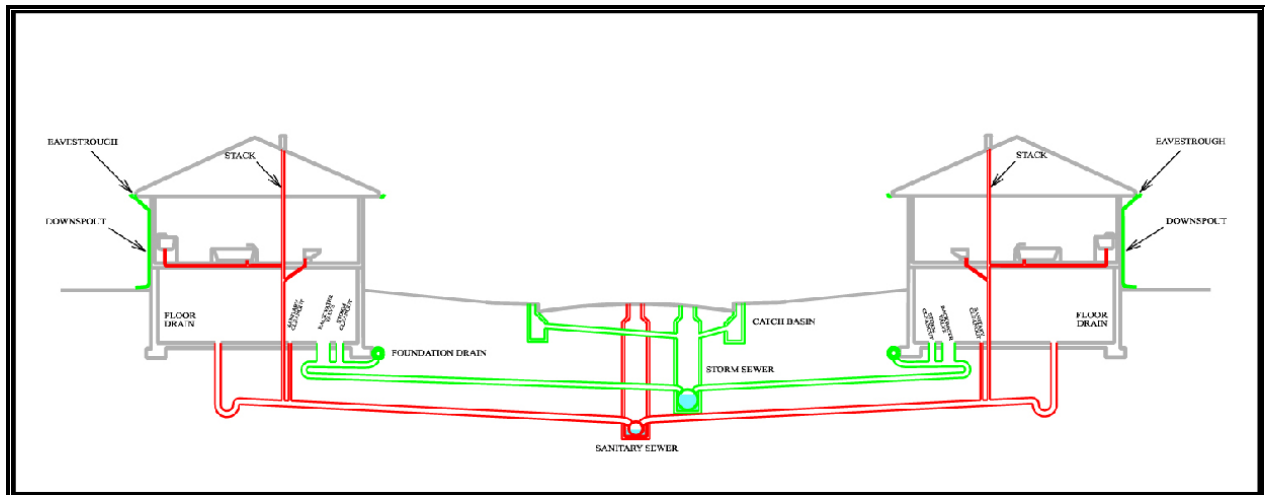


# Guidelines for the Sanitary Sewer Evaluation Survey (SSES) Report

## - PLAN A -



## 2<sup>nd</sup> Cycle Report

Due November 12, 2012



# Report Cover Letter Requirements - Sample

## SSES PLAN A 2nd CYCLE REPORT

PSO-00108

1st, 2nd, etc. Submittal

Date: \_\_\_\_\_

Facility name /address:

SUNSET ROYAL APARTMENTS

7399 SW 119 Avenue

Miami, Florida 33173

Engineering Co. name/ address:

John Smith Engineering, Inc.

2022 SW 122 Avenue Miami, Fl. 33174

Ph: (305) 230-2240

email: js@jseng.com

Service Contractor Company Name

1200 NE 96 ST

North Miami, Fl. 33124 Contact Name:

Emergency-Phone Number: Email:

Prepared By:

---

name & title

---

signature

seal of the Florida Professional  
Engineer signing the manual

**WATER & WASTEWATER ENGINEERING SECTION**  
**Guidelines for the Second Cycle SSES Submittals (PLAN A)**

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# Report Cover Letter Requirements - Sample

SSES PLAN A 2nd CYCLE .....

PSO-00108

## SUNSET ROYAL APARTMENTS

7399 SW 119 Avenue  
Miami, Florida 33173

## John Smith Engineering, Inc.

2022 SW 122 Avenue  
Miami, Fl. 33174  
Ph: (305) 230-2240  
email: js@jseng.com

## Service Contractor Company Name

1200 NE 96 ST  
North Miami, Fl. 33124

Contact Name:  
Emergency-Phone Number:  
Email:

June 10, 2009

Prepared By:

---

name & title

---

signature

seal of the Florida Professional Engineer  
signing the manual



**GENERAL COMMENTS PLAN A**  
**Sanitary Sewer Evaluation Survey (SSES)**  
**2nd Cycle Report Due November 12, 2012**

**Purpose of the SSES**

The sanitary sewer evaluation survey is intended to locate and correct excessive infiltration and inflow (I/I) into the sewer lines in Miami-Dade County. Excessive I/I flow cause sewer overflows leading to public health threats. This survey is one of several actions required by Chapter 24 of the Miami-Dade County Code to prevent these problems.

