Rules and Regulations regulating the use of public and private sewer systems; the installation and connection of building sewers; and the discharge of water and wastes into the public wastewater facilities and providing penalties for violations thereof:

WHEREAS: the federal government has enacted and amended the Federal Water Pollution control act now known as the Federal Clean Water Act (33 U.S.C. 1150 et seq.) and the Town of Westwood desires to remain in compliance therewith, and

WHEREAS: the Town of Westwood desires to ensure that the use of the public wastewater system operated by it will conform to the best sanitary engineering practices.

In addition to all State and Federal regulations, the Town of Westwood Sewer System Rules and Regulations are hereby established regulating the use of public and private sewers and drains, private sewage disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and providing penalties for violations thereof, in the Town of Westwood, County of Norfolk, commonwealth of Massachusetts:

Be it ordained and enacted by the Board of Sewer Commission, Town of Westwood, Massachusetts as follows:

\_\_\_\_\_  
Anthony Antonellis, Chairman

\_\_\_\_\_  
Francis MacPherson

\_\_\_\_\_  
James Connors

Made This \_\_\_\_\_ day of \_\_\_\_\_ in the year 2011



## SECTION 1 – DEFINITIONS AND TERMS

Unless the context of usage indicates otherwise, the meaning of specific terms in these Rules and Regulations and in the Standard Specifications for Sewer Construction shall be as follows:

*Abandoned service* shall mean a wastewater service connection to premises that has been discontinued at the owner's request for a period of at least one year, with no commitment as to possible future use. The service includes all pipes and appurtenances.

*Act* shall mean the Federal Safe Drinking Water Act, as amended.

*ANSI* shall mean American National Standard Institute

*Applicant* shall mean any person applying for sewer service or for a sewer main extension, replacement or relocation.

*Application for Construction* shall mean the DPW form completed and signed by an owner or by the owner's agent and submitted to the DPW prior to construction of a sewer service pipe or.

*Approved backflow prevention device* shall mean a method to prevent backflow approved by the DEP for use in the Commonwealth of Massachusetts.

*ASCE* shall mean American Society of Civil Engineers

*ASTM* shall mean the American Society for Testing and Materials.

*Bill* shall mean a written statement issued by the DPW to a customer, which includes the actual or estimated amount of water consumed through the period stated on the bill, all charges due for service during such period, and additional information as may be required under these regulations.

*BOD (denoting biochemical oxygen demand)* shall mean the quantity of oxygen used in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20°C, expressed in milligrams per liter.

*Board* shall mean the Board of Selectmen of the Town of Westwood, Massachusetts.

*Building* shall mean any structure used for human occupancy, employment, recreational or other purposes.

*Building Drain* shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from soil or waste pipes inside the walls of the building and conveys it to the building sewer, which ends ten (10) feet outside the inner face of the building wall.

*Building Sewer* shall mean the extension from the building drain to the public sewer

or other place of disposal, and which begins ten (10) feet outside the inner face of the building wall.

*Cartage* shall mean the solid animal and vegetable wastes resulting from the domestic or commercial handling, storage, dispensing, preparation, cooking, and serving of foods.

*Charges* shall mean all fees, rates, assessments and other charges for sewer services which are furnished or supplied by the DPW and which are authorized under these regulations to charge and collect.

*CFR* shall mean Code of Federal Regulations

*CMR* shall mean Commonwealth of Massachusetts Regulation

*COD* (denoting chemical oxygen demand) shall mean the quantity of oxygen used in the chemical oxidation of organic matter with a strong chemical oxidant under standard laboratory procedure, expressed in milligrams per liter.

*Commercial User* shall include any property occupied by a nonresidential establishment not within the definition of an "Industrial User," and which is connected to the wastewater facilities.

*Consumption* shall mean the amount of water used, as measured by a meter or as estimated by the DPW in accordance with its billing.

*Contaminant* shall mean any physical, chemical, biological, or radiological substance or matter in the sewer.

*Contractor* shall mean a person who performs plumbing, paving, street repairs, sidewalk, sewer, water or other work.

*Customer* shall mean the person or entity listed on the records of the DPW as the party responsible for payment of bills for charges for sewer, whether or not the customer occupies the premises.

*Customer plumbing* shall mean all wastewater service plumbing on the property of a customer.

*Demolition* shall mean a partial or full dismantling of a structure, pipe or piping system.

*DEP* shall mean the Department of Environmental Protection of the Commonwealth of Massachusetts.

*Developer* shall mean the owner/applicant and or their contractor/agent (it shall also refer to the Town and or their agents).

*Director* shall mean the Director of the Department of Public Works of the Town of Westwood as appointed by the Board of Selectmen. The Selectmen or the Director may appoint an authorized representative to act on their behalf.

*Discharge Limitation* shall be any requirement, restriction or standard imposed by the Board, MWRA, DEP, or EPA on quantities, discharge rates, and concentrations of pollutants which are discharged to the public wastewater system.

*DPW* shall mean the Department of Public Works of the Town of Westwood.

*Easement* shall mean an acquired legal right for the specific use of land owned and maintained by others.

*EPA* shall mean the United States Environmental Protection Agency.

*Grease Trap* shall mean an exterior watertight structure or interior electro-mechanical grease removal device in which grease is separated from wastewater. It does not include passive interior grease interceptors.

*Groundwater* shall mean water within the earth.

*Industrial User (Class III)* shall mean any nonresidential user identified in Division A, B, D, E, or 1 of the Standard Industrial Classification Manual. Class III also shall include any user that discharges wastewater containing toxic or poisonous substances as defined in Section 307 and Section 502 of the Clean Water Act, or any substance(s) causing interference in the wastewater facilities.

*Industrial Waste* shall mean any liquid, gaseous or solid waste substance or combination thereof resulting from any process of industry, manufacturing, trade or business or from the development or recovery of any natural resources.

*Interference* shall mean inhibition or disruption of any sewer system, wastewater treatment process, sludge disposal system, or their operation, which substantially contributes to a violation of applicable discharge permits.

*May* is permissible.

*Meter* shall mean any device for measuring and recording the water consumption at a location, installed by, or at the request of the Dedham Westwood Water District, and used for billing by the DPW.

*MWRA* shall mean the Massachusetts Water Resources Authority.

*Natural Outlet* shall mean any outlet into a watercourse, pond, ditch, lake, or any other body of surface or groundwater.

*NPDES* shall mean National Pollutant Discharge Elimination System permit program, whether administered by the EPA, the DEP, the MWRA or by the Town of Westwood.

*Oil and Water Separator* shall mean a device designed to separate oil from storm water (locally known as an "MDC trap").

*Owner* shall mean the person or persons who legally own, real property or structures.



*Permit* shall mean a document issued by the DPW to an owner that allows the installation of a sewer service.

*Person* shall mean any individual, firm, company, association, society, partnership, corporation, municipality, or other similar organization, agency, or group.

*pH* shall mean the logarithm of the reciprocal of the hydrogen ion concentration expressed in grams per liter of solution, as determined by Standard Methods (Neutral pH=7.0).

*Plumbing* shall mean pipes and fixtures for the conveyance of water or gas within ten feet of a building.

*Plumber* shall mean a person licensed as a plumber by the Commonwealth of Massachusetts.

*Pretreatment* shall mean the reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater before discharge into the Town of Westwood sewerage system.

*Properly Shredded Garbage* shall mean garbage that has been shredded such that all particles will be carried freely under flow conditions normally prevailing in the wastewater sewers, with no particle greater than ½ inch in any dimension.

*Public Sewer* shall mean sewer piping, manholes, pump stations and appurtenances installed in an accepted street or through an easement and/or one to which all owners of abutting properties have equal rights, and is controlled by public authority.

*Regulations* shall mean Rules and Regulations.

*Residential User* shall mean all premises used only for human residency and that are connected to the wastewater facilities.

*Rules and Regulations* shall mean the entirety of the Town of Westwood Sewer Regulations, including Appendices thereto.

*Sanitary Sewer* Shall mean a sewer which conveys sanitary wastewater or sewage and to which storm water, surface water, or groundwater are not intentionally admitted.

*Sanitary Wastewater* shall mean wastewater discharged from the sanitary conveniences of dwellings, office buildings, industrial plants, or institutions.

*Selectmen* shall mean the Board of Selectmen of the Town of Westwood.

*Septage* shall mean the material removed from any part of an individual on-site wastewater disposal system.

*Sewer Commission* shall mean Sewer Commission for the Town of Westwood.

*Shall* is mandatory.

*Slug* shall mean any discharge of water, sewage, or industrial waste which in concentration of any given constituent or in quantity of flow, for any period of duration longer than fifteen (15) minutes, exceeds more than five (5) times the average twenty-four (24) hour concentration of flows during normal operation.

*Standard Methods* shall mean the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association, Water Pollution Control Federation, and American Water Works Association.

*Storm Drain* shall mean a sewer for conveying storm, surface, and other waters that are not intended to be transported to a treatment facility.

*Superintendent* shall mean the Superintendent of the Town of Westwood Sewer Division as appointed by The Board of Selectmen. In the absence of the Superintendent, the Board, the Director of Public Works or the Superintendent may appoint an authorized representative to act in their behalf.

*Surface Water* shall mean water that occurs when the rate of precipitation exceeds the rate at which water may percolate into the soil.

*Town* shall mean the Town of Westwood.

*Toxics* shall mean any of the pollutants designated by federal regulations pursuant to Section 307(a)(1) of the Federal Clean Water Act, or as defined by MWRA regulations.

*User* shall mean the same as Owner.

*Wastewater (or sewage)* shall mean a combination of liquid and water-carried wastes from residences, commercial buildings, industries, and institutions, together with any groundwater, surface water, or storm water that may be present.

*Wastewater Facilities* shall mean the combination of wastewater sewers and treatment facilities.

*Wastewater Sewer* shall mean the structures, processes, equipment, and arrangements necessary to collect and transport wastewaters to the treatment facility.

*Wastewater Treatment Facility* Shall mean the structures, processes, equipment, and arrangements necessary to treat the discharge wastewaters, e.g., the MWRA Deer Island Treatment Plant.

*WEF* Shall mean the Water Environment Federation.

## **SECTION 2 – GENERAL PROVISIONS**

### ***PURPOSE***

The purpose of these Rules and Regulations is to provide for the maximum possible beneficial public use of Westwood's wastewater facilities through regulation of construction, sewer use, and wastewater discharges; to provide for equitable distribution of the costs to operate, maintain and improve Westwood's wastewater facilities; and to provide procedures for complying with the requirements contained herein.

### ***SCOPE***

These Rules and Regulations provide for use of the public wastewater systems, measurement of water and wastewater usage, control of the quantity and quality of wastewater discharged, wastewater pretreatment, equitable distribution of costs, issuance of permits, control of cross-connections, emergency restrictions, issuance of permits, specifications and practices for infrastructure construction, and penalties and other procedures in cases of violation of these Rules and Regulations.

These Rules and Regulations shall apply to the Town of Westwood and to persons outside Westwood who are users of Westwood Waste Water Facilities.

