

**VILLAGE OF MANLIUS  
PROTOCOL FOR REPORTING, INVESTIGATING, AND  
REPAIRING SANITARY SEWER LATERAL BACK-UPS**

The following protocol was developed based on current operation and maintenance practices typically completed by sewer maintenance personnel from the Onondaga County Department of Water Environment Protection (OCDWEP) under contract with the Village for maintenance of the Village's sanitary collection system. This protocol shall serve as a guide for reporting, investigating, and repairing (if necessary) sanitary sewer laterals that are connected to the Villages collection system. Refer to Chapter 80 of the Village Code for definition of terms, jurisdiction limits, etc.

I. Reporting a Blockage

1. Owner identifies sewer backup in dwelling/business. Call OCDWEP 24-hour emergency number, 435-3142 and report blockage to County.
2. OCDWEP Metro Board will dispatch sewer maintenance crew out of Henry Clay facility, Liverpool.
3. Suggested that Owner contact the Village Department of Public Works Superintendent following OCDWEP contact, 682-7634.

II. Investigation and Repair Protocol

1. Upon arrival at the site, OCDWEP personnel will locate the Owner and have them describe the problem. They will locate the sewer main and manholes on either side of the reported blockage to determine if the main is plugged through visual observation of pipe flow. If the main is plugged, OCDWEP will clear the main. If the main is free from obstructions/flowing freely, then OCDWEP will locate and do a visual inspection of the Owner's building sewer trap and vent assembly, typically located near the street or sewer right-of-way line (on private property; Owner's jurisdiction and responsibility).

A. Condition No. 1 – Trap & Vent Assembly is Present:

- i. If the trap is dry following visual inspection of the Owner's trap and vent assembly, the Owner will be asked to run water into the sewer (i.e., flush toilets, etc.). If no water is observed in the trap, then it may be concluded that the blockage is between the trap/vent assembly and the building, within the building sewer (private portion of the lateral). OCDWEP will not enter a basement to assist with removing a blockage. OCDWEP will recommend that the Owner secure the services of a plumber to snake or flush the private lateral. A report is then filed at OCDWEP; a copy of this report will be requested by the Village DPW Superintendent for Village records.

- ii. If sewage is visibly backed up into the trap/vent assembly, then OCDWEP will try to plunge the blockage free. If unsuccessful, OCDWEP will snake the Village's portion of the lateral between the trap/vent and the sewer main.
- iii. If the blockage is freed, OCDWEP will notify the Village DPW and submit a written report of work completed at the site. If the blockage cannot be freed, then OCDWEP will utilize a lateral TV camera in an effort to determine the cause of the blockage. Based on the nature of the blockage, OCDWEP will follow-up with the Village DPW if further action is required to free the blockage, or if repair of a damaged sewer lateral is required to free or prevent further blockage within the Village lateral between the trap/vent and main.

B. Condition No. 2 – No Trap & Vent Assembly Present:

- i. If the building sewer trap and vent assembly cannot be located, or does not exist, OCDWEP will consult with the Village DPW Superintendent and/or Village Engineer. If requested by the Village DPW Superintendent and/or Village Engineer, OCDWEP will televise the sewer main and inspect the condition of the sewer tap at the main. OCDWEP will provide the Village DPW Superintendent with a copy of the televising video and written inspection log for review/Village records.
- ii. If the televising identifies the blockage at the lateral tap connection to the main (Village jurisdiction) including, but not limited to roots, solids accumulation, collapsed pipe, broken pipe, offset joint, etc., then the Village will complete the necessary repair at their sole cost. If appropriate, the Village may elect to install, at their cost, a reverse cleanout on the lateral pipe adjacent to the main for future snake and televising access to the lateral and building sewer.
- iii. During the lateral repair, and depending on the nature of the blockage, the Village DPW Superintendent, in consultation with the Village Engineer, may choose to have the OCDWEP, or a Contractor, internally televise the entire length of the Village lateral (to right-of-way line) and private building sewer (to the face of the building). Said televising shall be used to assess the physical condition of the lateral and building sewer pipe and to identify any conditions that may have caused, or could cause a blockage.
- iv. If the lateral/building sewer televising identifies such condition(s) within the Village lateral pipe, then the Village will repair/rehabilitate the condition as necessary.
- v. If the lateral/building sewer televising identifies such condition(s) in the private building sewer, then the Village will notify the Owner of the

nature and location of the condition(s). Thereafter, it will be the Owner's responsibility to retain the services of a plumber and/or contractor to repair/rehabilitate the condition at the Owner's sole cost. Further, all costs associated with the investigative work completed by the Village which identified the condition(s) in the building sewer, including all labor, materials and equipment, shall be billed to the Owner following Village Board review, approval, and resolution.

- vi. If the nature of the condition(s) identified in the building sewer and/or lateral pipe, in the opinion of the Village DPW Superintendent and/or Village Engineer, warrants installation of a new trap and vent assembly at the right-of-way line where none currently exists, then the Owner shall be responsible for all costs associated with the purchase and installation of said trap and vent assembly, including all labor, materials and equipment if performed by the Village and/or its Contractor. The Owner shall have the option of securing his own contractor for installing the new trap/vent assembly to be installed in accordance with Village requirements; the Village DPW shall inspect and approve the installation prior to backfilling.
- vii. The Village of Manlius will perform no work on private property. If encroachment of workmen and equipment is necessary on private property for Village repair/rehabilitation work, then written permission for such encroachment will be obtained from the Owner in advance of any work.