**County Code Requirement for SSES:**

Section 24-42.2 (1) (a) of the Miami-Dade County Code provides that:

*“Each publicly or privately-owned or operated sanitary sewer collection system shall be evaluated in order to identify and reduce infiltration and inflow into the sanitary sewer collection system. The person responsible for the sewer system’s operation shall implement a sewer system evaluation survey (SSES) and, if required, a rehabilitation program, incorporating the provisions and requirements set forth in the U.S. EPA’s Sewer System Infrastructure Analysis and Rehabilitation Handbook”*

The deadline for the completion of this survey, as set by the Miami-Dade County Code, requires that it be completed and submitted on or before **November 12, 2012**.

**Note:**

From the experience gained during the first SSES cycle, it is highly recommended that you start scheduling with your contractor or consultant of choice, the work required under the SSES, as early as possible. Contact DERM - PSO program if you need a copy of the list of contractors and consultants from the first cycle.

**Description of SSES: Due November 12, 2012**

There are two types of facilities. The type of facility depends on the quantity of gravity pipe and the existence of a Pump Station. Facilities with a Pump Station and less than 1000 feet of gravity pipe may use the abbreviated survey described below as **Plan A**. Facilities with equal or greater than 1000 feet of qualifying pipe, with or without a private sanitary pump station, will be required to complete a different survey under Plan B. If you are unsure which category your facility falls into, please contact:

**DERM – PSO Program Coordinator**

Phone Number: (305) 372-6600

Fax: (305) 372-6410

E-mail Address: [aguero@miamidade.gov](mailto:aguero@miamidade.gov)  
[pablo.asencio@miamidade.gov](mailto:pablo.asencio@miamidade.gov)  
[elsa.cabrejo@miamidade.gov](mailto:elsa.cabrejo@miamidade.gov)

for Oscar Aguirre, Eng.3  
for Pablo Asencio, Eng.1  
for Elsa Cabrejo, Eng.1



## *Guidelines for the Sanitary Sewer Evaluation Survey (SSES) 2<sup>nd</sup> Cycle Report - PLAN A*

These guidelines are supplied as an aide guide for the preparation of the SSES for your facility and it does not include all the possible requirements according to the specific SSES system. Since each system is different, the guidelines are rather general in nature. An SSES sample report is available. The guidelines are designed to be used with the sample SSES report provided. They reflect the same criteria used in the evaluation forms that are used by DERM to review SSES report submittals for acceptance. Failure to meet these guidelines will result in the report being disapproved.

### **SYSTEM TYPE**

- Systems that have a private pump station and a gravity collection system with less than 1000 feet of pipe, six inches or larger in nominal diameter, will follow **PLAN A**. These systems will normally only need to submit a single report following the report guidelines for small collection system PLAN A.

### **Exempt Facilities**

All Properties/Facilities with sanitary sewer collection systems built after November 12, 2007 will be granted a grandfather exemption from submitting the SSES for the **Second Cycle only**, which ends on November 12, 2012. Proof of Inspection and testing must be provided. Be advised that said exempt properties/facilities will have to submit the next **third cycle** SSES report, which runs from November 12, 2012, through November 12, 2022, and thereafter. DERM will send reminders of the SSES requirements for the third cycle to all facilities when appropriate.

Contact DERM –Water and Wastewater - Engineering Section if you have any questions about exemptions.