### ***ADMINISTRATION***

Except as otherwise provided herein, the Department of Public Works through the Director and/or designees shall administer, implement, and enforce the provisions of these Rules and Regulations. Any modifications to the Rule and Regulations will be approved by the Sewer Commission at a publicly notified meeting.

### ***FEES AND CHARGES***

All fees and charges payable under the provisions of these Rules and Regulations shall be paid to the Town of Westwood. Such fees and charges shall be as established by the Sewer Commission.

All fees, penalties, and charges collected under these Rules and Regulations shall be used for the sole purpose of constructing, operating or maintaining the wastewater facilities, or the retirement of debt incurred for same.

Additional fees necessary to effect changes and improvements to the wastewater facilities may be assessed to accommodate specific users or permits.

## ***INSPECTION AND RIGHT OF ACCESS***

The Director or Superintendent may inspect the property or facilities of any Owner (including facilities under construction) to ascertain compliance with these regulations and all other applicable federal and state regulations. Owners or occupants on premises shall allow ready access to properly identified Town representatives at all reasonable times during normal business hours and at other times when the Director or Superintendent reasonably suspects that a violation of these regulations may be occurring. The Director or Superintendent shall be admitted to such parts of the premises as necessary to inspect, observe, measure, sample, and test such facilities that the Director or Superintendent reasonably believes may be contributing to a violation of these regulations. The DPW shall also have free access to all premises for termination of service due to non-payment of bills.

The Director or Superintendent shall be permitted to enter all private property at reasonable times, through which Westwood holds an easement for the purposes of inspection, observation, measurement, sampling, repair, and maintenance of any of Westwood's wastewater facilities within the easement. All entry and any subsequent work on the easement shall be done in full accordance with the terms of the easement pertaining to the private property involved.

The Town shall be deemed to be performing a governmental function for the benefit of the general public, and neither the Town nor the owner shall be liable for any loss or damage as a result of the performance of such governmental functions. While performing the work on private properties, the Town shall observe established safety rules applicable to the premises. Where a person has security measures in force which would require proper identification and clearance before entry into the premises, the person shall make necessary arrangements with their security so that upon presentation of suitable identification, the Town will be permitted to enter without delay for the purposes of carrying out their specific responsibilities.

The Director or Superintendent, alone or in conjunction with other authorities, may conduct routine, periodic inspections of certain types of facilities including restaurants, other food handling establishments, gas stations, manufacturing facilities, and other entities utilizing Town sewer services.

All owners and consumers served by the public sewer system shall authorize the DPW, or its authorized representatives, upon presentation of their credentials, to enter their premises without a warrant for the purpose of inspection, testing, and surveying plumbing for cross-connections and assuring compliance with the DPW Sewer Division Rules and Regulations.

## ***SEVERABILITY***

A finding by any court or other jurisdiction that any part or provision of these Rules and Regulations is invalid shall not affect the validity of any other part or provision of these Rules and Regulations that can be implemented without the invalid parts or provisions.

## ***OTHER RULES AND LAWS UNIMPAIRED***

No provision of these rules and regulations shall contravene nor render ineffective any lawfully established rule or regulation of the Massachusetts Water Resources Authority, the Department of Environmental Protection, or any other state or federal agency having jurisdiction. Any user of the public wastewater mains shall also be subject to applicable state and federal regulations. In instances where various regulations contain conflicting requirements, the most stringent requirements shall be met. In addition to these Regulations, the most recent editions of the following rules or guidelines shall be adhered to.

In addition to all penalties, fines and liabilities imposed by these Regulations, violators shall also be subject to all fines, penalties and liabilities imposed by the MWRA and all other state and federal agencies having jurisdiction.

## ***AMENDMENTS***

Public notice shall be given in accordance with applicable provisions of the Town bylaws and a public hearing will be held before adoption of any amendments to the main body of these Rules and Regulations. Amendments and alterations to the Appendices of these Rules and Regulations may be made at any time by the Sewer Commission without recourse to public notice or public hearing. The latest version of the Appendices shall be available for inspection at the DPW Office.

## ***LIABILITY***

The Town assumes no liability for conditions that exist in consumers' pipes or building sewer and cause trouble coincident to or following the repair of any main pipe or other appliance belonging to the Town.

The owner shall indemnify the Town from and shall reimburse the Town for any loss or damage directly or indirectly caused to the Town's sewer facilities by the installation of any privately owned portion of plumbing.

An owner or user shall indemnify and hold harmless the Town for any damages or civil liabilities the Town may sustain or be required to pay in consequence of an injury or property damage resulting from the owner's or user's violation of these Regulations.

In acting under these Regulations, the Town shall be deemed to be performing an essential public function. The Town shall not be liable for any loss or damage as a result of the performance of such public function.

Any person who violates any provision of these Regulations shall, upon issuance of a Town order to that effect, forfeit and pay to the Town the penalty established by applicable Massachusetts General Laws or by these Regulations for each such violation. For purposes of these Regulations, each day that a violation continues shall be deemed to be a separate violation.

Failure to comply with any portion of these Regulations, or with any permit or order issued there under, shall be sufficient cause for the Town to levy on and collect from each violator any additional cost for any expense, loss or damage incurred by the Town as a result of such violation.

Any person violating any of the provisions of these Regulations shall become liable to the Town or the MWRA for any expense, loss or damage suffered by the Town or by the MWRA by reason of said violation.

Prior to installing below grade plumbing, the owner shall submit a plan of the proposed plumbing to the DPW for review and approval. Plumbing that is subject to the requirements of this Section shall include faucets, showers, baths, toilets and washing machine hookups. All plumbing fixtures located at an elevation below the top of the downstream manhole on the Town sewer serving the proposed plumbing shall be considered to be liable to backflow and shall be equipped with a backwater valve in accordance with 248 CMR Section 2.09:(4) of the Uniform State Plumbing Code, the Town's Requirements for Site Plans, and 780 CMR Section 872 of the State Building Code. The backwater valve shall be installed and maintained at the owner's expense.

## **OWNERSHIP**

The Town owns all public sewer mains, valves, and associated appurtenances located within public ways, Town-owned easements, whether recorded or by prescription and private ways open to public travel within the Town unless otherwise specified in writing by the Town (with a copy provided to the owner) and except for transmission mains of the MWRA and certain sewer mains of adjacent cities and towns. Town-owned easements, whether recorded or by prescription and private ways open to public travel within the Town to an owner's property line, except where a building, foundation wall, retaining wall, stairs, areaways or other subterranean structures are located on the property line.

Building sewers and building storm drains, whether located on public or private property, are owned by the owner of the premises served. In the case where more than one premise is connected to the same building sewer or building storm drain, the owners of the respective premises shall be jointly and severally responsible for the maintenance and repair of the building sewer or building storm drain.

The owner of a building sewer or building storm drain shall at all times keep such sewers and drains clean and in good repair in order not to cause excessive infiltration, exfiltration or inflow, depletion of groundwater, damage to property, odor, or harm to the Town's sewers.

The owner shall maintain, repair, modify or replace an existing Building sewer or building storm drain whenever it is determined by the Town that such sewers or drains may endanger public health, create a public nuisance, result in public or private property damage, harm the Town's sewers, result in excessive infiltration, exfiltration or inflow or impair the environment and in such circumstances as the Town deems appropriate.

Building sewers and building storm drains shall be maintained, repaired, modified or replaced at the owner's expense.

## **SECTION 3 – SERVICE CONNECTIONS**

This section regulates the installation, maintenance and decommissioning of sewer extensions, connections and services.

### ***CONNECTION TO SEWER REQUIRED***

It shall be unlawful to discharge to any natural outlet within the Town of Westwood, or in any area under the jurisdiction of said Town, any sewerage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of these rules and regulations.

### ***AUTHORITY TO CONNECT***

Connections to the Town of Westwood's sewer system are not authorized unless approved in writing by the DPW in accordance with these Rules and Regulations.

### ***REUSING EXISTING SERVICES***

Existing building sewers may be used for connection of new buildings to the Westwood wastewater system only if they are determined to be acceptable after video recorded examination performed by a reputable contractor retained by the owner. The recorded examination shall be observed by the DPW Sewer Division in order to determine if the condition of the existing sewer service meets the requirements contained in these Rules and Regulations.

### ***CONSTRUCTION STANDARDS***

The size, alignment, construction materials, trench excavation and backfill methods, pipe placement, jointing, and testing methods used in the construction and installation of a building sewer, sewer extension, shall conform to these Regulations, to the building code and the plumbing code, and to all other applicable requirements of the Town of Westwood and the Commonwealth of Massachusetts. In the absence of specific code provisions or in amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM, AWWA and WEF shall apply. All connections shall be made watertight and verified by proper testing. Any deviation from the prescribed procedures and materials must be approved in writing by the Director or Superintendent before installation.

The following standards are to be used in the design of a service connection:

- Residential service pipe size 6" only
- Residential service pipe material PVC SDR 35
- Minimum service pipe slope 2% (0.02 ft/ft or ¼" per LF)
- Maximum service pipe slope 10% (0.10 ft/ft or 1 ¼" per LF)
- Maximum length of service without manhole is 125' from sewer main to foundation
- Service length greater than 125' will require a manhole at halfway point, additional manholes required for longer services
- One (1) 22 ½° bend is allowed without a cleanout
- Greater than 22 ½° bend up to 45° bend requires a cleanout to be installed
- Drops in a house connection can only be accomplished at a manhole (inside drops only)
- A 6" cleanout shall be installed within 10' of the building foundation.

### ***BUILDING SEWER ELEVATION***

Whenever practical, the building sewer shall be brought to a building at an elevation below the basement floor.

In buildings in which any building drain is too low to permit gravity flow to Westwood's wastewater, wastewater carried by such building drain shall be lifted or pumped by a means approved in writing by the Director or Superintendent and discharged to a manhole which gravity drains to the Westwood wastewater facilities. All building sewer shall be installed at a **minimum slope of 2% to a maximum of 10%**.

### ***FIXTURES INSTALLED IN BASEMENTS***

Bathroom fixtures, showers, sinks or set tubs installed in basements or lower building level, that **may** be below the hydraulic grade line of the existing street sewers are installed at the building owner's risk. The Town will not assume any responsibility for back-ups or flooding of fixtures or basements as a result of the installation of these fixtures.

### ***NOTICE OF CONSTRUCTION***

The applicant for the permit or the contractor shall notify the DPW twenty-four hours in advance of when work is to be performed; excluding Saturdays, Sundays, Holidays. No work shall be backfilled by the contractor without the authorization of the DPW.

### ***DISPLAY OF PERMIT***

No work of installing or repairing sewer connections or any customer plumbing and appurtenances that are under the jurisdiction of the DPW Sewer Division, shall



commence unless the permit to do so is issued by the DPW Sewer Division and is at the site of the work, in the hands of the plumber or contractor doing the work. All work shall be completed within the time limitations stated in the permit, which shall be established by the DPW at the time that the permit is issued. If not so completed, a new permit shall be obtained by the owner to validate continuance of the work.

### ***HOURS OF WORK***

All work shall be performed Monday through Friday, excluding legal holidays, between the hours of 7:00 am and 3:00 pm. Emergency repairs may be performed at hours other than those specified in this section, however notification to the DPW must be given on the next business day following any repair, and all necessary permits must also be applied for and applicable fees paid.

