

Private Sanitary Sewers Operating Permit (PSO) Service / Maintenance Agreement Minimum Requirements

Miami-Dade County Department of Regulatory and Economic Resources
Division of Environmental Resources Management (DERM)

Note: Requirements for sanitary sewer **pump stations** do not apply to DERM PSO permits with **only** Collection Systems.

- 1) A service/maintenance agreement between the PSO permittee/property owner and the contracted company servicing the private wastewater collection/transmission system (**WCTS**) is required. A copy of the executed service/maintenance agreement shall be provided to RER-DERM for approval.
- 2) All new private WCTS requiring a PSO permit, shall submit a completed service/ maintenance agreement with the sewer extension (SE) permit certification of completion.
- 3) 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). System failures could cause service interruptions or sanitary sewer overflows (SSOs).
- 4) When equipment malfunctions and/or physical deficiencies with the potential to cause an SSO are identified, the permittee shall take appropriate actions and perform repairs immediately to prevent an SSO. 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) Pumping out a 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 repaired or new pump(s) are placed into operation.
- 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 surcharged conditions, overflows, and service interruptions. If a collection system deficiency causes an SSO condition, the permittee shall address the cause(s) of the overflow and implement the required repairs including, but not limited to, providing emergency temporary by-pass pump(s) and/or pump out services within **4** hours from the date and time that the sanitary sewer 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 compliance with permit conditions.
- 7) Wastewater 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) Submittals for the modification or update of PSO permit information shall include a copy of the service/ maintenance agreement for review and approval.
- 9) The permittee/property owner is responsible for notifying RER-DERM of changes to the Service Contractor within fifteen (15) days from the date the changes are effective and to submit a copy of the new executed service/maintenance agreement.
- 10) If the service/maintenance contractor's main business office is located outside of Miami-Dade

County, documentation substantiating the contractor's ability to respond to a wastewater overflow within a 4-hour time frame shall be submitted with the service/maintenance agreement.

- 11) The service/maintenance agreement, at a minimum, must address or contain the following five (5) items.
 1. DERM PSO permit information as follows: permit #; pump station #(s); permittee/property owner name, title, and phone number; email address; and the permitted facility address.
 2. Wastewater collection and transmission system(s) shall be inspected/serviced no less than quarterly (4 inspections per year).
 3. Sanitary sewer overflow(s) shall be addressed by the service/maintenance contractor within 4 hours from the date and time that the overflow condition(s) is identified.
 4. A statement that the service/maintenance contractor, or any other authorized individual, will report the pump's ET readings monthly before the 14th day of the following reporting month.
 5. All sanitary sewer pump out services shall be performed by an RER-DERM permitted liquid waste hauler and disposed of at a RER-DERM permitted facility. The contracted licensed hauler and their DERM LW hauler permit number shall be provided. Copies of the liquid waste hauler manifests and DERM liquid waste hauler permit shall be available upon request.
- 12) The service/maintenance agreement shall be signed and dated by the permittee/property owner or authorized representative.
- 13) 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 can be included in the service/maintenance agreement, as per the contractor's proposal, the permittee's determination, and/or the manufacturer's specifications. Refer to Exhibit A at the end of this document.

Remote Telemetry Unit (RTU)

- 14) All pump station(s) shall be continuously monitored using a remote monitoring system (RTU) or equivalent system meeting the requirements of Chapter 24-42.2(5)(MDC).
- 15) The following 2 (two) items **must** be included in the service/maintenance agreement.
 - a. Name of the agency/entity that installed the RTU.
 - b. Name of the agency/entity that maintains the RTU.
- 16) Provide a statement that the service/maintenance contractor will receive and respond to any and all RTU alarm notifications.

Example:

"Let it be noted that "company name here", will receive and respond to ANY and ALL RTU ALARM Notifications for the facility/property under this Service Maintenance Agreement."

EXHIBIT A

Minimum Preventive Maintenance Schedule

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

Note: Some equipment components may require a greater service/maintenance frequency based on contractor inspection findings, e.g., monthly or minimum quarterly inspections.