Please also note that you are required to notify DERM at least **three (3) working days in advance** of the day of any **smoke testing**, in order for DERM's personnel to be present to monitor each test, if desired. Submit test notification via email to [pso@miamidade.gov](mailto:pso@miamidade.gov) or call DERM-PSO Program at (305) 372-6600 or via fax at (305) 372-6410. **The Department reserves the right to request a change of the test date and time as per the Department's discretion.**

**FAILURE TO PROVIDE THIS ADVANCE NOTIFICATION OF THE TESTING MAY RESULT IN NON-ACCEPTANCE OF THE TESTS, REQUIRING THAT THEY BE REPEATED. YOU MAY ALSO NOTIFIED DERM VIA E-MAIL AT PSO@MIAMIDADE.GOV**

## ***Report Guidelines for a Small Collection System - PLAN A***

According to our records, your facility / property does have a private pump station and a gravity collection system with less than 1000 feet of pipe, six inches or larger in nominal diameter. Therefore you must follow these guidelines.

### **1.0 Facility Name and Location**

- Provide facility/property name and street address.
- Provide PSO #

### **2.0 System Description**

- Provide a description of the system. Include characteristics of the pump station and the collection system.
- Provide information about the components of the system and provide dimensions of piping.

### **3.0 Evaluation Survey Information**

- Provide detail information about the survey of the facility's Sanitary Sewer Collection System.
- Indicate the exact dates of the survey.
- Provide name of the company that conducted the Survey and names of persons doing specific parts of the work.
- Indicate if any repairs were completed.
- If repairs were completed, provide exact date for re-testing of the system. Final approval will not be provided until all problems are repaired and retested.

### **4.0 Visual Inspection of System**

- Provide results of the visual inspection.
- Indicate the exact date of the inspection and name of person and company name conducting inspection.
- Note conditions at each MH on DERM Manhole Visual Inspection Form. See Form attached.
- If the Sanitary Sewer Collection System does not have MH, a visual inspection of the clean-outs must be included. Report their status in a table, if appropriate.

### **5.0 Smoke Test**

- **The local fire Marshall / Department shall be notified before starting smoke tests.**
- Provide date of testing.

- Describe method and equipment used for testing.
- Give results found in testing.
- Note weather or other conditions that may have affected testing.
- Note whether or not testing was monitored by DERM.
- Note in the report if smoke passes thru all parts of the system. Smoke shall pass through entire system, between all manholes, and through laterals into building systems, as indicated by smoke from roof vent stacks. Surcharged conditions blocking smoke flow will be cause for disapproval.
- Smoke shall be introduced into system in as many places as necessary to force smoke through all parts of system.
- All problems discovered by smoke testing shall be corrected and retested.
- DERM shall be notified within one week of any interconnection between sanitary and storm sewers located by the smoke testing. These problems shall be corrected within 30 days of their discovery.
- Be advised that you are required to notify DERM at least three working days for all smoke testing, in case that DERM elect to send an observer to monitor the test.

## **6.0 System Repairs**

- All problems located in the inspection and smoke testing shall be corrected.
- Describe the actions and methods employed in correcting problems discovered in the system.
- Provide date when repairs were completed.
- Provide information on who completed the repairs.

## **7.0 Re-testing**

- Provide date of re-testing.
- Describe method and equipment used for re-testing.
- Give results found in re-testing. Note weather or other conditions, which may have affected re-testing.
- Note whether or not re-testing was monitored by DERM.
- DERM shall be given three days advance notice of all testing. If problems were found only on a part of the system, only those parts need to be retested.

## **8.0 Updated Sanitary Collection System Drawing**

- Identify any modifications to the system. Mark/Show new or existing items not identified in previous drawing.
- You must provide a drawing of the system. Refer to the Guidelines of the submittal of drawings.
- Identified (MH #) each manhole. Submit the Manhole Visual Inspection Form.
- Refer to the “*Guidelines for the Submittal of Drawings*” at the end of this package.

## **9.0 SSES Final Results.**

- Confirm if the system now meets required standards.



# ***SSES Report Sample for a Small Collection System – Plan A***

This sample is supplied, as a guide to meet the requirements for providing an SSES report for your property/facility.

**This sample reflects the level of thoroughness and clarity expected in the submittals. The sample should be reviewed carefully by whoever prepares the SSES for your facility.**

## **1.0 Facility Name and Location**

Address-Acme Tool and Widgeit 5522 SE Miami Drive Miami, FL. 33333

## **2.0 System Description:**

This system includes a wet well type pump station, with two, five-horsepower submersible pumps, a run of four-inch force main, and a gravity collection system. The gravity collection system has 680 feet of 8-inch gravity main, with three manholes. There are five cleanouts on the laterals to this main.