### ***EXCAVATION SAFETY***

All excavations for sewer construction shall be adequately guarded with barricades, lights and by other means as necessary to protect the public from hazard. All work within the right of way shall be performed in accordance with the street opening and trench permit requirements. **Any work outside the right of way must have a trench permit**(Jackie's Law). Both permits shall be reviewed by Westwood Safety Officer. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner consistent with applicable regulations and to the satisfaction of the DPW Sewer Division.

### ***PROTECTION OF CAPACITY FOR EXISTING USERS***

The Board may not issue a permit for a connection to Westwood's wastewater facilities unless there is sufficient capacity not legally committed to other users in the wastewater sewers and treatment facilities to convey and adequately treat the quantity of wastewater that the requested connection will add to the system. A DEP Sewer Extension Permit may be required and would be the responsibility of the owner to obtain.

### ***CONNECTION PERMIT***

No unauthorized person shall uncover, make any connection with or opening into, use, alter or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the DPW Sewer Division. Any person proposing a new sewer connection or any person proposing a substantial change in the quantity of use of an existing sewer connection shall file a written application for the connection or change with the DPW Sewer Division prior to making the proposed change or connection.

All the work related to the installation of building sewers, and the connection to the public sewer system shall be performed by persons licensed by the Town of Westwood Department of Public Works.

## ***CONNECTION FEES***

The costs and expenses incidental to the extension, installation and connection to the Town's wastewater systems shall be borne by the owner. The owner shall indemnify Westwood from any loss or damage that directly or indirectly may result from the installation of the building service connection.

**Entrance fees for all new service connections to the public wastewater systems must be paid prior to installation.**

In cases where the owner of the building is an agency of the town, the fee for the permit may be waived.

A schedule of fees can be found in appendix A

## ***CONNECTION INSPECTION***

The applicant for a connection permit shall notify the DPW Sewer Division when such connection is ready for inspection before its connection to Westwood's wastewater facilities. Such connection and all testing, as deemed necessary by the DPW Sewer Division, shall be made under the supervision of the Director or authorized representative. Minimum notice to the DPW Sewer Division for an inspection shall be 24 hours.

## ***INTERRUPTION OF SERVICE***

The DPW Sewer Division reserves the right to temporarily interrupt service without first giving notice of such action, if in the DPW Sewer Division's opinion, it is necessary to do so in order to facilitate making of repairs, alterations or for any necessary purpose. Therefore, no person shall be entitled to receive damages, refunds, or other payments as a result of any such interruption.

## ***CHANGE OF USE***

A permit shall be valid only for the use and quantity described in the application. Any change in use of the building or any substantial increase in the quantity shall be considered a change in use. The owner of the building shall apply for a new permit for any change of use and shall pay the appropriate fees.

## ***RECORD OF PERMITS***

The DPW Sewer Division shall keep a complete record of permits granted, giving the name of the street, the street number, if any, the name of the owner, the use for which it was granted, and any other facts in connection therewith as may be important as matters of record.

## ***EXTERIOR GREASE TRAPS***

Exterior grease traps shall be provided by the owner for all restaurants, food establishments and similar establishments. Exterior grease traps shall be provided for other establishments when, in the opinion of the Director and or Superintendent, they are necessary for the proper handling of liquid wastes containing grease or other harmful ingredients in excessive amounts.

Exterior grease traps shall be designed based on the requirements set forth in: *Westwood Construction and Maintenance of Grease Traps* (the Guidelines). Plans shall be submitted to the DPW Sewer Division, Board of Health, Plumbing inspector for approval prior to construction.

Exterior grease traps shall be located on the lot so as to be accessible for servicing and cleaning, and shall be as far from the building as practical. The owner shall be responsible for all required maintenance. Maintenance shall be of type and frequency as specified in the Guidelines. Inspections shall be made by the Town to ensure compliance.

## ***DECOMMISSIONING SERVICES***

For a service to be terminated, it is required that the service pipe be physically disconnected at the main. The owner is responsible for all permits and fees paid in this process. A watertight seal shall be put in place at the main. A plan and information shall be provided to the DPW Sewer Division showing ties, contractor, and method of sealing along with the date of work. This shall be put on file with the DPW Sewer Division.

## **SECTION 4 – METERS**

### ***SECOND METERS***

Second Meters are used to calculate water that was used, but did not go into Town sewers, such as irrigation. Second meters are the property of the building owner. Second meters must be installed by a licensed plumber. Applications, Permits, Inspections, and Fees must be paid and approved prior to having a second meter entered on file with the DPW. The Town of Westwood has no responsibility to the operation and maintenance of second meters. This is the responsibility of the building owner.

### ***SECTION 5 -PAYMENT***

All fees and charges payable under the provisions of these Rules and Regulations shall be made payable to the Town of Westwood.

All service charges, fees and related costs payable under the provisions of these Rules and Regulations are due and payable within thirty (30) days of billing thereof. Unpaid service charges, fees and related costs shall become delinquent and shall constitute a lien on the land and buildings affected thereby in accordance with the provisions of M.G.L. Chapter 83, Section 16A through 16F. Interest upon any balance remaining unpaid shall be charged in accordance with the provisions of M.G.L. Chapter 83, Section 16D.

### ***BILLING DISPUTES***

All disputes regarding bills shall be filed in writing with the DPW Sewer Division no more than thirty (30) days from the date of billing. Unless mitigating circumstances exist, no filing will be accepted after this period. Under no circumstances shall adjustments for bills be made for services provided outside of a 1 year period.

## **SECTION 6 – VIOLATIONS AND PENALTIES**

### ***ENFORCEMENT ACTIONS***

Whenever, on the basis of any available information, the DPW Sewer Division finds that a person has violated, is violating, or threatens to violate these Regulations, any notice of noncompliance, any order, any permit issued under these regulations, or any compliance schedule or that a person has made a false representation in an application, record or report to the DPW Sewer Division, or has falsified, tampered with, or rendered inaccurate any meter monitoring device or method, or has failed to pay a penalty or fee due to the DPW Sewer Division, the DPW may take one or more of the following enforcement actions:

- a) Issue a notice of noncompliance;
- b) Issue a cease and desist order;
- c) Assess a penalty;
- d) Revoke, modify, deny, suspend, or refuse to renew permit issued under these regulations;
- e) Terminate sewer service;
- f) Institute a court action; and/or,
- g) Take any other action authorized by law.

### **NOTICE OF NON-COMPLIANCE**

The purpose of a notice of non-compliance is to provide a formal notice of one or more violations and to set a compliance date or require the submission of a compliance schedule. A notice of non-compliance shall not be construed as an authorization or approval to violate any law, regulation or requirement prior to achieving compliance. A notice of non-compliance shall identify the violation(s) and shall require the person to comply by a certain date or to submit a written report to the DPW Sewer Division by a certain date that describes the measures the person will take to correct the violation and the date by which such measures will be taken. A notice of non-compliance shall notify a person of their right to request reconsideration of the notice of non-compliance.

### **CEASE AND DESIST ORDER**

The DPW Sewer Division may issue a cease and desist order to require a person to:

- a) Cease and desist a violation and/or any actions that cause or threaten to cause a violation;
- b) Submit written reports to the DPW Sewer Division that describe the measures the person will take to correct the violation and the dates by which the measures will be taken;
- c) Take specific measures to correct or eliminate a violation;

- d) Follow an implementation schedule that requires specific actions according to a time schedule;
- e) Follow a schedule of sampling, analysis and reporting to the DPW; and/or
- f) Take any other action authorized by law.

A cease and desist order shall identify the violation(s), shall require the person to comply by a certain date and shall notify the person of their right to request reconsideration or the order.

## **PENALTY ASSESSMENT**

Any person who continues to violate these regulations; or who knowingly makes false representation in an application, record or report to the Town; or who has falsified, tampered with or knowingly renders inaccurate any meter, monitoring device or method required under these regulations; or who has failed to pay a penalty or fee due to the DPW Sewer Division shall be punished by a fine of not less than one thousand (\$1,000) dollars and not more than ten thousand (\$10,000) dollars for each day that such violation continues; or shall be subject to a civil penalty not to exceed ten thousand (\$10,000) dollars per day of such violation, which may be assessed in an action brought on behalf of the Town in any court of competent jurisdiction.

In accordance with Massachusetts General Laws Chapter 83, Section 10, any person who violates any provision of these Rules and Regulations shall forfeit and pay to the Board civil penalties not exceeding Five Thousand Dollars (\$5,000) for each day of violation as established by the Board.

Failure to comply with any portion of these Rules and Regulations, or with any permit or order issued there under, shall be sufficient cause for the Board to levy on and collect from each violator any additional cost for expense, loss, or damage occasioned by such violation, including the cost of remedial or preventive actions taken by the Board and/or the Director and all other related costs such as, but not limited to, those described in these Rules and Regulations.

If the drainage or discharge from any establishment causes a deposit, obstruction, or damage to any of the Town's wastewater facilities, the Board, the Director and/or Superintendent shall cause the deposit or obstruction to be promptly repaired. The cost for such work, including materials, labor, and supervision, shall be borne by the person causing such deposit, obstruction, or damage.

## **PERMIT ACTION**

The DPW Sewer Division may revoke, suspend, modify, deny, or refuse to renew a permit issued under these Regulations whenever, on the basis of available information, the DPW Sewer Division finds that the permittee:

- a) Provided false or misleading information to the DPW, or failed to provide relevant information to the DPW, as part of the permitting process;
- b) Intentionally falsified or misrepresented, rendered inaccurate or tampered with any meter, monitoring device or method used or required by the DPW;

- c) Manipulated sampling, inspecting, or other monitoring to hide actual or potential violations of these regulations;
- d) Has a history of noncompliance that has not abated after receiving a notice of noncompliance, order, or penalty from the DPW;
- e) Has failed to comply with a notice of non-compliance, order, or ruling issued by the DPW or a court after having a reasonable opportunity to comply;
- f) Intentionally violated a notice of non-compliance, order or ruling issued by the DPW or a court;
- g) Does not have the ability to comply with DPW requirement within a reasonable period of time;
- h) Maintains a condition which can reasonably be expected to result in significant harm to health, safety, the environment, the public water and/or wastewater system; or
- i) Has failed to pay a penalty or fee due to the DPW after receiving notice to do so.

A permit action shall be initiated by a notice to the permittee that:

- a) Identifies the basis for the DPW action and the facts and circumstances upon which the DPW relies;
- b) Indicates whether such action is of limited, indefinite, or permanent duration; and
- c) Informs the permittee of its right to request reconsideration of the permit action and that timely filing of such request will stay the permit action pending the resolution of such request.

A permit action may be taken to prevent further violations, as a means to help insure compliance, as part of a process escalating enforcement to gain compliance, and/or as a deterrent to future violations by the permittee subject to the action.

## **TERMINATION OF SERVICE**

Notwithstanding any other provision of these regulations, whenever the DPW Sewer Division finds that a condition presents or reasonably appears to present an imminent endangerment to the health or welfare of persons or to the environment, or threatens to interfere with the operation of the wastewater facilities, the DPW Sewer Division may take steps immediately and effectively to halt or prevent such a condition. Steps may include disconnecting the building from the public wastewater system.

