

**SECTION V
CONDITIONS OF SERVICE
WASTEWATER DEPARTMENT**

SECTION V – CONDITIONS OF SERVICE-WASTEWATER DEPARTMENT

- 5.1 Definitions
- 5.2 Wastewater Use Regulations and Wastewater Service Charge System
- 5.3 Control by the Utilities Administration
- 5.4 Connection and Compliance
- 5.5 Private Wastewater Disposal
- 5.6 Building Collection Line and Connections
- 5.7 Use of Public Services
 - 5.7.1 thru 5.7.6 Restrictions on Types of Discharges
 - 5.7.7 Pretreatment and Flow-Equalizing Facilities
 - 5.7.8 Grease, Oil and Sand Interceptors
 - 5.7.9 thru 5.7.17 Industrial Wastes-Restrictions and Requirements
- 5.8 Camper Drops
- 5.9 Determination of Wastewater Service Charges
 - 5.9.9 Debt Service Charge
- 5.11 Administration
- 5.12 Damaging Wastewater Facilities
- 5.13 Powers and Authority of Inspectors
- 5.14 Penalties
- 5.15 Wastewater Main Access Charge
- 5.16 Wastewater Main Assessment
- 5.17 Severability and Validity
- 5.18 Wastewater Televising
- 5.19 Opting out of AMI (Smart Meter)
 - 5.2.1 Wastewater Service Hookup

5.1 DEFINITIONS:

Unless the context specifically indicates otherwise, the meaning of terms used in this policy shall have the meanings hereinafter designated:

Act - The Federal Water Pollution Control Act also referred to as the Clean Water Act, as amended, 33. U.S.C. 1251, et Seq.

Administration - Those fixed costs attributable to administration of the wastewater treatment works i.e., billing and associated bookkeeping and accounting cost and/or Administration - the utilities administration or a deputy, agent or representative thereof.

ASTM - American Society of Testing Materials.

Authority - Sauk Centre Public Utilities Commission.

Biochemical Oxygen Demand or BOD5 - the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees Centigrade in terms of milligrams per liter (mg/l).

Building Drain - the part of the lowest horizontal piping of a drainage system which receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building wastewater service line, beginning (2) feet outside the building wall.

Building Wastewater Service Line - the extension from the building drain to the public wastewater collection system, also referred to as a house connection or service connection.

City - the area within the corporate boundaries of the City of Sauk Centre as presently established or as amended by ordinance or other legal actions at a future time.

Chemical Oxygen Demand (COD) - the quantity of oxygen utilized in the chemical oxidation of organic matter as determined by standard laboratory procedures, and as expressed in terms of milligrams per liter (mg/l).

Commercial Wastewater - domestic wastewater emanating from a place of business as distinct from industrial wastewater.

Compatible Pollutant - Biochemical oxygen demand, suspended solids, pH, and fecal coliform bacterial, plus additional pollutants identified in the NPDES/SDS Permit of the treatment facilities are designed to treat such pollutants to a degree which complies with effluent concentration limits imposed by the permit.

Control Manhole - a structure specially constructed for measuring flow and sampling of wastes.

Debt Service Charge - a charge levied on users of the wastewater treatment facilities for the cost of repaying money bonded to construct said facilities.

Easement - an acquired legal right for the specific use of land owned by others.

Equivalent Residential Unit (ERU) - a unit of wastewater volume as defined in the Wastewater Service Charge System at a strength not greater than 200 mg/l of BOD5 and 200 mg/l of Total suspended solids.

Extra Strength Waste - wastewater having BOD and/or TSS greater than domestic waste as defined in Section 5.1.33 below and not otherwise classified as an incompatible waste.

Fecal Coliform - any number of organisms common to the intestinal tract of man and animals whose presence in wastewater is an indicator of pollution.

Floatable Oil - oil, fat, or grease in a physical state, such that it will separate by gravity from wastewater.

Garbage - animal and vegetable waste resulting from the handling, preparation, cooking and serving of food.

Governmental User - users which are units, agencies or instrumentalities of federal, state, or local government discharging Normal Domestic Strength wastewater.

Incompatible Pollutant - any pollutant that is not defined as a compatible pollutant (Section 5.1.10).

Incompatible Waste - waste that either singly or by interaction with other wastes interferes with any waste treatment process, constitutes a hazard to humans or animals, creates a public nuisance or creates any hazard in the receiving waters of the wastewater treatment works.

Industry - any nongovernmental or nonresidential user of a publicly owned treatment works which is identified in the Standard Industrial Classification Manual, latest edition, which is categorized in Divisions A, B, D, E and I.

Industrial Users or Industries are

A) Entities that discharge into a publicly owned wastewater treatment works, liquid wastes resulting from the processes employed in industrial or manufacturing processes, or from the development of any natural resources. These are identified in the Standard Industrial Classification Manual, 1972, Office of Management and Budget, as amended and supplemental under one of the following divisions:

Division A. Agriculture, Forestry and Fishing

Division B. Mining

Division D. Manufacturing

Division E. Transportation, Communications, Electric, Gas, and Sanitary Sewers

Division I. Services

For this definition, domestic waste shall be considered to have the following characteristics:

BOD5	Less than 200 mg/l
Suspended Solids	Less than 200 mg/l
Phosphorous	Less than 10 mg/l

B) Any nongovernmental user of publicly owned treatment works which discharges wastewater to the treatment works which contains toxic pollutants or poisonous solids, liquids, or gases in sufficient quantity either singly or by interaction with other wastes, to contaminate the sludge of any municipal systems, or to injure or to interfere with any wastewater treatment process, or which constitutes a hazard to humans or animals, creates a public nuisance, or creates any hazard in or has an adverse effect on the waters receiving any discharge from the treatment works.

Industrial Waste - gaseous, liquid, and solid wastes resulting from industrial or manufacturing processes, trade or business, or from the development, recovery, and processing of natural resources, as distinct from residential or domestic strength wastes.