<b>Pipe Length (Ft)</b>	<b>Pipe Diameter (in)</b>	<b>Material</b>
200	8	CLAY
480	8	CIP
85	4	PVC

## **3.0 Evaluation Survey Information:**

Underground Investigations Engineers, Inc conducted the sanitary sewer evaluation survey for this facility on May 14-19, 2009. Repair work was done on the system on May 22, 2009. The system was re-tested on May 29, 2009.

## **4.0 Visual Inspection of System:**

Mr. W. E. Coyote of U.I.E, carried out the visual inspection of the system on May 14, 2009. The manhole number one, about twenty feet west of the pump station, was in satisfactory condition. There was normal flow through the manhole, and physical condition was satisfactory. The invert of the manhole was 9.2 feet below grade.

Inspection of the manhole number two showed that there was an uncapped opening leading to the south. This opening is allowing infiltration of groundwater into the manhole. Flow through the manhole is normal. The physical condition of the manhole and cover is satisfactory. The invert elevation of the manhole is 6.7 feet.

Manhole number three was found to be in satisfactory condition. This is the terminal manhole for this system. There is no flow through this manhole. Invert elevation of the number three manhole is 4.1 feet below grade.

See Manhole Visual Inspection Form attached.

Visual examination of the rest of the system found five cleanouts in laterals leading to the main. All of these laterals were properly capped.

## 5.0 Smoke Test:

The gravity collection system was smoke tested on May 19, 2009. DERM was notified of the test on May 14, but elected not to attend. A 10,000 cubic foot smoke charge was set off in the wet well of the pump station and an Acme model AIR-100 blower was used to force the smoke into the system. Smoke was observed coming from the ground near the southeast corner of building C. After investigation, it was found that there was a previously unknown clean-out at this location. No other problems were located during the smoke testing. Smoke was observed coming out of all roof vents (sewer stacks) during smoke test.

## 6.0 System Repairs:

The unsealed opening in manhole number two was cemented closed. A new cover and lid were installed on the incomplete clean-out. Repairs were completed by Sewer Specialist Inc. on May 22, 2009.

## 7.0 Re-testing:

A second smoke testing was carried out on May 29, 2009, was following the same procedures as the first test. DERM was notified on May 25 and sent an inspector to monitor the test. No problems were discovered as a result of the second smoke test.

## 8.0 Updated Sanitary Sewer Collection System Drawing:

Insert / Attach Sewer Collection System Drawing. For sample see Drawing "Plan A" at the end of this package.

## 9.0 SSES/ Final Results:

The results of the survey showed that the facility is in compliance with the regulations under chapter 24 of the Miami-Dade Code.

Signed

---

Mr. W. E. Coyote  
President, Underground Investigations Engineers, Inc.