## **INFORMATION CONFERENCE**

Whenever the DPW Sewer Division institutes an enforcement action or actions, the DPW Sewer Division shall promptly inform the owner to whom such action is addressed. Such notice shall be hand delivered or sent by certified mail to the last known address of the person and owner responsible for the violation. Such notice shall inform the addressee of his or her right to submit, within 14 calendar days after the date of such notice, a written request for reconsideration of the DPW Sewer Division's action. A request for reconsideration shall be hand delivered or sent by certified mail

addressed to the Director at the DPW Sewer Division's office and shall set further in detail the facts supporting it.

Upon receiving such a timely request for reconsideration, the Director or his designee shall schedule within 21 calendar days an information conference with the entity making the request. Written notice of the conference date, time, and place shall be hand delivered or sent by certified mail to the last known address of the person requesting the reconsideration. The Director or his designee shall rule in writing on the request for reconsideration within 21 calendar days after completion of the conference.

### ***RIGHT TO HEARING***

A copy of the ruling on the request for reconsideration shall be hand delivered or sent by certified mail to the last known address of the person who requested the reconsideration. The ruling shall be accompanied by a notice that such person has the right to request in writing a hearing before the Sewer Commission or its designated representative within 30 calendar days.

### ***NOTICE OF HEARING***

Within 21 calendar days of receiving a timely written request for a hearing, the Sewer Commission shall schedule a hearing and shall hand deliver or send by certified mail to the entity that requested the hearing, written notice specifying the date, time, place, and subject matter of the hearing. The notice also shall state that the entity requesting a hearing has the right to be represented by legal counsel and to present evidence (in both documents and testimony) at the hearing.

### ***HEARING AND RECORD DECISION***

The documents and other evidence offered at the hearing shall constitute the hearing record. The hearing decision shall be based solely on the hearing record and shall be made within 30 calendar days after the conclusion of the hearing. The decision shall be embodied in a written summary of the matters considered and the reasons for the determination made on each matter. The written decision shall be signed by the Sewer Commission or its designated representative and hand delivered or sent by certified mail to the entity that requested the hearing.

### ***VANDALISM***

No person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment that is part of Westwood's wastewater facilities. Any person who violates this section will be subject to a fine of up to \$5,000 (Five Thousand Dollars), per violation, in addition to the repayment of all associated repair costs.



## **SECTION 7 - PROHIBITED**

The Rule and Regulations set forth uniform requirements for users of the Waste Water facilities for the Town of Westwood and enables Westwood to comply with all applicable State and Federal laws. Applicable State regulations include 360 CMR 10.000 Massachusetts Water Resources Authority (found in Appendix F of this document), and applicable Federal laws/regulations are the Clean Water Act (33 United States Code §1251 et seq.) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this ordinance are:

- A.** To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation;
- B.** To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- C.** To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- D.** To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the Publicly Owned Treatment Works; and
- E.** To enable Westwood to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Westwood Waste Water Facilities are subject.

This ordinance shall apply to all users of the Publicly Owned Treatment Works. The ordinance authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

Except as otherwise provided herein, the Director shall administer, implement, and enforce the provisions of these Rules and Regulations. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent of Sewer to other Westwood personnel.

## **SECTION 8 - PRETREATMENT**

### ***FEDERAL CATEGORICAL PRETREATMENT STANDARDS***

No person shall discharge or cause to be discharged to any wastewater facilities, wastewaters containing substances in excess of the quantity prescribed by the applicable Federal Categorical Pretreatment Standard promulgated by EPA.

Upon application by, an Industrial user, the Sewer Commission shall adjust any limitation or substances specified in the applicable pretreatment standards to consider factors relating to such users that are fundamentally different from the factors considered by EP A and MWRA during the development of the pretreatment standard. Requests for and determinations of fundamentally different adjustments shall be in accordance with federal law.

### ***NATIONAL CATEGORICAL PRETREATMENT STANDARDS***

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471 are hereby incorporated.

- A.** Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Director or Superintendent may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6©.
- B.** When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the Director or Superintendent may impose an alternate limit using the combined waste stream formula in 40 CFR 403.6(e).
- C.** A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- D.** A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15.

## ***WESTWOOD'S RIGHT OF REVISION***

Westwood reserves the right to establish, by Rules and Regulation or in wastewater discharge permits, more stringent standards or requirements on discharges to the Westwood Sewer Facilities.

## ***DILUTION***

No user shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The Director or Superintendent may impose mass limitations on users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

## **SECTION 9 -INDUSTRIAL DISCHARGES**

### ***INFORMATION REQUIREMENTS***

All Industrial dischargers shall file with the MWRA and Director all wastewater information deemed necessary by the Director and/or Superintendent for determination of compliance with these Rules and Regulations, Westwood's MWRA permit conditions, and state and federal law. Such information shall be provided by completion of a questionnaire designed and supplied by the Director and by supplements thereto as necessary.

A person who owns, operates, or occupies properties designated as a Industrial discharger at more than one location shall submit separate information for each location as may be required by the Director.

The Director or Superintendent shall implement measures to ensure the confidentiality of information provided by a Industrial discharger pursuant to these Rules and Regulations. In no event shall the Director or Superintendent disclose any claimed confidential information to any person without prior written notice to the owner and without providing the owner with the opportunity to protect such confidential information, including the right to seek judicial relief.

See 10.024 Specific Discharge Limitations/ Local Limits as listed in the MWRA Sewer Use Regulations

## ***PROVISION FOR MONITORING***

When required by the Sewer Commission or the Director, the owner of any property serviced by a building sewer carrying Industrial wastewater discharges shall provide suitable access and necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurements of the wastewater. Such access shall be in a readily and safely accessible location and shall be provided in accordance with plans approved by the Director. The access shall be provided and maintained at the owner's expense to be safe and accessible at reasonable times.

The Director or Superintendent shall consider such factors as the volume and strength of discharge, rate of discharge, quantities of toxic materials in the discharge, wastewater treatment facility removal capabilities, and cost effectiveness in determining whether access and equipment for monitoring Industrial wastewater discharges shall be required.

When the Director or Superintendent determines access and equipment for monitoring or measuring Industrial wastewater discharges are not practicable, reliable, or cost effective, the Sewer Commission and or Director or Superintendent may specify alternative methods of determining the characteristics of the wastewater's discharge that will, in the their judgment, provide an accurate and equitable measurement.

## ***DETERMINATION OF WASTEWATER CHARACTERISTICS***

Measurements, tests, and analyses of the characteristics of wastewater to which reference is made in these Rules and Regulations, shall be determined in accordance with methods approved by the Sewer Commission, the Director or Superintendent and shall comply with state and federal law. Sampling locations, times, durations, and frequencies shall be determined on an individual basis subject to approval by the Director or Superintendent. The discharger shall have the option to use, at his own expense, more complete approved sampling methods, locations, times, durations, and frequencies than specified by the Director or Superintendent. Any additional results beyond those required are also to be reported to the Director or Superintendent. Measurements, tests and analyses of the characteristics of wastewater required by these Rules and Regulations or MWRA shall be performed by a qualified laboratory certified by the Commonwealth of Massachusetts to perform such tests.

If deemed necessary by the Sewer Commission or the Director of Public Works, monitoring of wastewater characteristics necessary for determining compliance with applicable pretreatment standards may be conducted quarterly, unless more frequent monitoring is required. More frequent monitoring will be required during initial start-up and operation of a new discharge or of a modified discharge. The monitoring shall be performed by a qualified laboratory certified by the Commonwealth of Massachusetts to perform such tests, contracted with and paid by the discharger. The monitoring results must be submitted quarterly in a timely manner after such tests are performed.

Monitoring of wastewater characteristics for any purpose other than determining compliance with pretreatment standards shall be conducted on a frequency

deemed necessary by the Director or Superintendent.

In determining the discharge characteristics, factors such as continuous, batch, or seasonal operation, as well as the information requirements of other provisions in these Rules and Regulations, shall be considered by the Sewer Commission and the Director or Superintendent. The Director or Superintendent may obtain wastewater samples as required to verify the consistency of discharge characteristics.

Costs of or fees for any given measurement, test, or analysis of wastewater required by these Rules and Regulations and costs of analyses performed by an independent laboratory at the option of the discharger shall be borne directly by the discharger. All costs for monitoring including but not limited to those for sampling and analysis, flow monitoring and professional engineering services (by an Engineer selected by the Town) shall be paid for by the discharger.

# APPENDIX A

## FEES

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### INTRODUCTION

The following rates for service charges and fees are subject to change without notice. In general, rate adjustments will be considered by the DPW on an annual basis. Current rates are available at the DPW office during regular business hours.

Permit fees, inspections and testing fees may be reduced or waived for certain eligible public buildings.

Within the billing rates a unit is defined as 100 cubic feet (748 gallons) of water and/or sewage.

## GENERAL SERVICE CHARGES AND FEES:

### *Permits:*

Permit to Open, Occupy, Use and obstruct a portion of a public way	\$ 75.00
(+\$2/ft for trench length in excess of 28 LF)	
Permit to open a trench	\$ 10.00

## SEWER SERVICE CHARGES AND FEES:

Drain layer application (required for work connecting to Town sewer)	\$ 100.00
Drain layer renewal	\$ 20.00

All service charge rates listed below are for work performed during regular business hours. For service performed after hours, on weekends or holidays, charges are doubled.

### *Inspections and Testing:*

Initial inspections (2 inspections included in the Application fee below)	\$ 300.00
Subsequent Inspections	\$ 50.00

### *Fines:*

Listing of fines are found in Section 8 of these Sewer System Rules and Regulations

### *Sewer Permits:*

#### **Connection Fee (Residences)**

Permit Application	\$ 300.00
Homes with up to 4 bedrooms	\$3,000.00
Additional bedrooms	\$ 800.00

#### **Connection Fee (Commercial-Institutional-School)**

Inspection/Application	\$ 600.00
Entrance	Based on 310CMR 15.203 with multiplier of \$7.00

#### **Connection Fee (Hotels/Motels)**

Inspection/Application	\$ 600.00
Entrance (per room)	\$ 800.00

# APPENDIX B

## PERMITS

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### INTRODUCTION

The following are permits required for work on the Sewer System in the Town of Westwood. All permits may not be applicable to your work.



## APPENDIX C

### CONSTRUCTION AND MATERIAL STANDARDS

The enclosed Town of Westwood Construction and Operating Practices are provided to outline the DPW's minimum criteria for construction of utilities and infrastructure within Town limits. **It is the duty of the property owner to verify and obtain all applicable permits.** All sewer construction projects shall follow these practices.

Proposed construction must be approved by the Town's authorized representatives, written permits must be obtained from appropriate agencies, and all permit fees paid before construction begins. Contractors working on Town roads, right of ways, private property and or Town owned utilities must have proof of insurance, including workman's compensation, The Town of Westwood D.P.W. shall also be named as additionally insured.

Final definitive plans shall conform in accordance with the latest edition of the rules and regulations of the Town of Westwood and these practices, and shall receive approval of the appropriate officials before improvements are made.

These practices were prepared with the intent of obtaining the highest quality of construction possible, consistent with accepted industry practices and specifications.