Industrial Wastewater - the liquid processing wastes from an industrial manufacturing process, trade, or business including but not limited to all Standard Industrial Classification Manual Divisions A, B, D, E and I manufacturers as distinct from domestic wastewater.

Infiltration - water entering the wastewater system (including building drains and pipes) from the ground through such means as defective pipes, pipe joints, connections, and manhole walls.

Infiltration/Inflow (I/I) - the total quantity of water from both infiltration and inflow.

Inflow - water other than wastewater that enters a wastewater system (including building drains) from sources such as, but not limited to, roof leaders, cellar drains, yard and area drains, foundation drains, drains from springs and swampy areas, manhole covers, cross-connections from storm sewers, catch basins, surface runoff, street wash waters or drainage.

Institutional User - users other than commercial, governmental, industrial or residential users, discharging primarily Normal Domestic Strength wastewater (e.g. Non-profit organizations).

Interference - the inhibition or disruption of SCPUC's wastewater disposal system processes or operations which causes or significantly contributes to a violation of any requirement of the SCPUC's NPDES and/or SDS Permit. The term includes prevention of wastewater sludge use or disposal by SCPUC in accordance with published regulations providing guidelines under Section 405 of the Act or any regulations developed pursuant to the Solid Waste Disposal Act, and Clean Air Act, the Toxic Substances Control Act, or more stringent state criteria applicable to the method of disposal or use employed by SCPUC.

MPCA - Minnesota Pollution Control Agency.

National Categorical Pretreatment Standards – federal regulations establishing pretreatment standards for introduction of pollutants in publicly-owned wastewater treatment facilities which are determined to be not susceptible to treatment by such treatment facilities or would interfere with the operation of such treatment facilities, pursuant to Section 307(b) of the Act.

National Pollutant Discharge Elimination System (NPDES) Permit - a permit issued by the MPCA, setting limits on pollutants that a permittee may legally discharge into navigable waters of the United States pursuant to Sections 402 and 405 of the Act.

Natural Outlet - any outlet, including storm sewers and combined sewers, which overflow into a watercourse, pond, ditch, lake or other body of surface water or ground water.

Non-contact Cooling Water - the water discharged from any use such as air conditioning, cooling or refrigeration, or during which the only pollutant added, is heat.

Normal Domestic Strength Wastewater - wastewater that is primarily introduced by residential users with a BOD5 concentration not greater than 200 mg/l, a suspended solids (TSS) concentration not greater than 200 mg/l, and a phosphorous concentration not greater than 10 mg/l.

Operation and Maintenance - activities required to provide for the dependable and economical functioning of the treatment works, throughout the design or useful life, whichever is longer of the treatment works, and at the level of performance for which the treatment works were constructed. Operation and Maintenance includes replacement.

Operation and Maintenance Costs - expenditures for operation and maintenance, including replacement.
Person - any individual, firm, company, association, society, corporation or group.

pH - the logarithm of the reciprocal of the concentration of hydrogenions in terms of grams per liter of solution.

Pretreatment - the treatment of wastewater from industrial sources prior to the introduction of the waste effluent into a publicly owned treatment works. (See Section 5.1.32)

Properly Shredded Garbage - the wastes from the preparation, cooking and dispensing of food that have been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than ½ inch (1.27 cm) in any dimension.

Public Wastewater Collection System - a wastewater collection system owned, maintained, operated and controlled by the Sauk Centre Public Utilities Commission.

Replacement - obtaining and installing equipment, accessories, or appurtenances which are necessary during the design life or useful life, whichever is longer, of the treatment works to maintain the capacity and performance for which such works were designed and constructed.

Replacement Costs - expenditures for replacement.

Residential User - a user of the treatment facilities whose premises or building is used primarily as a residence for one or more persons, including dwelling units such as detached and semidetached housing, apartments, and mobile homes; and which discharges primarily normal domestic strength sanitary wastes.

Wastewater Collection System - a collection system intended to carry only liquid and water carried wastes from residences, commercial buildings, industrial plants, and institutions.

Sewage - the spent water of a community. The preferred term is wastewater.

Wastewater Line - a pipe or conduit that carried wastewater or drainage water.

A) Collection pipe or conduit - a pipe or conduit whose primary purpose is to collect wastewater from individual point source discharges and connections.

B) Combined Sewer - a sewer intended to serve as a sanitary wastewater and storm water.

C) Force Main - a pipe in which wastewater is carried under pressure.

D) Interceptor - a pipe or conduit whose primary purpose is to transport wastewater from collection system to a treatment facility.

E) Private Sewer - a sewer which is not owned and maintained by a public authority.

F) Public Wastewater system - a public wastewater system owned, maintained, and controlled by a public authority.

G) Sanitary Wastewater Line"- a wastewater line intended to carry only liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with minor quantities of ground, storm, and surface waters which are not admitted intentionally.

H) Storm Sewer or Storm Drain - a drain or sewer intended to carry storm waters, surface runoff, ground water, sub-surface water, street wash water, drainage, and unpolluted water from any source.

Wastewater Service Charge - the aggregate of all charges, including charges for operation, maintenance, replacement, debt service, and other wastewater related charges that are billed periodically to users of the District's wastewater treatment facilities.

Shall- is mandatory; May- is permissive.

Significant Industrial User - any industrial user of the wastewater treatment facility which has a discharge flow:

- (1) more than 25,000 gallons of process flow per average work day, or
- (2) has exceeded five percent (5 %) of the total flow received at the treatment facility, or
- (3) whose waste contains a toxic pollutant in toxic amounts pursuant to Section 307(a) of the Act, or
- (4) whose discharge has a significant effect, either singly or in combination with other contributing industries, on the wastewater disposal system, the quality of sludge, the system's effluent quality, or emissions generated by the treatment system.