### **Note:**

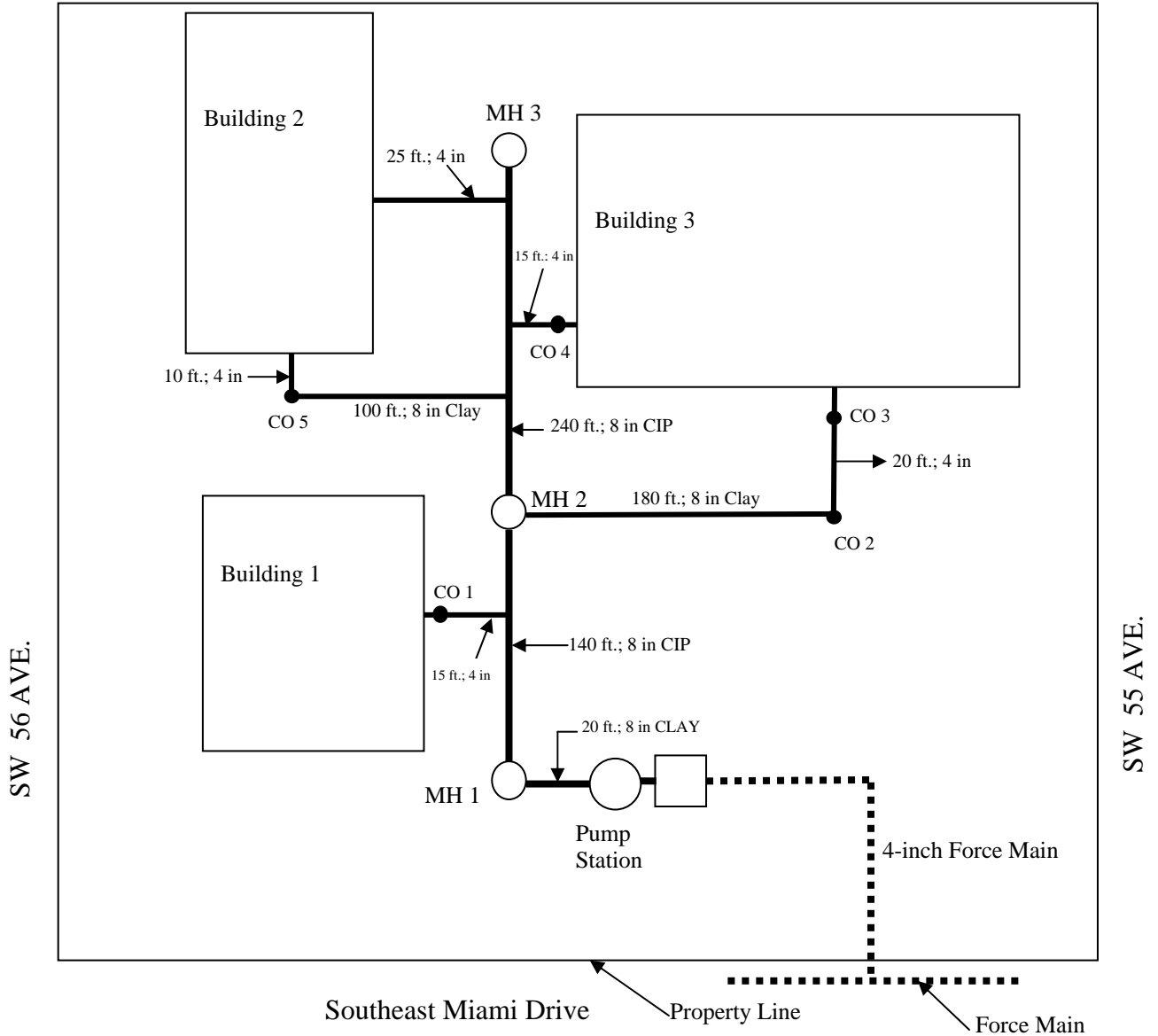
This sample SSES is correct only for the imaginary facility that it describes. Since your facility is different, Your SSES Will be Different. Please be reminded that you are required to notify DERM at least three working days in advance of all smoke testing, in order that DERM may monitor these tests, if desired. **Failure to provide this advance notification of the tests may result in non-acceptance of the tests, requiring that they be repeated.**

