



**Department of Public Works
Capacity Management Operations and
Maintenance**

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Doc Number: CMOM 1

Rev: 1

APPROVALS

*All approvals are maintained and controlled in the Village Server system.
Please refer to the Village Server system for the current controlled revision and approval records.*

<i>AUTHOR</i>	<i>REVISED SECTION/PARAGRAPH</i>	<i>REV</i>	<i>RELEASED</i>
<u>Jeffrey Coleman</u>	<u>Draft</u>	01	July 24, 2020

REVISION HISTORY

*Draft and Archived/Obsolete revisions are not to be used.
Access Sanitation Server system to verify revision.*



**VILLAGE OF SCARSDALE
Capacity Management Operations and Maintenance (CMOM)**

1.0 POLICY

- 1.1 Policy has been established and is presented in the May 2020, Village of Scarsdale Wastewater Collection System, Mamaroneck Valley Sewer District, Bronx River Sewer District, Hutchinson River Sewer District. This document can be found: G:\Public Works\CMOM\

2.0 PURPOSE

- 2.1 To provide for the management and operations of the Village's Sanitary Sewer Collection Systems.

3.0 DEFINITIONS

- 3.1 Definitions are included in the policy

4.0 RESPONSIBILITIES

- 4.1 Village Engineer
- a) Implement investigations, sewer inspections, construction/repair, lining projects undertaken by contractors.
 - b) Keep repair and inspection data current in CMOM appendices on a quarterly basis. Current and prior revisions shall be retained in the same data file in the following: G:\Public Works\CMOM\
- 4.2 Engineering staff
- a) Assist the Village Engineer.
 - b) Conduct Grease Trap inspections annually
- 4.3 Field Supervisors/Foremen
- a) Oversee the maintenance aspects of the CMOM
 - b) Create and maintain electronically, maintenance records.
 - c) Assure that field operations are being completed safely and efficiently.
- 4.4 Superintendent of Public Works
- a) Review operations and procedures and update as necessary.



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- b) Assist and support the Village Engineer and Field Staff.
 - c) Budgeting
- 4.5 Building Official
- a) Assist with Grease Trap Inspection follow up and code enforcement action as necessary.
- 4.6 Motor Equipment Operator
- a) Performance of maintenance activities.

5.0 SPECIFIC PROCEDURES

5.3 Grease Trap Inspections

- a) Grease trap inspections shall be conducted annually by Engineering staff. Records of each inspection shall be placed in the following directory:
G:\Public Works\CMOM\Grease Trap Inspection Program
- b) Those facilities with unsatisfactory conditions shall be provided with a letter ordering compliance.
- c) Should, upon follow-up inspection, unsatisfactory conditions remain, the Building Official shall issue a violation.

5.2 Monthly Hot Spot Cleaning

- a) On a monthly basis, the Foremen will direct staff to clean those sanitary sewers located on the current Monthly Hot Spot Cleaning list. A record of that cleaning shall be placed in the following directory: G:\Public Works\CMOM\Monthly Hot Spot Flushing Records.
- b) Recommendations to add or delete locations from the Monthly Hot Spot Cleaning list shall be made to the Superintendent of Public Works who shall consider the request and update the list as appropriate.

5.3 Root Cutting

- a) The need for root cutting shall be determined by the Village Engineer and/or the Superintendent of Public Works on a case by case basis. Records of the locations where roots were cut shall be placed in the following directory: G:\Public Works\CMOM\Root Cutting Records.



5.4 Reported Possible Sewer Stoppages

- a) All possible sewer stoppages shall be reported and responded to by the Foreman or the on-call Highway Staff member.
- b) The Foreman is responsible for completing the form contained in the CMOM for each response. Each form shall be submitted to the Superintendent of Public Works for his review and a copy shall be placed in the following directory: G:\Public Works\CMOM\Reported Sewer Stoppage Records.
- c) The Superintendent of Public Works shall review each report and determine if additional action is necessary.

5.5 Reported Sanitary Sewer Overflows

- a) Sanitary Sewer Overflows shall be reported in accordance with the guidance provided in the CMOM.
- b) The Superintendent of Public Works and/or the Village Engineer shall be tasked with notifying the NYALERT system and transmitting the appropriate reports as indicated in the CMOM.
- c) Clean up of all Sanitary Sewer Overflows shall be the responsibility of the Foremen.
- d) Records of all reported Sanitary Sewer Overflows shall be maintained in the following directory: G:\Public Works\CMOM\Sanitary Sewer Overflow Reports.

5.6 Repairs and Improvements

- a) All repairs, including point repairs, spot lining, main lining, and contracted cleaning shall be the responsibility of the Village Engineer and the Engineering staff.
- b) Point repairs may be completed using in-house labor at the discretion of the Superintendent of Public Works.
- c) Records of all repairs shall be contained within the appropriate CMOM directory. Should contract data be contained elsewhere in the Village network, a link shall be placed in the CMOM directory.

5.7 Investigations and Inspections



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- a) All investigations, including smoke testing, televising, flow metering, and consultant led evaluations shall be the responsibility of the Village Engineer and the Engineering staff.
- b) All video records shall be indexed by Engineering staff and the index shall be placed in the following directory: G:\Public Works\CMOM\Pipe Cleaning and Inspection Records.
- c) Records of all repairs shall be contained within the appropriate CMOM directory. Should contract data be contained elsewhere in the Village network, a link shall be placed in the CMOM directory.

6.0 EMPLOYEE TRAINING

All training shall be coordinated by the Superintendent of Public Works. Records of all training shall be maintained in the following directory: G:\Public Works\CMOM\Training Records.

7.0 RECORDKEEPING AND LABELING

All records shall be kept electronically in the following directory. Shortcuts shall be placed in the directory should the files exist elsewhere in the Village network (ie. Contract related work contained in the Engineering directory)

Name	Date modified	Type	Size
Electronic Sewer Mapping	6/24/2020 1:16 PM	File folder	
Grease Trap Inspection Program	6/23/2020 4:28 PM	File folder	
Manhole Inspections	6/24/2020 1:11 PM	File folder	
Miscellaneous	6/24/2020 1:12 PM	File folder	
Monthly Hot Spot Flushing Records	6/24/2020 3:03 PM	File folder	
Odor Complaints	6/24/2020 1:13 PM	File folder	
Pipe Cleaning and Inspection Records	6/24/2020 1:07 PM	File folder	
Reported Sewer Stoppage Records	6/23/2020 5:02 PM	File folder	
Root Cutting Records	6/24/2020 1:08 PM	File folder	
Sanitary Sewer Overflow Reports	6/24/2020 1:06 PM	File folder	
Sewer Lining and Point Repair Logs	6/24/2020 4:50 PM	File folder	
Smoke Testing	6/24/2020 3:49 PM	File folder	
Superceded CMOM	6/24/2020 1:10 PM	File folder	
Table 1 Sewer Inspections	6/24/2020 1:22 PM	File folder	
Table 2 - SSES Sewer Repair Records	6/24/2020 1:23 PM	File folder	
Table 3 - SSES Manhole Bench Repair Records	6/24/2020 1:25 PM	File folder	
Table 4 - SSES Sewer Maintenance Locations - Roots	6/24/2020 1:26 PM	File folder	
Training Records	6/24/2020 1:06 PM	File folder	
Memo to Village Manager	6/25/2020 3:36 PM	Adobe Acrobat D...	264 KB
Scarsdale CMOM 2020 0521	6/23/2020 2:59 PM	Adobe Acrobat D...	3,017 KB