Slug - any discharge of water or wastewater which in concentration of any given constituent, or in quantity flow, exceeds for any period of duration longer than (15) minutes, more than five (5) times and average 24-hour concentration of flows during normal operation, and shall adversely affect the collection and/or performance of the wastewater treatment works.

Standard Industrial Classification Manual - Office of Management and Budget 1972.

State Disposal System (SDS) Permit - any permit (including any terms, conditions and requirements thereof) issued by the MPCA pursuant to Minnesota Statutes 115.07 for a disposal system as defined by Minnesota Statutes 115.01, Subdivision 8.

Suspended Solids (SS) and Total Suspended Solids (TSS) - the total suspended matter that either floats on the surface of, or is in suspension in water, wastewater or other liquids, and is movable by laboratory filtering as prescribed in "Standard Methods for the Examination of Water and Wastewater", latest edition, and referred to as non-filterable residue.

Toxic Pollutants - the concentration of any pollutant or combination of pollutants as defined in standards issued pursuant to Section 307(a) of the Act, which upon exposure to or assimilation into any organism will cause adverse effects.

Unpolluted Water - water of quality equal to or better than the effluent criteria in effect, or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary wastewater lines and wastewater treatment facilities. (See "Non-Contact Cooling Water", Section 5.1.35)

User Charge - a charge levied on users of a treatment works for user's proportionate share of the cost of operation and maintenance, including replacement.

Users - those residential, commercial, governmental, institutional and industrial establishments which are connected to the public wastewater collection system, or any person who discharges or causes or permits the discharge of wastewater into SCPUC's wastewater disposal system.

Wastewater - the spent water of a community and referred to as wastewater. From the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions together with any ground water, surface water and storm water that may be present.

Wastewater Treatment Works or Treatment Works – an arrangement of any devices, facilities, structures, equipment, or processes owned or used by SCPUC for the purpose of the transmission, storage, treatment, recycling, and reclamation of municipal wastewater, domestic wastewater or industrial wastewater, or structures necessary to recycle or reuse water including interceptor lines, outfall lines, collection lines, pumping, power, and other equipment and their appurtenances; extensions, improvements, remodeling, additions, and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities; and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

Watercourse - a natural or artificial channel for the passage of water, either continuously or intermittently.

WPCF - the Water Pollution Control Federation.

5.2 WASTEWATER SERVICE CHARGE AND WASTEWATER USE REGULATIONS:

The Sauk Centre Public Utilities (SCPUC) has adopted a wastewater service charge system that, at a minimum, includes:

A) the engineering and accounting data for the wastewater flows and loadings of the users of the wastewater treatment system;

B) the estimated annual costs of equipment replacement and operating and maintaining the system;

C) the rates that shall be charged to each user for the cost of operation, maintenance, and equipment replacement; and

D) the rates that shall be charged to each user for the cost of debt retirement for the local capital cost of the treatment system.

E) whereby all revenue collected from users of the wastewater treatment facilities will be used to affect all expenditures incurred for annual operation, maintenance, and replacement and for debt service on capital expenditure incurred in constructing the wastewater treatment works.

F) each user shall pay its proportionate share of operation maintenance and replacement costs of the treatment works, based on the users proportionate contribution to the total wastewater loading from all users.

G) wastewater Service rates and charges to users of the wastewater treatment facility shall be determined and fixed in a "Wastewater Service Charge System" developed according to the provisions of this policy. (Refer to rate schedule for charges, section 2.1)

The SCPUC has adopted a wastewater use policy that, at a minimum:

- A) establishes a rate setting method for user charges;
- B) establishes a rate setting method for debt charges;
- C) requires separate funding accounts for operation and maintenance, equipment replacement, and debt retirement;
- D) establishes financial management procedures for the wastewater service charge system;
- E) establishes procedures for public notifying of wastewater service charge system amendments;
- F) prohibits new inflow connections to be added to the wastewater treatment system;
- G) requires new wastewater connections to be properly designed and constructed; and
- H) prohibits toxics and other pollutants to be placed in the municipal wastewater treatment system in amounts or concentrations that endanger public safety or the physical integrity of the treatment system or cause exceedance of permit limitations.

5.3 CONTROL BY THE UTILITIES ADMINISTRATION:

5.3.1) The SCPUC Administration shall have control and general supervision of the wastewater system in the City and shall be responsible for administering the provisions of the policy to the end that a proper and efficient public wastewater system is maintained.

5.4 CONNECTION AND COMPLIANCE:

5.4.1) It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the City, or in any area under jurisdiction, any human or animal excrement, garbage or objectionable waste.

5.4.2) It shall be unlawful to discharge to any natural outlet any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of the policy and the SCPUC's NPDES/SDS Permit.

5.4.3) Except as provided hereinafter, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of wastewater.

5.4.4) The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation or other purposes from which wastewater is discharged, and which is situated within the City and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public wastewater collection line for the City, shall be required at the owner(s) expense to install a suitable service connection to the public wastewater collection line in accordance with provisions of this Code, will be required to hook-up within 180 days of the date said public wastewater collection line is operational, and provided said public wastewater collection line is within 300 ft of the structure. All future buildings constructed on property adjacent to the public line shall be required to immediately connect to the public wastewater collection line. If connections are not made pursuant to this section, and the official 180-day notice shall be served instructing the affected property owner to make said

connection. Reconstruction of an existing onsite wastewater system is not allowed. Final decisions regarding connections and footage, on a case to case basis, will be by the approval of the Sauk Centre Public Utilities.

5.4.5) In the event an owner shall fail to connect to a public wastewater collection line in compliance with a notice given under Section 5.4.4 of the policy, the SCPUC must undertake to have said connection made and shall assess the cost thereof against the benefited property. Such assessment, when levied, shall bear interest at the rate determined by the City of Sauk Centre and shall be certified to the Auditor of the County of Stearns, Minnesota and shall be collected and remitted to the City in the same manner as assessments for local improvements and paid to the SCPUC.