Sample Drawing Plan A

PSO-108  
Acme Tool & Widgeit  
5522 Southeast Miami Drive  
Miami, FL. 33333



NOT TO SCALE



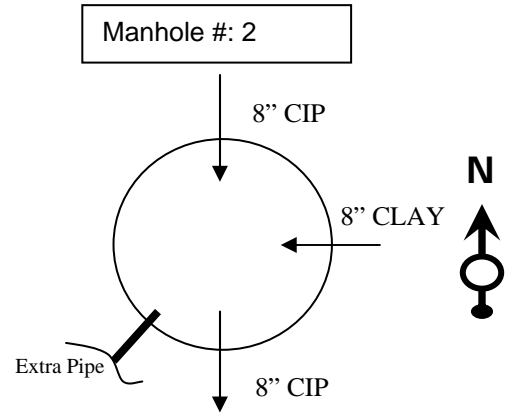
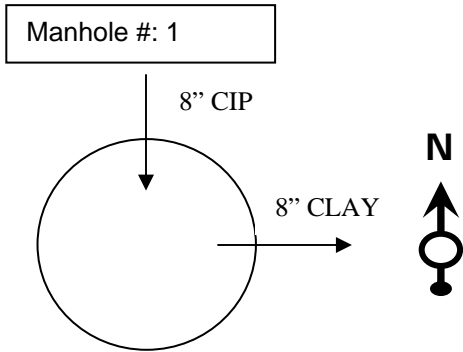
Title Block with Consultant or Contractor Name, Address, Phone, Issued Date, and Dwg(s)/Sheet(s) No.

**Manhole Visual Inspection Form**

**SAMPLE**

**PSO- 108**

- Make copies of this form as required or necessary for your SSES report.
- Use arrows to show all mains (lines) connected to MH and flow direction. See sample on the back of this form.
- Indicate pipe of material (if possible), and pipe sizes. Cross check this form information with the system (SSCS) site plan submitted and the O & M Manual in permittee records. A copy of this form shall be submitted with the SSES-Site Plan.



Surcharged: NO                      WW Flow: YES  
 Infiltration: NO                      MH Inserts: NO  
 MH Cover Damaged: NO              Grease: NO

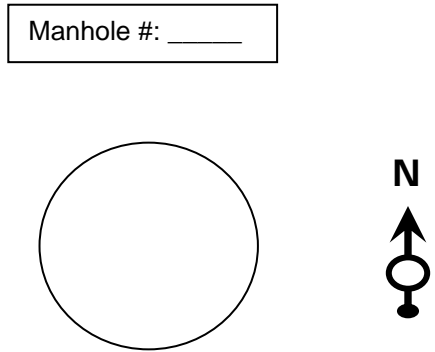
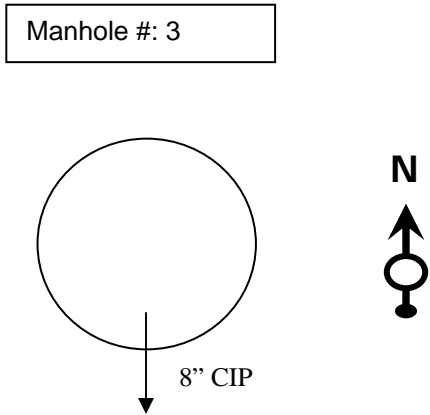
**Comments:**

Normal Flow  
Physical Condition OK

Surcharged: NO                      WW Flow: YES  
 Infiltration: YES                      MH Inserts: NO  
 MH Cover Damaged: NO              Grease: NO

**Comments:**

Extra Pipe is source of infiltration  
Physical Condition OK  
Normal Flow



Surcharged: NO                      WW Flow: NO  
 Infiltration: NO                      MH Inserts: NO  
 MH Cover Damaged: NO              Grease: NO

**Comments:**

Physical Condition OK  
Terminal Manhole- No flow at the moment

Surcharged: \_\_\_\_\_                      WW Flow: \_\_\_\_\_  
 Infiltration: \_\_\_\_\_                      MH Inserts: \_\_\_\_\_  
 MH Cover Damaged: \_\_\_\_\_              Grease: \_\_\_\_\_

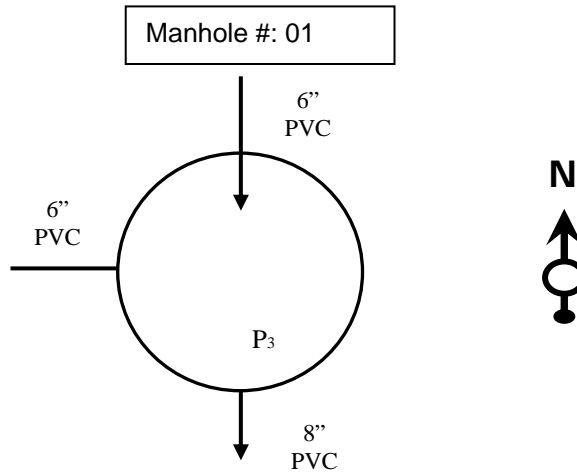
**Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completed by (print name): Mr. W. E. Coyote