A minimum of 24 hours notice shall be given to the DPW prior to starting construction .

Emergency work will be approved by the Director or a designated representative.

The Contractor shall be responsible for preparation and submittal of three sets to the DPW within one (1) week after completion of construction. Record drawings shall be a full set of drawings showing all details of the construction along with a CD ROM. Record drawings shall be certified true and correct by a registered professional engineer.

The Town of Westwood standard construction details are attached at the end of this appendix. Please note that the details have been provided for reference and are prepared Not To Scale (N.T.S.).

Copies of the Operating Practices may be obtained from the DPW.

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## **WASTEWATER COLLECTION SYSTEM CONSTRUCTION AND MATERIAL STANDARDS**

The piping system shall meet the following minimum requirements and shall be subject to the approval of Westwood Department of Public Works (DPW):

- A.** All material shall be in accordance with the “Material Standards” attached hereto.
- B.** All material shall be new and shall be of the type currently used by the DPW.
- C.** All construction shall be in accordance with the “Commonwealth of Massachusetts, Department of Public Works – Standard Specifications for Highways and Bridges 1988”, the “American Water Works Association Standards” and in accordance with the current practice of the DPW.
- D.** All sewer mains and service pipe shall be laid in a trench separate from any other utility. The horizontal distance between sewer mains or service pipe and any other utility (gas, electric, telephone, etc.) shall be at a minimum no less than ten (10) feet from a surface water drain. DEP regulation #310 CMR 22.19 Distribution system requirements.

### ***SYSTEM CONNECTIONS:***

Connections to the existing sewer collection system must be approved by the DPW. Please refer to Appendix B for appropriate permit.

### ***CONTRACTOR RESPONSIBILITIES:***

The Contractor shall not operate any valves, curb stops or corporations, nor shall they add any wastewater to the system, without specific approval of the DPW.

### ***MANHOLES:***

All precast concrete sections shall conform to the ASTM “Tentative Specifications for Precast Reinforced Concrete Manhole Sections, “Designation C478 with the following exceptions and additional requirements: Cement: ASTM C150, Type II, otherwise as directed by Engineer. Joints between sections: Butyl rubber-based sealants. Manhole shall have a base and walls (risers and cones) of precast concrete, with tops accurately shaped by ring forms to suit riser sections. Brickwork will be used to adjust the elevation of the frame to the finished grade. Brickwork shall not exceed 12 inches in height. Formed invert channels of brickwork, conforming accurately to adjoining pipes size. Curve side inverts and lay out main inverts (where direction changes) in smooth curves of longest possible radius tangent to adjoining pipeline’s centerline. Frames and covers shall be cast-iron, as indicated or specified. Channels shall be at least the same depth as the pipe diameter and the shelf shall have a non-skid surface. The pipe shall either accept the “boot” connector or a properly sized rubber ring to seal the pipe to manhole connection in accordance with ASTM C 923 and ASTM C 1244. Fiberglass invert inserts shall be furnished to the precaster by Fiberliner 2000 New England, Inc. or equal. Construction materials shall be Portland Cement in accordance with ASTM C150, Type II, Hydrated Lime in accordance with ASTM C207, Type S, and fine aggregate sand for mortar, passing No. 8

Sieve. Brick shall comply with ASTM Standard Specification for "Sewer Brick (made from clay or shale)", Designation C32, for Grade SA, hard brick, except that the mean of five tests for absorption shall not exceed 8 percent by weight. Riser rings, as furnished by LeBaron Foundry, may be used in lieu of Brick. Frames and covers shall be Cast Iron minimum Class 25 conforming to ASTM A48. Machine contact surfaces to prevent rocking. **Frames shall have a 24" diameter clear opening. Covers shall have a diameter of 26"** and be sized to fit the frame. Frames shall be model number **LK110A (new model no. 211011)** and covers shall be model number **L26C2 (new model no. 211042)** as manufactured by East Jordan Iron Works Co. (formerly Lebaron Foundry) Covers for all structures shall have the word "SEWER" and "WESTWOOD" cast upon them. Capable of withstanding AASHTO H-20 loading unless otherwise indicated or specified. The manhole shall have plastic coated steel steps with the following minimum dimensions: step width 14 inches, distance from manhole wall 5 inches after installation, shall be equal to: PS2-PF-SL Manhole Steps made by M.A. Industries, Inc., Peachtree City, GA. The joints shall be the type using a butyl-rubber polymer gasket for sealing the joints. Gaskets for sealing joints shall be of petroleum resistant materials of a special composition having a texture to assure a watertight and permanent seal. Sealants shall be Butyl rubber-based per Type B, AASHTO M198, with no bitumen content.

### **PIPES:**

PVC Force Main - The force main shall be SDR 21 polyvinylchloride (PVC) pipe, pressure rated 200 psi with a factor of safety of 2.5 and having integral thickened wall bells. Pipe shall be made from clean, approved class 12454-B PVC compound conforming to ASTM resin specification D1784. Pipe shall bear National Sanitation Foundation approval. All pressure rated pipe shall meet with steel pipe size (ips) equivalent outside diameters in accordance with ASTM-D-2241. All pipe and fittings shall be marked with size, pressure rating, material, grade and initials of the manufacturer. The pipe shall be furnished in standard 20 foot lengths. Elastomeric gaskets for PVC pipe and fittings shall meet the requirements of ASTM D3139, capable of withstanding a pH of 9.5, and shall be petroleum resistant. The elastomeric gasket shall provide a tight seal that protects the line from shock and vibration, and compensates for expansion and contraction of pipe lengths. The elastomeric gasket shall not support the growth of bacteria. Lubricant used for joint assembly shall be non-toxic, shall not support the growth of bacteria and shall have no deteriorating effect on the gasket material.

PVC Gravity - The polyvinyl chloride pipe and fittings, including those required for stubs, shall conform to ASTM Standard Specifications for Type PSM PVC Sewer Pipe and Fittings, Designation ASTM D3034, latest revision, for sizes 4"-15" and ASTM F679, latest revision, for sizes 18"-27". The pipe shall have a maximum pipe diameter to wall thickness ratio (SDR) of 35. The pipe shall be tested by the flat plate deflection method at a minimum of 45 psi at 5 percent deflection in accordance with ASTM D 2412. Standard laying lengths shall be either 13 feet or 20 feet.

Insulated pipe shall be manufactured by Thermal Pipe Systems, Braintree, Massachusetts, Atlas Insulation, Ayer, Massachusetts or Insulated Piping Systems Inc., Canton, Massachusetts, or equal. Insulation shall be factory formed-in-place polyurethane foam insulation having nominal thickness of 3", with an in-place density of 2.5 pcf, and a "K" factor of 0.14 BTU/in./hr/deg./F/sq. ft. Straight joints between insulated pipe lengths, and the end section of non-insulated pipe shall be 20-gauge corrugated aluminum performed to be fastened with stainless steel screws and bands. Jackets shall have expansion joints at 25-foot intervals. Sections of jacket shall have 2-inch minimum at all seams. Under certain conditions either all or a portion of 2.1 PIPE may require special attention. Situations to be investigated include: 1) pressure over 150 psi 2) shock or water hammer 3) depth of cover

greater than 5 feet or less than 3 feet 4) unusual loads. Such special conditions must be indicated on drawings or specified at this point in the text.)

PE - Pipe for low pressure sewers shall be Driscoipe 1000 as manufactured by Phillips 66 or equal. Pipe shall be of a manufacturer who can demonstrate at least 5-years of experience in the manufacture of polyethylene pipe. The pipe shall be SDR-11 having a 160 psi pressure rating. Polyethylene pipe shall be extra-high molecular weight, high density thylene/hexane copolymer PE 3408 polyethylene resin meeting ASTM D3550 having a cell classification of PE345434C. Pipe shall be designed so that short term surge pressures of 2.5 times the specified pressure rating are allowed. The lengths of polyethylene pipe and fittings shall be joined by means of butt fusion or flanged connection as required to allow pipe make-up. Contractor shall engage trained personnel and utilize pipe manufacturer's recommended equipment and techniques to join lengths of pipe. The butt fusion method shall require the following steps to be performed.

Ductile iron pipe shall be that of a United States manufacturer and shall be equipped with push-on type, restrained joint, or mechanical joints, as required. All ductile iron pipe shall conform to ANSI A21.50 (1976) (AWWA C150) and ANSI A21.51 (AWWA C151). The ductile iron pipe shall be Class 52 and furnished in nominal 18-foot lengths, with Push-on or Mechanical Joints as manufactured by U.S. Pipe and Foundry Company, Griffin Pipe Co., Clow Corporation, Atlantic States Pipe Company, or equal with gaskets conforming to A WW A C 111 ANSI A21.11 "Rubber Gasket Joints". The ductile iron pipe shall be double cement lined inside and then asphalt seal coated on the outside and inside approximately 1 mil. thick. The cement lining shall conform to A WW A C 1 04 ANSI A21A.

### ***PIPE JOINTS:***

Joints for the polyvinyl chloride pipe shall be push-on bell and spigot joints using elastomeric ring gaskets. The gaskets shall be securely fixed into place in the bells so that they cannot be dislodged during joint assembly. The gaskets shall be of a composition and texture that is resistant to common ingredients of sewage and industrial wastes, as well as petroleum products (oil, gasoline, etc.) and groundwater, and which will endure permanently under the conditions of the proposed use. The joints shall conform to ASTM Standard Specifications for Joints for Drain and Sewer Plastic Pipes using Flexible Elastomeric Seals, Designation D3212.

### ***MECHANICAL JOINT RESTRAINT:***

Restraints for mechanical joints shall be Megalug as manufactured by Ebaa Iron Co., Uni-flanged Series 1400 Mechanical Joint Restraint or equal. Restraints for push-on joints shall be of the restrained gasket type as manufactured by the same ductile iron pipe company of the pipe for which they are used on. Restrained gaskets shall be equal to the Field Lok 350 gasket as manufactured by U.S. Pipe and Griffin Pipe. Provide watertight joint with adequate strength against pullout. Use only tapered thread taps.

### ***FITTINGS AND COUPLINGS:***

Fittings for PVC force main shall be PVC, manufactured in one piece of injection molded compound meeting ASTM D1784. Fittings shall be Class 200 and conform to requirements of SDR21. Fittings shall be designed to withstand a minimum of 630 psi quick burst pressure at 73 degrees Fahrenheit, in accordance with ASTM D1599. Bells shall be a gasketed joint conforming to ASTM D3139 with gaskets conforming to ASTM F477. Gasket material shall be equal to that specified for pipe. PVC fittings shall be restrained with ductile iron retainers equal to Series 6500 as manufactured by EBAA Iron, Inc., or equal. Retainers shall contain sufficient number of tie-bolts to restrain a minimum test pressure of 150 psi.

Fittings, couplings and adaptors for use with the low pressure sewer system shall be polypropylene body, UV -stabilized, true stab, insert-free, suitable for use on SDR 9 to SDR 17 pipe. Items shall be as supplied by Fife Industrial Pipe Co., Littleton, MA, or equal. Fittings, couplings and adaptors shall have a 200 psi working pressure ratings. Saddles for low pressure sewers shall be bolt-on premier units as supplied by Fife Industrial Pipe Co. They shall have polypropylene bodies, stainless steel fasteners stainless steel reinforced outlets.