5.5 PRIVATE WASTEWATER DISPOSAL:

5.5.1) Where a public wastewater collection line is not available under the provisions of Section 5.4.4, the building wastewater shall be connected to a private wastewater disposal system complying with the provisions of this Section.

5.5.2) Prior to commencement of construction of a private wastewater disposal system, the owner(s) shall first obtain a written permit signed by the City SCPUC. The application for such permit shall be made on a form furnished by the SCPUC, which the applicant shall be supplemented by any plans, specifications, and other information as are deemed necessary to the City and SCPUC.

5.5.3) A permit for a private wastewater disposal system shall not become effective until the installation is completed to the satisfaction of the County, City or an authorized representative from SCPUC. A representative from SCPUC shall be allowed to inspect the work at any stage of construction, and, in any event, the applicant for the permit shall notify the SCPUC when work is ready for final inspection, and before any underground portions are covered. The inspection shall be made within 24 hours of the receipt of notice, except if notice is received on a Friday or on the weekend, the inspection will be made on the first working day after the notice is received.

5.5.4) The type, capacities, location, and layout of a private wastewater disposal system shall comply with all requirements of 6 MCAR 4.8040, entitled, "Individual Sewage Treatment System Standards". No septic tank or cesspool shall be permitted to discharge to any natural outlet.

5.5.5) At such time as a public wastewater collection system becomes available to a property serviced by a private wastewater disposal system, a direct connection shall be made to the public wastewater collection system within 180 days in compliance with this policy, and within 60 days after connection, any septic tanks, cesspools, and similar private wastewater disposal systems shall be cleaned for sludge. The bottom shall be broken to permit drainage, and the tank or pit filled with suitable material.

5.5.6) The owner(s) shall always operate and maintain the private wastewater disposal facilities in a sanitary manner at no expense to SCPUC.

5.5.7) No statement contained in this Section shall be construed to interfere with any additional requirements that may be imposed by the MPCA or the Department of Health, of the State of Minnesota or Stearns County.

5.5.8) Non-domestic wastes shall not be discharged to private wastewater disposal systems.

5.6 BUILDING COLLECTION LINE AND CONNECTIONS:

5.6.1) Any new connection(s) to the wastewater collection system shall be prohibited unless enough capacity is available in all downstream facilities including, but not limited to capacity for flow, BOD5, and Suspended Solids, as determined by the Administration.

5.6.2) No unauthorized person(s) shall uncover, make any connections with or opening into, use, alter, or disturb any part of the wastewater collection system or appurtenance thereof without first obtaining a written permit from the SCPUC.

5.6.3) Applications for permits shall be made by the owner or authorized agent and the party employed to do the work, and shall state the location, name of owner, street number of the building to be connected, and how occupied. No person shall extend any private building drain beyond the limits of the building or property for which the service connection permit has been given.

5.6.4) There shall be two (2) classes of building wastewater permits:

A) for residential and commercial service, and

B) for service to establishments producing industrial wastes. In either case, the application shall be supplemented by any plans, specifications, or any other information considered pertinent in the judgment of the SCPUC. The industry, as a condition of permit authorization, must provide information describing its wastewater constituents, characteristics, and type of activity.

5.6.5) All costs and expenses incidental to the installation and connection of the building wastewater line shall be borne by the owner(s). The owner(s) shall indemnify the SCPUC from any loss or damage that may be directly or indirectly occasioned by the installation of the building wastewater line.

5.6.6) A separate and independent building service line shall be provided for every building, except where one building stands at the rear of another on an interior lot and no private building service line is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. The building service line from the front building may be extended to the rear building and the whole considered one building service line. The SCPUC does not and will not assume any obligation or responsibility for damage caused by or resulting from any such connection.

5.6.7) Old building service lines may be used in connection with new buildings only when they are found, or examination and tested by the administration or a representative, to meet all requirements of this policy.

5.6.8) The size, slopes, alignment, materials of construction of a building service line, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling of the trench, shall all conform to the requirements of the State of Minnesota Building and Plumbing Code or other applicable rules and regulations of the SCPUC. In the absence of code provisions or in the amplification thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9, and the standard utility specifications of the City Engineers Association of Minnesota shall apply.

5.6.9) Whenever possible, the building service line shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public collection system, sanitary wastewater carried by such building drain shall be lifted by an approved means and discharged to the building service line.

5.6.10) No person(s) shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a building collection line or indirectly to the wastewater disposal system.

5.6.11) The connection of the building service line into the public collection system shall conform to the requirements of the State of Minnesota Building and Plumbing Code or other applicable rules and regulations of the SCPUC, or the procedures set forth in appropriate specifications of the ASTM and the MPCF Manual of Practice No. 9 and the standard utilities specifications of the City Engineers Association of Minnesota. All such connections shall be constructed at a 90-degree angle to the wastewater main, shall be made gastight and watertight, and verified by proper testing to prevent the inclusion of infiltration/inflow. Any deviation from the prescribed procedures and materials must be approved by the SCPUC prior to installation.

5.6.12) The applicant for the building service line permit shall notify the SCPUC when the building service line is ready for inspection and connection to the public collection system. The connection and inspection all be made under the supervision of the administration or authorized representative thereof.

5.6.13) All excavations for building service lines installation shall be adequately guarded with barricades and lights to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed during work, shall be restored in a manner satisfactory to the SCPUC.

5.7 USE OF PUBLIC SERVICES:

5.7.1) No person(s) shall discharge or cause to be discharged any unpolluted water such as storm water, groundwater, roof runoff, surface drainage, or non-contact cooling water to any sanitary sewer.

5.7.2) Storm water and all other unpolluted drainage shall be discharged to such sewers as are specifically designed as storm waters or to a natural outlet approved by the SCPUC and other regulatory agencies. Industrial cooling water or unpolluted process waters may be discharged to a storm water line or natural outlet on approval of the SCPUC and upon approval and the issuance of a discharge permit by the MPCA.