Date: 5/14/2009

# SAMPLE DIAGRAM



<b>Surcharged:</b> No	<b>WW Flow:</b> Yes
<b>Infiltration:</b> Yes	<b>MH Inserts:</b> Yes
<b>MH Cover Damaged:</b> No	<b>Grease:</b> No

**Comments:**

Normal sanitary Flow observed. No stains on walls from surcharging. Good Condition.

## **NOTE:**

When completing the Manhole Inspection Form, please follow the "**Guidelines for the Manhole Visual Inspection**" in this package.

# Guidelines for the Manhole Visual Inspection

## **General Observations:**

### **Manhole Inspection:**

- Open manhole. Note if there is an insert and if there are holes in the cover.
- Check for surcharge and grease buildup.
- Note on Manhole diagram the openings into and out of the manhole.
- Check if manhole is noted on the sanitary sewer drawing submitted.
- If manhole is surcharged, determine level below rim of manhole and extent of surcharge, if possible.

### **New Installation:**

- Mark new piping and/or manholes on system diagram.
- Advise permittee that the Operations and Maintenance (O&M) manual, previously submitted to DERM, must be updated accordingly.

### **Surcharged Condition:**

- If surcharged condition found, determine extent of surcharge in system and initiate corrective actions.
- If the final manhole in the system leading to public utility is surcharged, determine, if possible, if utility system is surcharged also.
- If system has a pump station, determine if surcharge exists in pump station wet well. If this is the case, determine if condition is caused by pump failure, incorrect control settings, or any other cause.
- Notify DERM at (305) 372-6600, if surcharge conditions exist in the public sanitary sewer lines (utility mains).

### **Clean-outs:**

- If collection system does not have sanitary sewer manholes, but Clean-outs, then provide general observations regarding status at the time of the inspection. Indicate if damaged or missing and/or type of corrective actions taken or to be taken.



## ***PRIVATE SANITARY SEWER SYSTEMS Guidelines for the Submittal of Drawings***

In order to assure that the drawings submitted to this Department contain the required information, please read carefully the following guidelines:

- *The drawings accepted are Construction, As-Built or Survey Drawings, showing the property boundaries and adjacent main streets. Also, it must show the building footprints and the location, length and diameter of all underground sanitary sewer pipes, outside of the building structures, including the laterals, manholes and clean-outs.*
- *Also accepted are Certified Microfilm Copies, if they exist, of the Sanitary Sewer Layout within the subject property, from the corresponding Building and Zoning Department, and/or Plumbing Department files. The drawing must show the property boundaries and adjacent main streets, the location, length and diameter of all underground sanitary sewer pipes, outside of the building structures, including the laterals. Contact your Building Department for more information on how to obtain such copies.*
- *The Drawing may be submitted in an 8 - 1/2" X 11" paper sheet or larger.*
- *The scale of the drawing must be proportional and readable.*

If none of these documents are currently available, you may employ the services of a competent professional in the field to collect and provide the required information.

The information requested is necessary in order to determine to what extent your property has to comply with the requirements of the ordinance. If you fail to submit such information, the SSES report will be considered INCOMPLETE and be subject to enforcement actions by DERM.

**ELECTRONIC SUBMITTALS THAT MEET THE ABOVE GUIDELINES ARE ALSO ACCEPTED.**

**If you have additional questions, contact DERM - PSO Program (305) 372-6600**

## SSES Plan A - Report Check List

Item Number	Description	Check if Completed
1.0	Facility Name and Location	
2.0	System Description	
3.0	Evaluation Survey Information	
4.0	Visual Inspection of System	
5.0	Smoke Test	
6.0	System Repairs	
7.0	Re-testing	
8.0	Updated Sanitary Collection System Drawing	
9.0	SSES Final Results.	

Enter N/A if Not-Applicable