Fittings shall be manufactured in the United States and shall be compact ductile iron Class 350 Mechanical Joint, conforming to ANSI Specification A21.53 (A W W A C 153), latest edition, for pipe sizes 16-inches and smaller, unless specifically stated otherwise. Fittings shall be of the same material and have the same lining and coating as the pipe specified above. Solid sleeves shall be ductile iron with 350 psi rating. Sleeves shall conform to ANSI/AWWA C 110.

Ductile iron coupling with SBR gaskets and fusion bonded epoxy coating. Coupling shall be suited for extended range of pipe materials and diameters. Coupling shall be XR501 as manufactured by Romac Industries or equal.

## ***SERVICE PIPING & CONNECTIONS***

Service connection shall be 6-inch polyvinyl chloride or PE pipe, and shall undergo materials and air testing. All Connections into sewers shall be by wyes and couplings manufactured for use with the same type of pipe. Service connections will terminate at locations determined by DPW, with well-blocked air-tight plugs for air testing. After air testing, the Contractor shall remove the end cap and connect to existing services with a flexible coupling. If an existing service does not exist, the end cap shall be marked with a permanent metal service connection marker. Service connections made using saddles and tapping sleeves shall be allowed only when authorized by the DPW (shall be Romac CB style). Check valves shall be Y-pattern commercial bronze valves. For grinder pump to low pressure sewer connections, the service connections shall be 1-1/4-inch polyethylene tubing. Check valves shall be Y-pattern commercial bronze valves. For service connections that have a vertical drop of 4'-0" or greater between the house sewer invert at the street and the main sewer invert shall be connected by a chimney drop sewer unless the depth of the mainline sewer crown is less than 12-feet from the ground surface. Installation of chimneys when the mainline crown is less than 12-feet deep will not be allowed without the prior review by the DPW. Construction of chimneys shall include (1) A ductile iron main sewer sanitary tee/wye angled at 45° to the side of the sewer and concrete encasement of the tee/wye, sewer and chimney of the sewer and tee only in concrete or 3/4-inch crushed stone; and (2) chimney connections that will prevent penetration of the spigot ends into the riser or fittings from vertically applied soil loads or installation loads.

## ***PRESSURE AND LEAKAGE TESTING:***

After completing installation and backfill of pvc gravity pipe, the Contractor shall conduct a visual inspection and a line acceptance test using low pressure air. Using pneumatic plugs

having a sealing length equal to or greater than the diameter of the pipe to be inspected. The pneumatic plugs shall resist internal test pressures without requiring external bracing or blocking. All air used shall pass through a single control panel. Three individual hoses shall be used for the following connections. From control panel to pneumatic plugs for inflation. From control panel to sealed line for introducing the low pressure air. From sealed line to control panel for continually monitoring the air pressure rise in the sealed line. All pneumatic plugs shall be seal tested before being used in the actual test installation. One length of pipe shall be laid on the ground and sealed at both ends with the pneumatic plugs to be checked. Air shall be introduced into the plugs to the manufacturer's recommended inflation pressure. The sealed pipe shall be pressurized to 5 psig. The plugs shall hold against this pressure without bracing and without movement of the plugs out of the pipe. After a manhole to manhole reach of pipe has been backfilled and cleaned, and the pneumatic plugs are checked by the above procedure, the plugs shall be placed in the line at each manhole and inflated to 25 psig. Low pressure air shall be introduced into this sealed line until the internal air pressure reaches 4 psig greater than the average back pressure of any groundwater that may be over the pipe. At least two minutes shall be allowed for the air pressure to stabilize. After the stabilization period (3.5 psig minimum pressure in the pipe), the air hose from the control panel to the air supply shall be disconnected. The portion off-line being tested shall be termed "Acceptable" if the time required in minutes for the pressure to decrease from 3.5 to 2.5 psig (greater than the average back pressure of any groundwater that may be over the pipe) is not less than the time shown for the given diameter in the following table

Pipe Diameter (inches)	Time (minutes)
4	2.0
6	3.0
8	4.0
10	5.0
12	5.5
15	7.5
18	8.5
21	10.0
24	11.5
<p><u>Note:</u> The above times are based on a 300-foot pipe run.</p>	

In areas where groundwater is known to exist, the Contractor shall install a 1/2-inch diameter capped pipe nipple, approximately 7-inches long, through the manhole wall adjacent to one of the sewer lines entering the manhole. This shall be done at the time the line is installed. Immediately prior to the performance of the Line Acceptance Test, the groundwater shall be determined by removing the pipe cap, blowing air through the pipe nipple into the ground so as to clear it, and then connecting a clear plastic tube to the nipple. The hose shall be held vertically and a measurement of the height in feet of water over the invert of the pipe shall be taken after the water has stopped rising in this plastic tube. The height in feet shall be divided by 2.3 to establish the pounds of pressure that will be added to all readings. (For example, if the height of water is 11-1/2 feet, then the added pressure will be 5 psig. This increases the 3.5 psig to 8.5 psig, and the 2.5 psig to 7.5 psig. The allowable drop of one pound and the timing remain the same). In no case shall the starting pressure exceed 9.0 psig.

<u>Pipe Diameter (inches)</u>	<u>Allowable Leakage per 1,000 ft or 50 joints (gallons/hour)</u>
4	.27
6	.41
8	.54
10	.68
12	.81

Should leakage exceed this rate, the Contractor shall immediately locate the leak or leaks and repair them at his expense. Pipe shall be accepted only when leakage does not exceed above standard. Acceptance does not absolve the Contractor from his responsibility if leaks develop later within the specified period of warranty.

Pressure and leakage tests will be made by the Contractor to determine that the sewer



main is structurally sound and free of excess leakage. Pipeline shall be subject to a hydrostatic test equal to the pipe design pressure or 1.5 times the apparent working pressure, whichever is appropriate. All equipment, materials and labor for testing shall be furnished by the Contractor.

Once the pipeline section has been filled at normal pressure and all entrapped air removed from the line, the Contractor shall raise the pressure by a special pressure pump taking water from a small tank of proper dimensions for satisfactorily measuring the rate of pumpage into the pipeline. Measured rate of water leakage shall not exceed the values given in the following equation:

$$L = \frac{12.25 SD}{133,200}$$

Where        L = Allowable Leakage, <DH  
                  S = Length of Pipe Tested, ft  
                  D = Nominal Pipe Diameter, in

Should leakage exceed this rate, the Contractor shall immediately locate the leak or leaks and repair them at his expense. Pipe shall be accepted only when leakage does not exceed above standard. Approval does not absolve the Contractor from his responsibility if leaks develop later within the specified period of warranty.

## **COMMON CONSTRUCTION AND MATERIAL STANDARDS**

### ***PAVING AND SURFACING:***

Asphalt replacement material conforms to Class I Bituminous Concrete, I-I, MHD – 460. Asphalt mixtures shall be within the composition limits for courses in accordance with MHD M3.11.03. Tack coat shall be RS-1 emulsion. Sub-grade material shall be new processed gravel conforming to MHD specification M1.03.1 “Processed Gravel for Sub-Base”> Lane Markings shall conform to MHD: M7.01.03 – White Thermoplastic Reflectorized Pavement Markings and M7.01.04 – Yellow Thermoplastic Reflectorized Pavement Markings.

### ***SURFACE PREPARATION:***

Pavement Subbase shall be placed under pavement and shall be a minimum of 12-inches thick after compaction. Subbase shall be evenly spread and thoroughly compacted. Add approved suitable material to bring to required grade as necessary before placing base course. The subbase shall be compacted to not less than 95 percent of the maximum dry density of the material as determined by ASTM D1557 Method C at optimum moisture content. All loose material shall be removed from the surface. Complete subbase preparation, including dynamic compaction, for full width before placing surfacing materials. Proof Roll the prepared subbase. Do not begin paving work until deficient subbase areas have been corrected and are ready to receive paving.

### ***SUB GRADE:***

Bituminous concrete base and wearing courses for Town streets shall be spread and compacted to a finished thickness of not less than 4-inches (2~1/2-inch binder course, 1-1/2-inch top course). A smooth even surface shall be produced. Complete subgrade preparation, including dynamic compaction, for full width before placing surface materials. Stabilize subgrades so that loaded construction vehicles do not cause rutting or displacement when depositing materials. Apply tack coat at a rate of 0.10 gallons per square yard over the binder course. Apply material to penetrate and seal, but not flood, surface. Cure and dry as long as necessary to attain penetration and evaporation of volatiles.

### ***RAISING AND ADJUSTING CASTINGS:***

Prior to top course paving, the Contractor shall raise all existing utility boxes, valve boxes, drainage castings, etc., to proper grade prior to paving. The Contractor shall replace all gate valve boxes, which are adjusted, with boxes meeting the municipality standards unless the Town agrees that the salvaged box is acceptable for reuse. Contractor shall notify all other utilities to obtain their requirements prior to permanent paving taking place.

The Contractor shall replace all pavement markings removed or covered-over in carrying out the work, and as directed by the Engineer, no sooner than 48 hours after completion of overlay pavement.

## ***CURB AND GUTTER REPLACEMENT:***

Where required, Contractor shall remove, stack and replace curbing. Contractor shall mark all pieces removed and transport them to a stockpile site for reuse in the project. Curbing broken, chipped or otherwise damaged by the Contractor shall be replaced at no expense to the Owner. Replace curb and gutter with same material to pre-construction lines and curb sections.

Removal and replacement of curbing shall be done in accordance with Sections 501 and 580, as applicable of the MHD Specifications for Highways and Bridges.

## ***BERMS AND WATERWAYS:***

Bituminous berms shall be replaced as required. Berms shall be machine laid and conform to the grade of the roadways. Construct curbs over compacted pavement surfaces. Apply a light tack coat unless pavement surface is still tacky and free from dust. Place curb materials to cross-section indicated, by machine or by hand in wood or metal forms. Tamp hand-placed materials and screen to smooth finish. Remove forms as soon as material has cooled. Berms shall be placed in accordance with MHD Specification 470.20.

# LIST OF CONSTRUCTION STANDARD DETAILS

## WASTEWATER

S-1	SEWER CONNECTION (GRAVITY)
S-2	SEWER CONNECTION (GRINDER)
S-3	ABOVE GRADE CLEAN OUT
S-4	SERVICE CONNECTION (SADDLE)
S-5	SERVICE CONNECTION (CHIMNEY)
S-6	TYPICAL SEWER MANHOLE
S-7	OUTSIDE DROP MANHOLE
S-8	INSIDE DROP MANHOLE
S-9	FORCEMAIN MANHOLE
S-10	FLEXIBLE BOOT CONNECTION
S-11	SERVICE CROSSING
S-12	PLUG FOR SANITARY SEWER
S-13	SEWER MANHOLE COVER
S-14	SEWER MANHOLE FRAME
S-15	BACKWATER VALVE ASSEMBLY

# APPENDIX D

## Licensed Drain layers

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### **GENERAL**

Licensure as a drain layer in the Town of Westwood is a privilege granted by the DPW. The purpose of licensing this activity is to protect the public health and welfare and provide adequate quality control for work that has potential of compromising the infrastructure of the Town.