5.7.3) No person(s) shall discharge or cause to be discharged any of the following described waters or wastes to any public wastewater line:

A) Any liquids, solids, or gases which by reason of their nature or quantity are, or may be, enough either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the wastewater disposal system or to the operation of the system. Prohibited materials include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, acetylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, sulfides, molybdenum, chromium and zinc.

B) Solid or viscous substances which will cause obstruction to the flow in a collection system or other interference with the operation of the wastewater treatment facilities such as, but not limited to, grease, garbage with particles greater than one-half (1/2) inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides or fleshings, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, straw, shavings, grass clippings, rags, spent grains, spent hops, waste paper, wood, plastic, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass grinding or polishing wastes.

C) Any wastewater having a pH of less than 6.0 or greater than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, and personnel of the wastewater disposal system.

D) Any wastewater containing toxic pollutants in enough quantity, either singly or by interaction with other pollutants, to inhibit or disrupt any wastewater treatment process, constitute a hazard to humans or animals, or create a toxic effect in the receiving waters of the wastewater disposal system or creates problems with the disposal of sludge. A toxic pollutant shall include but not be limited to any pollutant identified pursuant to Section 307(a) of the Act.

5.7.4) The following described substances, materials, water, or wastes shall be limited in discharges to municipal systems to concentrations or quantities which will not harm either wastewater collection system, the wastewater treatment works treatment process or equipment, will not have an adverse effect on the receiving stream and/or soil, vegetation and ground water, or will not otherwise endanger lives, limb, public property, or constitute a nuisance or create problems with sludge disposal. The administration may set limitations lower than limitations established in the regulations below if, in his opinion, such more severe limitations are necessary to meet the above objectives. In forming his opinion as to the acceptability of wastes, the administration will give consideration to such factors as the quantity of subject waste in reaction to flows and velocities in the wastewater, materials of construction of the sewers, nature of the wastewater treatment process, the SCPUC's NPDES and/or SDS permit, capacity of the wastewater treatment plant, degree of treatability of wastes in the wastewater treatment plant, and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewater discharges to the sanitary collection system which shall not be violated without approval of the administration are as follows:

A) Any wastewater having a temperature greater than 150 degrees F. (65.6 degrees C.), or causing, individually or in combination with other wastewater, the influent at the wastewater treatment plant to have a temperature exceeding 104 degrees F. (40 degrees C.) or having heat in amounts which will inhibit biological activity in the wastewater treatment works resulting in interference therein.

B) Any wastewater containing fats, wax, grease, or oils, whether emulsified or not, more than 100mg/l or containing substances which may solidify or become viscous at temperatures between 32 degrees F. and 150 degrees F. (0 degrees C. and 65.6 degrees C.); and any wastewater containing oil and grease concentrations of mineral origin of greater than 100 mg/l, whether emulsified or not.

C) Any quantities of flow, concentrations, or both which constitute a "slug" as defined herein.

D) Any garbage not properly shredded. Garbage grinders may be connected to sanitary collection system from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food on the premises or when served by caterers.

E) Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes can create a public nuisance or hazard to life or are enough to prevent entry into the wastewater collection system for their maintenance and repair.

F) Any wastewater with objectionable color not removed in the treatment process, such as, but not limited to dye wastes and vegetable tanning solutions.

G) Non-contact cooling water or unpolluted storm, drainage, or ground water.

H) Wastewater containing inert suspended solids (such as, but not limited to, Fullers earth (absorbent clay), lime slurries, and lime residues) or of dissolved solids (such as, but not limited to, sodium chloride and sodium sulfate) in such quantities that would cause disruption with the wastewater disposal system.

I) Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by the administration in compliance with applicable state or federal regulations.

J) Any wastewater which creates conditions at or near the wastewater disposal system which violates any statute, rule, regulation, or ordinance of any regulatory agency, or state or federal regulatory body.

K) Any water or wastes containing BOD5 or suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the wastewater treatment works, except as may be permitted by specific written agreement subject to the provisions of No. 5.7.17 of this Section.

5.7.5) If any waters or wastes are discharged or are proposed to be discharged to the public wastewater system which contain substances or possess the characteristics enumerated in No. 5.7.4 of this Section, and/or which in the judgment of the administration, may have a deleterious effect upon the wastewater treatment facilities, processes, or equipment; receiving waters and/or soil, vegetation, and ground water; or which otherwise create a hazard to life or constitute a public nuisance, the SCPUC may:

A) Reject the wastes,

B) Require pretreatment to an acceptable condition for discharge to the public collection system,

C) Require control over the quantities and rates of discharge, and/or,

D) Require payment to cover the added costs of handling, treating, and disposing of wastes not covered by existing taxes or wastewater service charges. If the SCPUC permits the pretreatment or equalization of waste flows, the design, installation, and maintenance of the facilities and equipment shall be made at the owner's expense and shall be subject to the review and approval of the SCPUC pursuant to the requirements of the MPCA.

E) Issue special industrial user's agreements, when deemed necessary by the SCPUC or MPCA, that include sampling, monitoring, and reporting requirements, specific discharge limitations, penalties for exceeding specific discharge limitations, and effective dates for the agreements.

5.7.6) No user shall increase the use of process water or, in any manner, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in No's. 5.7.3 and 5.7.4 of this Section or contained in the National Categorical Pretreatment Standards of any state requirements.

5.7.7) Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation at the expense of the owner(s).

5.7.8) Grease, oil, and sand interceptors shall be provided when, in the opinion of the administration, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in No.5.7.4 (B), any flammable wastes are specified in No. 5.7.3 (A), sand or other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling unities. All interceptors shall be of the type to be readily and easily accessible for cleaning and

inspection. In the maintaining of these interceptors, the owner(s) shall be responsible for the proper removal and disposal of the captured materials by appropriate means and shall maintain a record of dates and means of disposal which are subject to review by the administration. Any removal and hauling of the collecting materials not performed by the owner's personnel must be performed by a currently licensed waste disposal firm.

