

**SOP for
Sewer Lateral Inspection
and Certification in
The Town of Santa Claus**

This SOP pertains to the forms issued, as well as tracking and file keeping procedure for the Sewer Lateral Inspection and Certification per Chapter 10.16 of the Santa Claus Municipal Code. The process shall proceed as follows:

1. Certification Form for Sewer Lateral Inspection and Maintenance: to be completed by the owner. The Superintendent or Wastewater Chief Operator will complete the shaded area "For Town Use Only", regarding video review.
2. Inspection Report: To be completed by the contractor listing their findings, if any. The contractor will fill out the drawing box mapping the location of the laterals and the connections.
3. Inspection and Repair Report: To be completed by the contractor.
4. DVD: A DVD will be submitted by the contractor to the Supt./WWCO for review. The DVD will show video on the condition of the lines.
5. All above items will be returned to the utility.
6. Certificate of Compliance: If it is determined there no problems, a Certificate of Compliance will be issued. If it is determined there is a problem within the inspection, the owner will have such repairs made within 30 days. The contractor will then submit a new set of plans to the Supt./WWCO for review. If it is decided that all repairs were done to the Supt./WWCO satisfaction, a Certificate Of Compliance will be issued to the owner which is effective for 10 years, thereafter.

COMPLETED FILE

Completed paper work will be scanned to the computer for quick reference. The hard copy paperwork will be put in a file labeled **Sewer Lateral Inspection File** and put in the file cabinet in the front office. File order is by Subdivision and Lot number.

The following packet contains, and asks for specific information regarding the inspection of your sewer lateral. **It is imperative that you fill out all information, or delays in processing will occur. If information is missing, the packet will be returned to you.**

Reason for inspection (Check One):

- Home Sale
- Building Permit
- Sewer back-up
- Town Notification

Are You? (Check one)

- Owner
- Realtor
- Bank

NOTICE

In accordance with Chapter 10.16 of the Santa Claus Municipal Code, mandatory closed-circuit television or other approved inspections of sewer laterals.

This form must be signed and submitted to the Wastewater Department located at 15165 North SR 245 Santa Claus 47579. Questions about any aspect of the inspection can be answered by calling 812.544.3329.

Current Owner(s)			
Property Address:			
Mailing Address (if different from above):			
Street			
City:	State:	ZIP:	
Home Phone #	Work #	Cell #	
Signature(s) of Owners	Date:		
Full Name(s) Please Print			
<input type="checkbox"/> WAIVER of INSPECTION REQUIREMENT: Under penalty of Perjury, I hereby certify that the sewer lateral inspection on the above mentioned property has been completed within the last ten (10) years in accordance with Santa Claus Municipal Code Chapter 10.16, Section 10.16.018 and certification is attached.			
Signature of Property Owner or Authorized Agent:		Date:	
Property Address:			
Buyer(s)'s Current Address:			
Mailing Address:			
City:	State:	ZIP:	
Home Phone #	Work Phone #	Cell #	
As buyer of the above mentioned property, I certify that I have knowledge of the requirements for sewer lateral inspection and maintenance found in Chapter 10.16 of the Santa Claus Municipal Code.			
Signature(s) of Owners:		Date:	
Company Conducting Video Survey:			
Individual Conducting Video:			
Address:	Phone #		
City:	State:	ZIP:	
Contractor License Number:			
As contractor for the above mentioned property, I certify that I have read the requirements for sewer lateral inspections and maintenance found in Chapter 10.16 of the Santa Claus Municipal Code. I certify that the information and video-recording I have provided is true and correct. I acknowledge that I am qualified to conduct the closed circuit television video-recording.			
Contractor Signature:		Date:	

FOR TOWN USE ONLY

Date Received: _____ Reviewed by: _____

- A review of the tape revealed that a replacement or repairs to the sewer lateral are not necessary.
- A review of the tape revealed that a repair is needed to the sewer lateral :

- A review of the tape revealed that the sewer lateral needs to be replaced.

Reviewed by: _____ Date of Review: _____

INSPECTION REPORT

CODES

B = Broken
C = Crack
F = Fracture
I = Infiltration
OR = Out of Round

O = Offset
S = Sag
R = Roots: 25% 50% 75%
CP = Change in Pipe Material

CODE	DISTANCE	OBSERVATION

Draw Sewer Laterals and Connections (to be completed by contractor):

Include building with identifying dimensions as well as referenced to curb or edge of pavement and side property lines when possible. If inspecting a long lateral, note spacing of clean outs. While videoing is taking place, some means of footage measurement is required. This can be accomplished automatically through the camera, or it can be accomplished through the use of a tracer wire and metal detector.
Taping speed must be such that there is no trouble in identifying pipe defects and the film footage is uninterrupted.

INSPECTION and REPAIR REPORT

Use: Residential Ind/Comm Condo/Apt

Date: _____ Time: _____ Total Length: _____

Pipe Size: _____ in. Pipe Material: _____

- Clean out
- There is a grinder/ejector pump on this property
- Private sewer lateral crosses neighboring private property
- Private sewer lateral connects to Town main in public right of way
- There is more than one structure at this address served by private lateral
- Property has working back water valve
- Property needs back water valve
- Property has been verified as having no outside surface drains or sump pump connected to the waste water collection system

Notes:

All lateral repair methods, and materials will be in accordance with current specifications in the Sewer Use Ordinance.

Following repair/replacement, the lateral must again be inspected and verified as compliant.

**SPECIFICATIONS for
PRIVATE LATERAL REPAIR
In the TOWN OF SANTA CLAUS**

ALL REPAIRS MUST BE INSPECTED PRIOR TO COVERING ANY WORK

The following materials and techniques will be used when doing repairs resulting from a failed inspection.

- Schedule 40 pipe and fittings
- If no existing cleanout -2 way clean out w/in 30" of structure, then per 100'
- "Fernco" (or equal) rubber boot coupling
- #11 or #8 gravel shall be placed around tap, repair areas, and any place where the pipe leaves bottom of trench
- Minimum fall on pipe shall be 1/4" per foot.
- Taps into manholes will be grouted inside and out around lateral. NOTE: if the owner or plumber is not Confined Space Certified, the inside grout will be applied by the utility at the usual labor rate.

Approved Plumbers

Huntingburg Machine Works (MUST BE PUT ON THUMB DRIVE)
309 Main Street
Huntingburg, IN
812.683.3531

Mehringers Plumbing HVAC
402 McCrillus
Jasper, IN
812.482.4425

Messmer Mechanical
402 3rd St
Jasper, IN.
812.482.6766

Bettag Plumbing and Heating
915 Main St.
Ferdinand, IN. 47532
812-367-1561

Precision Mechanical
3788 Boundary Way
Tell City IN 47586
812-547-4911