A drain layers license and permit is necessary if one or more of the utilities governed above are to be installed, opened, altered or disturbed.

Application for a license shall be accepted between January 1 and March 15 of every year.

Upon application for a Drain Layer License, the Town will require the applicant to answer 10 questions presented in written format test. The applicant will write the answers on the sheet provided and return the test to the DPW/Sewer Division within 30 minutes. The question contents will be taken from these DPW/Sewer Division Rules, Regulations and Construction Standards.

Applicants that are renewing their Drain Layers License and have not allowed their license to expire are not required to take the test. Any updates or edits to this document will be presented to the renewal applicant at the time of renewal.

Following this period, the Town shall review and process all applications between March 15 and April 15.

All licenses expire one year from the date of issuance thereof and no licenses are transferable. The fee for each renewal thereof as listed in Appendix A "Fees" which shall be due and payable on or before the anniversary date of issue. Licensure is a privilege and may be revoked or suspended as described in the section on discipline and revocation.

Applicants for licenses are required to pay a filing fee as listed in Appendix A "Fees", payable to the Town of Westwood, all of which will be refunded to the applicant if the

application is rejected

Applications for licenses will be approved or disapproved within a period of thirty-one (31) calendar days after filing the application.

The Board may license Master Plumbers as Drain Layers who are personally engaged in making physical installation of sewer and drain connections, but only upon payment of a license fee listed in Appendix A "Fees". If acting in the capacity of a Contractor, all provisions of Section 1 shall apply to this category.

All licensees are required to give a full written report to the Board within twenty-four (24) hours in the event that prohibited substances are found in a sewer or house drain during the course of the work.

Notification of the completion of the work with certification that all conditions of this Sewer Ordinance have been complied with shall be filed in writing with the Board within seven (7) days after the completion of the work covered in each permit.

Any contractor who is licensed by the Commonwealth as a master plumber or journeyman plumber is exempt from these regulations, but will be regulated under a the 248 CMR, Fuel Gas and Plumbing Codes Policy.

## **REQUIREMENTS FOR LICENSURE**

To be licensed as a drain layer in the Town of Westwood, Massachusetts, the applicant must demonstrate experience and competence in the construction field, specifically with respect to the laying of pipe.

Application for licensure should be made to the DPW Director acting under the direction of the Board of Selectmen.

Acceptable experience shall be documented by providing 3 letters of reference from other communities in which the applicant is licensed. License to install disposal works shall be considered as valid experience.

Applicants for Drain Layers license shall be required to pass a written test. This requirement may be waived by the Director, if past experience so warrants.

The applicant must complete the application fully and acknowledge that he or she has reviewed the applicable regulations for the type of work planned. (E.g., Title 5 of the State Sanitary Code, Sewer Use Regulation and the Roadway Opening Permit Regulation.)

The applicant shall have at a minimum:

- Documentation of authorization to sign.
- Pertinent firm and operator information.
- Documentation of a valid state DPS Hoist Engineers License minimum Class Ia, Ib, 1c, 2a, 2b,
- Certificate of Casualty and Liability Insurance with \$500,000/\$1,000,000 limits and the Town of Westwood named as an additional insured.
- Applicants for licenses, after approval by the Board, shall file with the Board a certificate of Insurance in sums of \$1,000,000/3,000,000 to cover Public Liability and a Certificate of Insurance in the sum of \$ 1,000,000/\$3,000,000 covering Property Damage for each specific project. In addition, a Certificate of insurance covering Workmen's Compensation shall be filed, all of which shall remain in full force and effect for a period of at least one year from the date of license approval. Said Insurance shall indemnify the Board and the Town of Westwood against any and all claims, liability or action for damages, incurred in or in any way connected with the performance of the work by a Master Drain Layer, and for or by reason of any acts or omission of said Master Drain Layer in the performance of the work.
- Post a bond of \$5,000.00 to assure the satisfactory completion of work. The bond shall remain in effect for the duration of the license. The drain layer shall make good without cost to the property owner of the Town any defects in the work of parts of the work furnished or built by the drain layer and any damage due to faulty workmanship on the part of the drain layer or due to faulty or imperfect material or equipment furnished by drain layer, which defects or damage may appear within one year from the date of completion of the work. \$5,000 cash may be accepted in lieu of bond.
- Certificate of Workers Compensation Insurance, as applicable,
- Three business or financial references,
- Three or more municipal references for similar work as described above,
- Documentation of five years minimum experience in drainlaying, preferably for sanitary sewer drainlaying.
- License Application Fee – As listed in Appendix A “Fees”.

## **SCOPE OF APPLICABILITY**

A drain layers license is required for execution of any of the following work:

- Installation, connection and repair of public or private sanitary sewer lines, and extensions;
- Installation, repair and connection of storm water collection lines and appurtenances,
- Installation, connection and repair of private storm water collection systems to public storm water collection lines and appurtenances, and
- An individual licensed as a drain layer must be present at all times for any and all work being done under these regulations.

## **APPURTENANT PERMITS**

It is the responsibility of the drain layer holding a permit for the work to be certain all other licenses and permits associated or related to the work have been secured. Failure to secure said license or permit shall be grounds for revocation of license.

The following permits and requirements are frequently associated with drainlaying operations, the list is provided as an example and is not meant to be considered comprehensive.

- Permit to Open, Occupy, Use and obstruct a portion of a public way
- Permit to open a trench
- Connection Permit.
- Require responsibility to indemnify, repair and/or replace roadway, curbing, and private property from damage caused by heavy equipment or damage caused by failure of improperly installed utilities.
- Board of Health Disposal Works Permit (Title 5)
- Building Permit
- The Wetland Protection Act compliance.
- Valid permit from the Board of Health and Plumbing Inspector, as required.
- Compliance with all applicable laws, rules and regulations, including Dig Safe requirements.

## **DISCIPLINE AND REVOCATION**

Licensure as a drain layer in the Town of Westwood is a privilege granted by the Board of Selectmen. The purpose of licensing this activity is to protect the public health and welfare and provide adequate quality control for work that has the potential of compromising the infrastructure of the Town.

The licensed drain layer must follow the rules and regulations of the governing agencies, departments and entities. Failure to comply with the rules and regulations will be cause for disciplinary action by the Director. The action of the Director shall be determined by the severity of the infraction and shall be administered as stated in Section 5 "Violations and Penalties" of this document.



# APPLICATION FOR DRAINLAYER LICENSE

Name of company:

Address:

Phone:

Does hereby request a license to lay drains in the Town of Westwood, Massachusetts.  
The following information is submitted as requested:

Number of people of full-time employment in company:

Number of years company has been a legally registered business:

Listing and Description of Equipment:

References:

Name	employer	position	telephone

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In consideration of the granting of this licensure, the undersigned agrees:

- Have the indemnification form signed and notarized
- Attach a list of names, addresses and license numbers of all operators operating equipment under this license.
- The drain layer shall notify the Director in writing, if the operators working under this permit changes.

Signed:

Address:

Application approved and license granted:

Number:

Date:

Fee:

Signed:

---

Director of Public Works

- To accept and abide by the provisions of the Drain layers License Regulations and all other pertinent rules and regulations, that may be adopted in the future. All materials used in connection with this License will meet the requirements of the Director of Streets and Parks, the Westwood Road Opening Permit Regulations and the requirements of utility.
- To submit a comply of Certificate of Insurance naming the Town of Westwood as an also insured, in accordance with the provisions in the rules and regulations, with a one year minimum expiration date.
- To post a Performance Bond in accordance with the provisions in the Drain layers License Regulations, with a one year minimum expiration date.
- To notify the Director of any changes or additions to this application and cooperate at all times with the Director or his designee.
- To be held liable for all work done for a period of one year from the date of completion.
- License shall expire in conjunction with the expiration of the Certificate of Insurance and/or Performance Bond, or two years from the date of issue.

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**INDEMNIFICATION**

The contractor will indemnify and hold harmless the Town of Westwood and it's agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of work which is described or otherwise addressed in the attached permit provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the contractor, and or sub contractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

**CONTRACTOR**

The contractor's signature is to witnessed by a Notary Public who shall duly notarize this form

Date:

Signature:

Notary Public:

Print:

Notary Public:

# APPENDIX E

## Guidelines for Construction and Maintenance of Grease Traps

### CONTENTS

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### **Purpose**

The intent of this document is to supplement the *Town of Westwood Sewer Regulations (2010), Section 7 - PRETREATMENT* by providing clear instruction as to the design, construction, operation, and maintenance of grease traps within the Town of Westwood.

### **What Benefits do Grease Traps have for the Westwood Community?**

Grease traps lower the Town's sewage transportation costs by reducing the level of effort devoted to clearing grease blockages and removing grease from the sewer system. Over the long-term, transport and treatment costs at MWRA facilities will be reduced, decreasing the MWRA assessment to the Town.

## Definitions

Department - The Town of Westwood's Department of Public Works

Director - The Director of the Department of Public Works, or the Superintendent of Sewers, acting on the Director's behalf.

Grease - collectively, grease, oils, wax and fats.

Grease Trap - a general term referring to both interior and exterior grease traps.

Exterior Grease Trap - an underground vault used to effect the separation of grease from other restaurant wastewater effluent. The system passively separates grease from the wastewater by gravity.

Interior Grease Trap - a device used to effect the separation of grease from other restaurant wastewater effluent that generally is suited for installation within a building. These systems are available in either passive form or as automated, electro-mechanical devices. Interior passive grease interceptors do not provide compliance with these guidelines.

Invert – the lowest point of the internal cross-section of a pipe.

Restaurant - any commercial or institutional facility discharging kitchen or food preparation wastewaters including restaurants, motels, hotels, cafeterias, hospitals, schools, clubs, bars, food and meat packing and processing establishments, supermarkets, bakeries, etc. and any other facility which, in the Director's opinion would require a grease interceptor installation by virtue of its operation.

## Compliance with these Guidelines

Through the Town's permit to discharge into the MWRA's metropolitan system, any service that may be required by law to have a grease trap or grease interceptor is required to do so as stated in **360 CMR 10.017 "Grease Traps and Grease Interceptors"**

Grease Traps are required for "...kitchen flows at restaurants, nursing homes, schools, hospitals and other facilities from which grease can be expected to be discharged." As stated in **310 CMR 15.230 "Pretreatment Units – Grease Traps"**

Grease traps are not required for individual dwelling units or private residences at this time.

All new restaurants and commercial . food handling, packaging, and preparation facilities are required to comply with these Guidelines prior to commencing business.

Restaurants in operation prior to the development of these Guidelines dated \_\_\_\_\_ will be considered "grandfathered" into the sewer system . . . Grandfathered restaurants are required to comply with the Guidelines according to the *Grandfathered Restaurant Implementation Schedule*, below. The Department encourages grandfathered restaurants to comply voluntarily with the Guidelines sooner than the required deadlines.

<b>Grandfathered Restaurant Implementation Schedule</b>	
<b>Type of Facility</b>	<b>Last Date to Comply</b>
Phase 1 Restaurants	November 15, 2014
Phase 2 Restaurants	November 15, 2016
Phase 3 Restaurants	November 15, 2017

Phase 1 includes restaurants with an average annual water usage greater than 10,000 gallons per day.