5.7.9) Where required by the SCPUC, the owner of any property serviced by a building service line carrying industrial wastes shall install suitable structure, or control manhole, with such necessary meters and other appurtenances in the building service line to facilitate observation, sampling, and measurement of wastes. Such structure shall be accessible and safely located and shall be constructed in accordance with plans approved by the SCPUC. The structure shall be installed by the owner at the owner's expense and shall always be maintained by the owner to be safe and accessible.

5.7.10) The owner of any property serviced by a building service line carrying industrial wastes may, at the discretion of the SCPUC, be required to provide laboratory measurements, tests, or analyses of waters or wastes to illustrate compliance with this policy and any special condition for discharge established by the SCPUC or regulatory agencies having jurisdiction over the discharge or for calculation of unit charges for BOD, suspended solids, phosphorus, etc. The number, type, and frequency of sampling and laboratory analyses to be performed by the owner shall be as stipulated by the SCPUC. The industry must supply a complete analysis of the constituents of the wastewater discharge to assure that compliance with federal, state and local standards are being met. The owner shall report the results of measurements and laboratory analyses of the SCPUC at such times and in such manner as prescribed by the SCPUC. The owner shall bear the expense of all measurements, analyses, and reporting required by the SCPUC. At such times as deemed necessary, the SCPUC reserves the right to take measurements and samples for analysis by an independent laboratory.

5.7.11) All measurements, tests, and analyses of the characteristics of waters and wastes to which reference is made in this policy shall be determined in accordance with the latest edition of Standard Methods for the Examination of Water and Wastewater, published by the American Public Health Association. Sampling methods, location, times, duration and frequencies are to be determined on an individual basis subject to approval by the administration. All tests are to be done by a state certified laboratory.

5.7.12) Where required by the SCPUC, the owner of any property serviced by a sanitary wastewater system shall provide protection from an accidental discharge of prohibited materials or other substances regulated by this policy. Where necessary, facilities to prevent accidental discharges of prohibited materials shall be provided and maintained at the owner's expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the administration for review and approval prior to construction of the facility. Review and approval of such plans and operating procedures shall not relieve any user from the responsibility to modify the user's facility as necessary to meet the requirements of this policy. Users shall notify the administration immediately upon having a slug or accidental discharge of substances of wastewater in violation of this policy to enable countermeasures to be taken by the administration to minimize damage to the wastewater treatment works. Such notification will not relieve any user of any liability for any expense, loss or damage to the wastewater treatment system or treatment process, or for any fines imposed on the SCPUC on account thereof under any state and federal law. Employees shall insure that all employees who may cause or discover such a discharge, are advised of the emergency notification procedure.

5.7.13) No person, having charge of any building or other premises which drains into the public wastewater system, shall permit any substance or matter which may form a deposit or obstruction to flow to, pass into the public wastewater system. Within 50 days after receipt of written notice from the SCPUC, the owner shall install a suitable and enough catch basin or waste trap, or if one already exists, shall clean out, repair or alter the same, and perform such other work, as the administration may deem necessary. Upon the owner's refusal or neglect to install a catch basin or waste trap or to clean out, repair, or alter the same after the period of 60 days, the administration may cause such work to be completed at the expense of the owner or representative thereof.

5.7.14) Whenever any service connection becomes clogged, obstructed, broken or out of order, or detrimental to the use of the public wastewater system, or unfit for drainage, the owner shall repair or cause such work to be done as the administration may direct. Each day after 60 days that a person neglects or fails to so act shall constitute a separate violation of this section, and the administration may then cause the work to be done and recover from such owner or agent the expense thereof by an action in the name of the SCPUC.

5.7.15) The owner or operator of any motor vehicle washing, or servicing facility shall always provide and maintain in serviceable condition, a catch basin or waste trap in the building drain system to prevent grease, oil, dirt, or any mineral deposit from entering the public wastewater system.

5.7.16) In addition to any penalties that may be imposed for violation of any provision of this chapter, the SCPUC may assess against any person the cost of repairing or restoring the wastewater system or associated facilities damaged as a result of the discharge of prohibited wastes by such person, and may collect such assessment as an additional charge for the use of the public wastewater system or in any other manner deemed appropriate by the SCPUC.

5.7.17) No statement contained in this Section shall be construed as preventing any special agreement or arrangement between the Sauk Centre Public Utilities Commission and industrial concern whereby an industrial waste of unusual strength or character may be accepted by the SCPUC for treatment, subject to payment therefore by the industrial concern, providing that National Categorical Pretreatment Standards and the SCPUC's NPDES and/or State Disposal System Permit limitations are not violated.

5.8 CAMPER DROPS:

5.8.1) Camper drops are permissible in designated campgrounds. Any new installations or alterations to an existing system will require authorization from SCPUC.

5.8.2) Requests for camper drops in any Commercial or Industrial area will require approval from SCPUC. An acceptable monitoring plan shall accompany said request.

5.8.3) Camper drops are not permissible in residential areas.

5.9 DETERMINATION OF WASTEWATER SERVICE CHARGES:

5.9.1) Users of the SCPUC treatment works shall be identified as belonging to one of the following user classes:

- A) Residential
- B) Commercial, Institutional, and Governmental
- C) Industrial

The allocation of users to these categories for assessing User Charges and Debt Service Charges shall be the responsibility of the SCPUC. Allocation of users to user classes shall be based on the substantive intent of the definitions of these classes contained herein.

5.9.2 If loading of BOD, TSS and Phosphorous are consistent for all users; rates and charges for OM&R can be determined based on flow only. A user contributing wastewater with concentrations greater than Normal Domestic Strength or wastes of unusual characteristics connects to the treatment works, surcharges or a contractual arrangement shall be developed in accordance with the policy.

