



# PRIVATE SANITARY SEWERS OPERATING (PSO) PERMIT PROGRAM

Department of Regulatory and Economic Resources  
Division of Environmental Resources Management  
Water & Wastewater Division  
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## SERVICE / MAINTENANCE AGREEMENT RER-DERM MINIMUM REQUIREMENTS

1. A service/maintenance agreement between the PSO permittee and the contractor company to provide the service to the private wastewater collection /transmission system (WCTS) is required. A copy of the service/maintenance agreement shall be provided to RER-DERM for approval.
2. All new private WCTS that require a PSO permit shall submit a completed service/maintenance agreement at the time of the sewer extension(SE) permit certification of completion.
3. As required by the RER-DERM PSO permit, the pump station (s) shall be continuously monitored and inspected no less than quarterly, by a duly licensed professional in the relevant fields or trades, for the purpose of performing preventative maintenance (including removing floating and deposited solids in wet well), and repairs to avoid system failure(s) that could cause service interruptions or sanitary sewer overflows.
4. When equipment malfunctions and/or physical deficiencies are identified that can cause a sanitary sewer overflow, the permittee shall take appropriate actions and perform repairs immediately to prevent a sanitary sewer overflow. Such actions may include, but are not limited to, installing a temporary emergency generator, providing temporary pump(s), and replacing broken or defective parts.
5. Pump out of the wet well shall not be a substitute for the requirement of installing temporary pump(s). The emergency pump(s) shall stay in operation until the regular pump(s) (repaired or new pumps) are placed in operation as per the pump station requirements.
6. The collection system shall be inspected no less than quarterly, by a duly licensed professional in the relevant fields or trades, for the purpose of identifying any collection system deficiencies that could lead to surcharge condition, overflows, and service interruptions. If a collection system deficiency causes a sewer overflow condition, the permittee shall address the cause(s) of the overflow providing the required repairs including, but not limited to, providing emergency temporary by-pass pump(s) and pump out service within 24 hours from the date and time that the overflow condition is identified. The emergency temporary by-pass pump(s) shall stay in operation until the overflow sources are remediated and the collection system is operating in normal conditions.
7. Sanitary Sewer Collection and Transmission System deficiencies and/or Code violations shall be addressed by the permittee in accordance with the timeframes(s) stipulated in the Notice(s) issued by the Department.
8. All pump station(s) shall be continuously monitored using the remote monitoring system (RTU) as applicable.

9. When applying to modify/update the PSO permit information a copy of the service/maintenance agreement shall be included for review and approval.
10. If a service contractor is changed, the permittee/owner is responsible to notify RER-DERM within fifteen (15) days from the date the changes are effective and to submit a copy of the new service/maintenance agreement.
11. If the service/maintenance contractor main business office is located outside of Miami-Dade County, supporting documentation shall be submitted with the service/maintenance agreement that they have the capabilities to respond to a wastewater overflow within a 24-hour time frame.
12. The following five (5) items **must** be included in the service/maintenance agreement.
  - The PSO permit #, the pump station(s) #, permittee/owner name, and facility address.
  - The collection and transmission wastewater system will be inspected/serviced no less than quarterly in a year.
  - Any wastewater overflow(s) will be addressed by the service/maintenance contractor within 24 hours from the date and time that the overflow condition(s) is identified.
  - Indicate if the service/maintenance contractor will report the pumps ET readings monthly before the 14<sup>th</sup> day of the following reporting month.
  - In the event that a sanitary sewer pump out service is required the sanitary sewage shall be recovered by an RER-DERM permitted liquid waste hauler and disposed of at a RER-DERM permitted facility. Copies of the liquid waste hauler manifest and DERM liquid waste hauler permit shall be available upon request.
13. The service/maintenance agreement shall be signed and dated by the permittee/owner or authorized representative. Include name, title, phone number and email address for contact information.
14. Exhibit A lists the Minimum Preventative Maintenance Schedule to be included in the service/maintenance agreement. Additional services/maintenance work of a more demanding frequency than the minimum requirements in Exhibit A could be included in the service/maintenance agreement, as per the contractor's proposal and the permittee's determination. Refer to Exhibit A at the end of this document.

## EXHIBIT A

### Minimum Preventive Maintenance Schedule

Equipment	Service/Maintenance Activity	Frequency
Pump motor	Lubricate bearings	s/a
	Check running amperes	a or a/n
	Measure insulation resistance	b/a
Drive belt	Check	m or min. quarterly
Drive Belt	Replace	a or a/n
Pumps	Check bearings	quarterly or a/n
	Lubricate bearings	a or a/n
	Check packing	quarterly or a/n
	Replace packing	quarterly or a/n
	Check outflow pressure	quarterly or a/n
Gate Valve	Lubricate	a
Check Valve	Exercise	a
	Check	quarterly
Control Panel	Check for tripped breakers & test alarm	quarterly or a/n
	Check for corrosion	quarterly
	Tighten connections	m or min. quarterly
Bubbler system	Replace pump diaphragm or cylinder	a
	Replace flexible air tubing	b/a
Floats	Clean	a/n
Locks	Lubricate	s/a & a/n
Hatch cover	Check	m or min. quarterly
Electrical	Check indicator and alarm lamps	m or min. quarterly
RPZ Check Valve	Test for proper operation	m or min. quarterly
Pump Station Surrounding area	Check, clean and maintain as required	m or min. quarterly
RTU	As per RTU manufacturer requirements	as per mfr. Specs.
	In working condition-wireless connection	m
PSO Emergency Contact Sign	Replace damaged sign or replace phone number	quarterly or a/n

### Schedule Key

a	annually
a/n	as needed or minimum quarterly
b/a	biannually
m	monthly
s/a	semi-annually

Note: Some equipment components may require a service/maintenance frequency according to the inspection frequency specified by the contractor, e.g., monthly, or minimum quarterly inspections.