Phase 2 includes restaurants with an average annual water usage between 5,000 and 10,000 gallons per day.

Phase 3 consists of all other facilities not included in Phase 1 or 2.

Average annual water usage is defined as the average daily flow over the last four billing periods. This value can be determined by taking the last four billing periods, converting the volume to gallons (7.5 gallons per cubic foot) and dividing by the number of days in the period (typically 365).

Any restaurant, which is in compliance with these Guidelines, that undergoes changes in ownership, seating capacity, business volume, or significant changes in menu will be required to reassess their grease trap. These types of changes in a restaurant can affect the amount of grease generated at the facility and disposed in wastewater. Therefore the grease trap may need to be upgraded to handle changes in flow and wastewater characteristics. Therefore, any modification of the facility as defined by these guidelines will require a re-certification of the grease trap. Restaurants are required to comply with the Guidelines prior to making changes in seating capacity, but may take up to 6 months to comply after changes in ownership or menu. If changes triggering reassessment are not immediately reported to the Department, the 6-month grace period will be revoked.

Failure to comply with these Guidelines shall be considered to be violation of the *Town of Westwood Department of Public Works, Sewer Division Sewer System Rules and Regulations and Construction Standards* and consequently will be subject to the applicable penalties described therein. Except as otherwise noted, the duty to comply with the provisions of these Guidelines shall be upon the owner(s) and operator(s) of a facility, jointly and severally.



## Limitations on Grease Discharges, Design Standards

Discharges into the sewer system shall not exceed the limits specified in **360 CMR 10.023: "Specific Prohibitions" section (10)(a)** for fats, wax, oil and grease. Owners and operators of facilities covered by these guidelines are encouraged to operate and maintain their grease trap(s) as prescribed by manufacturer's recommendations and using Best Management Practices (BMPs), such as source reduction and recycling. Failure to adequately maintain grease traps will result in costs, fees, fines, surcharges, and Town reimbursements to mitigate non-compliance for the owner/operator.

BMPs for grease traps include the appropriate sizing, installation, operation, and maintenance procedures as specified in:

**310 CMR 15.230 "Pretreatment Units – Grease Traps"**

**248 CMR 10.00 "Uniform State Plumbing Code"**

**10.09 "Interceptors, Separators and Holding Tanks"**

## Methods for Liquid Grease Source Reduction

Several options are available to help reduce the need for and cost of grease management. These generally fall into three categories: rerouting, reuse and reduction.

Rerouting of grease takes place in the kitchen. Kitchen staff must take care to scrape dishes and utensils substantially free of foodstuffs before pre-rinsing and washing them, so that this material will end up being disposed of as solid waste (via dumpster or curbside trash service) rather than in the sewer. One ton of solid waste costs approximately \$100 to dispose whereas the cost to process and dispose of one ton of sludge from wastewater is in excess of \$500 per ton. Pots, pans, sinks and countertops can also benefit from a "dry cleanup" with scrapers, squeegees or paper towels prior to cleaning with water.

Reuse of grease can be facilitated by contacting one of the rendering companies serving the Westwood area. Grease can be collected from both cooking units and grease traps. These companies can provide an inexpensive, safe, and legal means for the disposal of grease materials.

Reduction of grease can occur in several areas of the facility. First the substitution of cooking methods and materials can substantially reduce the levels of grease in the prepared food and in the wastes generated during cooking. Using grease sparingly in food preparation will also reduce the amount of grease being discharged to the grease interceptor. Second the reduction of grease through biological breakdown can take place in the grease trap. This requires the careful selection and application of additives, which are discussed in the next section septage hauler. The septage hauler will be required to completely remove the contents of the trap and will haul the contents away for proper disposal. The septage hauler must have a current Septage Discharge Permit issued by the MWRA.

If, after pumping, the effective volume of the tank is less than 90% due to grease buildup on the walls and floor, a more thorough cleaning (i.e. pressure washing) is required to bring the tank back to 100% capacity. Material dislodged during thorough cleaning operation must be removed from the tank before refilling with clean water. Refilling the tank with water from the grease trap hauler's vacuuming truck is prohibited.

Interior grease traps must be inspected at a minimum of once per day. As interior grease traps run automatically, the inspection must verify the operation of the device and ensure that it is operating as designed. Records of these inspections are required and are described below.

Interior grease traps must be cleaned out when any of the following occurs:

- 1 month has passed since the last cleaning
- the thickness of the lower sludge layer reaches 2 inches
- any grease accumulation is present

Cleaning of an interior grease trap includes pumping out all the grease, settled solids and free liquids in the tank, washing down, and refilling the device with clean water.

If, after pumping, the effective volume of the device is less than 90% due to grease buildup on the walls and floor, a more thorough cleaning (i.e. pressure washing) is required to bring the tank back to 100% capacity. Material dislodged during thorough cleaning operation must be removed from the device before refilling with clean water.

## Sampling

Periodic sampling and analysis, or self-monitoring, shall be required by the Department to establish compliance with these guidelines. Representative samples for compliance will be taken at the fma1 effluent point from the grease trap before discharge into the municipal sewer system. A DEP Certified Laboratory must complete the analysis. Fats, Oils, and Grease (FOG) sample analysis shall be completed using the prescribed EP A laboratory method. All costs associated with sampling, analysis and reporting will be born by the owner/operator. Copies of the analysis shall be provided to the Department.

## Record Keeping

All records concerning grease trap maintenance and inspection must be kept by the establishment as per the requirements of **310 CMR 15.351 "System Pumping and Routine Maintenance"**

In addition to the required record keeping as stated above, the Town requires that all records be current for at least the past five years. These records must be made available to the Town upon request.

In addition to providing documentation of inspection and maintenance efforts, keeping thorough records of inspection and maintenance activities can be beneficial to the establishment's operations. Trends in grease production can be used to plan when

pump-outs or cleanings will need to be made. Drastic changes in the amount of grease removed from grease traps can signal problems with the system or a change in staff cleaning or food preparation habits.

Exterior grease traps require that the owner/operator keep records in the form of an inspection and maintenance logbook. For every inspection conducted, the logbook shall indicate the date of inspection, thickness of grease layer, thickness of sludge layer, general observations of system integrity, and the inspector's name and signature. For every pump-out conducted, the logbook shall indicate the date, the name of the pumper company, and the volume pumped. The log book shall also contain system design information, a list of all sources that flow into the grease trap, notes about any repairs or adjustments made to the grease trap, and notes about any significant changes in menu or kitchen operations. In addition to the logbook, receipts of pump-outs, any components or additives purchased for the grease trap, and results of any sampling shall be kept. A sample log form is provided in Appendix B.

Interior grease traps, whether passive or automated, require that the owner/operator keep separate records for each device in a separate inspection and maintenance logbook. For every inspection conducted, the logbook shall indicate the date of inspection, volume of grease present, volume of grease removed during inspection, general observations of system integrity, and the inspector's name and signature. For every removal of grease from the establishment, the logbook shall indicate the date, the name of the pumper or reclamation company, and the volume of grease removed. The log book shall also contain system design information, a list of all sources that flow into the grease interceptor, notes about any repairs or adjustments made to the grease interceptor, and notes about any significant changes in menu or kitchen operations. In addition to the logbook, receipts of grease removal, any components or additives purchased for the grease interceptor, and results of any sampling shall be kept. A sample log form is provided in this appendix section.

## Use of Additives

There are many commercial additives available that claim to eliminate grease from grease traps. Biological products, which add living bacteria to the grease trap to decompose the grease, can be beneficial. The Department will consider permits for the use of these products on a case-by-case basis. **Other products that operate by chemical emulsification or another similar process that allows grease to be transferred to downstream municipally owned sewers are expressly prohibited for use, as they lead to blockages and will increase sewer system operation and maintenance costs.** These types of products typically contain enzymes, solvents, surfactants or emulsifiers and are not allowed for use in Westwood.

All establishments proposing to use a biological grease treatment product must obtain written permission from the Department. Establishments must submit product literature, Material Safety Data Sheets, and a written plan for the amount and frequency of product dosing. After a one-year trial period, establishments may apply to the Department for a reduction of inspection and cleaning frequency. Use of additives in lieu of a properly sized grease trap is unacceptable.

Use of additives is restricted to exterior grease traps only. Additives are prohibited from interior grease interceptors. At no time shall the contents of grease traps be aerated, stirred, agitated or otherwise mixed. Decisions as to the acceptability of various additives for specific or general sites will be made at the sole discretion of the Department.

## Inspection and Cleaning

It is recommended that establishments have the same person perform inspections and supervise cleanouts. That person will then be better able to notice discrepancies or unusual circumstances.

Exterior grease traps must be inspected at a minimum of once per month as required in **310 CMR 15.351 “System Pumping and Routine Maintenance”**. The Town recommends inspection of the grease traps once per week. Records of these inspections are required and are described below.

Exterior grease traps must be cleaned out when any of the following occurs:

- 3 months has passed since the last cleaning
- the thickness of the grease layer reaches 25% of the effective depth of the trap

Cleaning of exterior grease traps includes pumping out all the grease, settled solids and free liquids in the tank, washing down, and refilling the tank with clean water. The contents of the tank must be removed and disposed of by a licensed septage hauler

## Enforcement

The goal of the Westwood DPW is to prevent grease from entering the sewer system and promote the costs for oil and grease discharges onto the actual users. In support of this goal, the Department will enforce the Guidelines with warnings, fines, and discontinuation of service, as necessary. In extreme circumstances, failure to comply with these Guidelines may result in revocation of food service permits by the Board of Health and/or civil litigation.

The following are some examples of violations, which may result in Town enforcement:

### Paperwork violations:

- Failure to report a significant change in menu or kitchen operations
- Failure to produce (upon request) a current logbook
- Failure to document operation and maintenance

### Operational violations:

- Failure to pump out or clean a grease trap at the prescribed frequency
- Illegal modification of a grease trap
- Bypass of a grease trap – Willful discharge of grease into the sewer system

The following are examples of enforcement actions, which may be taken by the Town in response to violations:

### Paperwork violations:

- First offense: Notice of Violation
- Each subsequent offense: Minimum \$100 fine

### Operational violations:

- First offense: Notice of Violations and/or minimum \$250 fine and/or reimbursement of Town expenses
- Each subsequent offense: minimum \$500 fine, plus reimbursement of Town expenses

(Town expenses include staff time, sampling and analysis costs, equipment usage and/or contractor costs to clear any blockages resulting from physical violations).

Repeated violation may warrant additional and escalating enforcement actions.

The Department may require the addition of other treatment processes or units to a grease trap if grease removal standards are not achieved. Such additions include the use of an interior grease trap in-line with an external grease trap, and an effluent filter at the exterior grease trap discharge. The Department may also require periodic self-monitoring to prove consistent compliance with these guidelines.



**APPENDIX F**  
**360 CMR 10.000 MWRA Sewer Use**

**APPENDIX G**  
**310 CMR 15.000 Title 5**



**APPENDIX H**  
**40 CFR Part 403**  
**General Pretreatment Regulations**