5.9.3) Each user shall pay operation, maintenance and replacement costs in proportion to the user's proportionate contribution of wastewater flows and loadings to the treatment plant, with the minimum rate for loadings of BOD and TSS being the rate established for concentrations of Normal Domestic Strength Wastewater. Those "Industrial Users" discharging segregated "Normal Domestic Strength Wastewater" only, can be classified as "Commercial Users" for rate determination.

5.9.4) The charges assessed residential users and those users of other classes who discharge "Normal Domestic Strength Wastewater" shall be calculated as follows:

A) Residential Users: The per monthly billable wastewater volume shall be equal to the average of the preceding November and December water meter readings. The meter readings will be read during the first ten (10) days of the month. The SCPUC may require residential users to install water meters for determining billable wastewater volume. As an alternative to establishing the base period, in the event of unforeseen circumstances would prevent the reading of water meters in a timely manner, the SCPUC shall have the option to implement an alternative method for determining the average monthly use. In addition, should unusual circumstances cause the average monthly use to be extremely high because of lengthy watering by the customer, the SCPUC may in its discretion, adopt an alternative average monthly use basis.

B) Non-Residential Users: The billable wastewater volume of non-residential users shall be:

- 1) Calculated based on monthly metered water usage as recorded throughout the year, or
- 2) calculated based on wastewater flow meters.

The SCPUC may, at its discretion, require non-residential users to install such additional water meters or wastewater flow meters as may be necessary to determine billable waste-water volume.

5.9.5) For those users without water meters who discharge "Normal Domestic Strength Wastewater" above, wastewater volume will be calculated based on: "Equivalent Residential Units (ERU)", "Equivalent Residential Units." Determination of the number of ERU's assigned to a connection shall be the responsibility of the SCPUC. A minimum charge shall be set annually by the SCPUC. (Refer to rate schedule)

5.9.6) User's may appeal the number of ERU's assigned to a connection by installing and maintaining, at their own expense, water meters of a type approved by the SCPUC. Such meters shall be equipped with remote registering recorders at an accessible site on the owner's property.

5.9.7) Determination of wastewater service charges when loadings are more than those defined as normal domestic strength

A) The way costs will be distributed is based on the volume, BOD 5, suspended solids (TSS), and phosphorous contributed by each user. The estimated revenue to be generated from each user class annually, is based on the following formula:

$$C = V V + B B + S S + P P \text{ where}$$

C = a user's charge per unit of time;

V = cost for transport and treatment of a unit of wastewater volume;

V = volume contribution from a user per unit of time;

B = cost for treatment of a unit of BOD

B = BOD contribution from a user per unit of time

S = cost for treatment of a unit of suspended solids;

S = TSS contribution from a user per unit of time.

P = cost for treatment of a unit of phosphorous;

P = Phosphorous contribution from a user per unit of time.

Unit costs are based on the estimated percentage of costs attributed to the parameters of flow, BOD, suspended solids, and phosphorous.

The estimated percentage of cost attributed to flow is 30 percent. The percentage attributed to BOD and suspended solids is 30 percent for each parameter and the percentage attributed to phosphorous is 10 percent.

5.9.8) Determination of User Charges:

User Charges for Normal Domestic Strength user shall be determined as follows:

A) CALCULATION OF UNIT COST FOR TREATMENT OF NORMAL DOMESTIC STRENGTH WASTEWATER:

$$UMOR = COMR/TBWV$$

WHERE:

UOMR = Unit Cost of OM&R in \$/Kgallon

COMR = Total Annual OM&R Costs

TBWV = Total Annual Billable Waste-Water Volume in Kgallon

B) CALCULATION OF USER CHARGE:

$$UC = UOMR \times BWV$$

WHERE:

UC = User Charge
UOMR = Unit Cost for OM&R in \$/Kgallon
BWV = Billable Wastewater Volume of a
Particular User in Kgallons

5.9.9 DEBT SERVICE CHARGE:

Recovery of local capital costs of the wastewater treatment facility will be through a Debt Service Charge calculated in a manner consistent with the User Charge, as follows:

a. CALCULATION OF UNIT COST FOR DEBT SERVICE

$$UDS = CDS/TBWV$$

WHERE:

UDS = Unit Cost for Debt Service in \$/Kgallon
CDS = Costs of Annual Debt Service
TBWV = Total Annual Billable Wastewater volume
in Kgallons

b. CALCULATION OF DEBT SERVICE CHARGE

$$DC = UDS \times BWV$$

WHERE:

DC = Debt Service Charge
UDS = Unit Cost for Debt Service in \$/Kgallon
BWV = Billable Waste-water Volume of a Particular User
In Kgallons

5.9.10) The Wastewater Service Charges established in this policy shall not prevent the assessment of additional charges to users who discharge wastes with concentrations greater than Normal Domestic Strength or wastes of unusual character, or contractual agreements with such users, if the following conditions are met:

A) The user pays operation, maintenance and replacement costs in proportion to the user's proportionate contribution of wastewater flows and loadings to the treatment plant, and no user is charged at a rate less than that of "Normal Domestic Strength Wastewater".

B) The measurements of such wastes are conducted according to the latest edition of Standard Methods-for-the-Examination-of-Water-and-Wastewater in a manner acceptable to the SCPUC.

A study of unit costs of collection and treatment processes attributable to Flow, BOD, TSS, phosphorous and other significant loadings shall be developed for determining the proportionate allocation of costs to users discharging wastes of greater than normal domestic strength or wastes of unusual character. The

calculation methodology for operation, maintenance and replacement and debt retirement shall be like the calculations in No. 5.9.

5.11 ADMINISTRATION:

The Wastewater Service Charge System shall be administrated according to the following provisions:

A) The SCPUC shall annually determine whether enough revenue is being generated for effective operation, maintenance, replacement and management of the treatment works, and whether enough revenue is being generated for debt retirement. The SCPUC will also determine whether the user charges are distributed proportionately to each user in accordance with Section 5.2.1. of this policy.

B) The SCPUC shall be responsible for maintaining all records necessary to document compliance with the Wastewater Service Charge System.

C) The owner of the premises shall be liable to pay for the service to such premises, and the service is furnished to the premises by the SCPUC only upon the condition that the owner of the premises is liable therefore to the SCPUC.

D) Any additional costs caused by discharges to the treatment works of toxics or other incompatible wastes, including the cost of restoring wastewater treatment services, clean up and restoration of the receiving waters and environments, and sludge disposal, shall be borne by the discharger(s) of said wastes, at no expense to the SCPUC.

5.12 DAMAGING WASTEWATER FACILITIES:

No person(s) shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance, or equipment which is part of the wastewater facilities. Any person violating this provision shall be subject to immediate arrest under the charge of a misdemeanor.

5.13 POWERS AND AUTHORITY OF INSPECTORS:

5.13.1) The duly authorized employees of the SCPUC, bearing proper credentials and identification, shall be permitted to enter all properties for inspection, observations, measurement, sampling, and testing pertinent to the discharges to the SCPUC's wastewater system in accordance with the provisions of this policy.

5.13.2) The duly authorized employees are authorized to obtain information concerning industrial processes which have a direct bearing on the type and source of discharge to the wastewater collection system. The information will be available for review by the public unless the industry requests the information to be confidential. The industry must establish to the SCPUC that the revelation to the public of the information in question, might result in an advantage to competitors.

5.13.3) While performing necessary work on private properties, the duly authorized employees of the SCPUC shall observe all safety rules applicable to the premises established by the company, and the company shall be held harmless for injury or death to the SCPUC employees and the SCPUC shall indemnify the company against loss or damage to its property by SCPUC employees and against liability claims and demands for personal injury or property damage asserted against the company and growing

out of the gauging and sampling operation, except as such may be caused by negligence or failure of the company to maintain safe conditions as required in Section 5.7.9 of this policy.

5.13.4) The duly authorized employees of the SCPUC bearing proper credentials and identification shall be permitted to enter all private properties through which the SCPUC holds a duly negotiated easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, and maintenance of any portion of the wastewater facilities lying within said easement. All entry and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the duly negotiated easement pertaining to the private property involved.

5.14 PENALTIES:

5.14.1) Any person found to be violating any provision of this policy, shall be served by the SCPUC with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period stated in such notice, permanently cease all violations.

5.14.2) Any person who shall continue any violation beyond the time limit provided for in No. 5.14.1 of this Section, shall be guilty of a misdemeanor, and on conviction thereof, shall be fined in the amount not exceeding \$1,000 for each violation. Each day in which any such violation occurs shall be deemed a separate offense.

5.14.3) Any person violating any of the provisions of this policy shall become liable to the SCPUC for any expense, loss, or damage occurred by the SCPUC by reason of such violation.

5.14.4) Each and every wastewater service charge levied by and pursuant to this policy is hereby made a lien upon the lot or premises serviced, and all such charges which are on October of each year past due and delinquent, shall be certified to the county auditor as taxes or assessments on the real estate. Nothing in this policy shall be held or construed as in any way stopping or interfering with the right of the SCPUC to levy as taxes or assessments against any premises affected any delinquent or past due wastewater service charge.

5.14.5) As an alternative to levying a lien, the SCPUC may, at its discretion, file suit in a civil action to collect such amounts as are delinquent and due against the occupant, owner, or user of the real estate, and shall collect all attorney's fees as well incurred by the SCPUC in filing the civil action. Such attorney's fees shall be fixed by the order of the court.

5.14.6) In addition to all penalties and costs attributable and chargeable to recording notices of the lien or filing civil action, the owner or user of the real estate being serviced by the treatment works shall be liable for interest upon the unpaid balances at the rate of 10% per annum.

5.15 WASTEWATER MAINS ACCESS CHARGE:

A wastewater main access charge will be assessed to all new customers requesting wastewater service. This charge will be based on the wastewater service line size. Charges will vary based on line size. Townhomes, duplexes, or the like are not considered apartments. Refer to rate chart.

5.16 WASTEWATER MAIN ASSESSMENT:

When any individual seeks an extension of a wastewater main, such individual shall file an application for extension, which application shall be made through the offices of the Sauk Centre City Administrator. Provisions relative to the payment for or the assessment for said extension or improvement shall be specified in writing between the party and the City of Sauk Centre prior to the commencement of construction. City assessment identified in rate schedule.

5.17 SEVERABILITY AND VALIDITY:

If any section or subdivision of this policy shall be held invalid, the invalidity thereof shall not affect the validity of the other provisions of this policy, which shall continue in full force and effect.

5.18 WASTEWATER TELEVISIONING:

A wastewater televising charge will be assessed to all customers requesting their line be televised. Refer to rate schedule for rate.

5.19 OPTING OUT OF AMI (SMART METER):

All SCPUC customers are required to participate in the AMI (Smart Meter) Metering Program. If the customer chooses to opt out of AMI, there will be an additional charge. The additional charge will be doubling the cost of the base charge. This additional charge will terminate when the customer participates in AMI.

5.2.1 WASTEWATER SERVICE HOOKUP:

The owner(s) of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes from which wastewater is discharged, and which is situated within the City and adjacent to any street, alley, or right-of-way in which there is now located, or may in the future be located, a public wastewater collection line for the City, shall be required at the owner(s) expense to install a suitable service connection to the public wastewater collection line. This connection will need to be made at the connection location of said property. No service line can be installed going through another person's property. If the existing service line is found to be going through another person's property at the time of road construction or street reconstruction project, the owner(s) of the property will be required at the owner(s) expense to disconnect off the existing service line and connect to the new wastewater collection line installed during the time of construction. This could be either installed in front of their property or on the side of their property.