

SMALL GRINDER PUMP INSTALLATION CHECKLIST

Section 1. PURPOSE

This policy is to explain the requirements of the Bedford Regional Water Authority (“Authority”) for installing residential and commercial small grinder pump stations (“SGP”) as they relate to Authority infrastructure located outside of Authority property.

Section 2. SMALL GRINDER PUMP INSTALLATION CHECKLIST

The checklist that will be utilized by the Authority for the installation will be similar to that which is shown below.

PHASE 1 – CUSTOMER SIGN-UP

1.	<p>IS PRESSURE SEWER SERVICE AVAILABLE?</p> <p><input checked="" type="checkbox"/> Customer inquires to Customer Service Department if pressure sewer service is available via a Small Grinder Pump (SGP) station. The Engineering Department may determine if such service is available.</p>
2.	<p>SGP USER AGREEMENT</p> <p><input checked="" type="checkbox"/> Customer Service provides the Small Grinder Pump (SGP) Information Package to potential SGP Customers connecting to pressure sewer systems. The package includes the following documents:</p> <ul style="list-style-type: none"> • Small Grinder Pump Station Installation Checklist • Pressure Sewer Policy • Small Grinder Pump Agreement • User Instructions for the Environment One Grinder Pump • Bedford County Code - Pretreatment Ordinance (Excerpt) • Primary Contact Information • Approved Contractor List For Small Grinder Pump Station Installation • Installation Diagram (GP-8) • Standard Details (CO-2; GP-2; GP-3E and GP-3L; GP-4) <p><input checked="" type="checkbox"/> Customer executes the Small Grinder Pump (SGP) Agreement (Customer may elect for private maintenance contract.)</p> <ul style="list-style-type: none"> • If opting out of contract maintenance with the Authority, Authority specifications must still be followed in the installation of the SGP.
3.	<p>FEES</p> <p><input checked="" type="checkbox"/> Customer submits applicable fees including water/sewer facility fees, small grinder pump station review and inspection fee, account setup fee, deposit, etc. to the Customer Service Department. This allows for building permits to be issued on new construction projects.</p>
4.	<p>CONTRACTOR SELECTION</p> <p><input checked="" type="checkbox"/> Customer selects approved contractor to install the small grinder pump station. (See Approved Contractor List.)</p>

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5.	<p>SEWER TIE-IN LOCATION ESTABLISHED</p> <p><input checked="" type="checkbox"/> If lateral connection to the sewer main has not been installed, the Authority (Maintenance Department) schedules an appointment with the Customer or contractor to review where the sewer lateral will be located on the property.</p>
6.	<p>PUMP VERIFICATION</p> <p><input checked="" type="checkbox"/> Customer selects small grinder pump system from approved manufacturer and model.</p> <p><input checked="" type="checkbox"/> Selected pump is verified to be suitable for the receiving sewer system based on pumping rate of flow and system capacity by the Engineering Department.</p>
7.	<p>SUPPLIER INFORMATION</p> <p><input checked="" type="checkbox"/> Customer provides contractor with supplier information (see Contact List.)</p> <p><input checked="" type="checkbox"/> Supplier will ship the small grinder pump station to the customer / contractor on-site and the Authority requires that the supplier hold the pump for installation at a later date by the Authority.</p>

PHASE 2 – SGP STATION CONSTRUCTION / INSTALLATION

8.	<p>SEWER TAP INSTALLATION</p> <p><input checked="" type="checkbox"/> Maintenance Department or Authority Authorized Contractor installs the sewer connection from the main line to the property line (see Standard Detail GP-2 and Master Diagram GP-8).</p>
9.	<p>PUMP STATION INSTALLATION AND CONNECTION</p> <p><input checked="" type="checkbox"/> The grinder pump station installation and connection to the sewer lateral will not be performed by the Authority (see Installation Diagram). Payment for the small grinder pump station and installation, including lines connecting to the residence and to the Authority's sewer main, will be the responsibility of the customer. This work shall only be performed by an approved contractor. (See Step 4 above.)</p> <p><input checked="" type="checkbox"/> Contractor constructs the small grinder pump station using approved materials. Contractors listed on the Approved Contractor List shall have the listing of approved parts and materials.</p>
10.	<p>CONSTRUCTION APPROVAL – ENGINEERING</p> <p><input checked="" type="checkbox"/> The Construction Technician and Contractor will meet to choose a location for the SGP wet well that meets minimum distance requirements from existing and/or proposed structures.</p> <p><input checked="" type="checkbox"/> Contractor leaves excavation around the outside of basin open, and contacts Engineering Department for field review.</p> <p><input checked="" type="checkbox"/> Engineering personnel verifies the presence of a proper stone base beneath the basin, approved materials used in construction, the presence and operability of the pinch valve on the residence side of the basin, and proper general installation of the pump station and control panel.</p>

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	<input checked="" type="checkbox"/> Pinch valve is verified to be closed. <input checked="" type="checkbox"/> Engineering Department notifies the Customer Service and Maintenance Department of construction approval.
11.	INSTALLATION APPROVAL – MAINTENANCE <input checked="" type="checkbox"/> Maintenance Department reviews the unit installation to verify the electrical and plumbing are properly installed and completed to residence. <input checked="" type="checkbox"/> Unit is verified to be graded properly with ground cover not exceeding the bury line of the wet well. <ul style="list-style-type: none"> • If grading is determined to be improper, it is the owner’s responsibility to correct the grading and schedule a re-inspection of the unit before the pump installation scheduling can occur. <input checked="" type="checkbox"/> Vehicular accessibility to the wet well through property being served is verified.

PHASE 3 – ESTABLISHING SERVICE

12.	CONTRACTOR REQUESTS INSTALLATION <input checked="" type="checkbox"/> Customer / Contractor makes verbal request to Customer Service to schedule pump installation and water meter installation. <input checked="" type="checkbox"/> Customer Service issues a work order for a pump installation with the Maintenance Department and meter installation with the Customer Service Field Representatives.
13.	PUMP INSTALLATION <input checked="" type="checkbox"/> Upon 72 hour notice and after verifying the pump station installation is satisfactory, the Maintenance Department schedules the pump installation. <input checked="" type="checkbox"/> If liquid is found in the wet well upon installation, Customer / Contractor will be responsible for having the wet well pumped out or will be charged for this service. <input checked="" type="checkbox"/> If liquid is found in the wet well due to the pinch valve being turned on by someone other than Authority personnel, an Unauthorized Connection Fee will be charged to the account.

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14.	<p>PUMP START-UP</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintenance Department performs pump start-up procedures. <ul style="list-style-type: none"> • PLEASE NOTE: The pump station contractor and/or plumber and Authority Representative are required to be present during the pump start-up. • If pump station installation does not meet Authority standards, Customer / Contractor will have the option to make the corrections to meet standards, or to have pump delivered to the Contractor directly for the Contractor's installation and be ineligible for maintenance under the Authority's SGP Maintenance Agreement. The Authority will not install a pump in a station that has not been constructed to Authority standards. <input checked="" type="checkbox"/> Maintenance Department provides the pump serial number to Customer Service upon pump installation.
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Section 3. REVISIONS

- A. This policy was approved and adopted by the Authority's Executive Director on July 15, 2014, effective July 16, 2014.
- B. This policy was modified as follows:
 - 1. Approved October 4, 2022, effective October 4, 2022:
 - a. Section 2, Phase 1 – Customer Sign-up was updated with clarification provided to establishing the sewer tie-in location and supplier information.
 - b. Section 2, Phase 2 – SGP Station Construction / Installation was updated with references to field reviews clarified, and acknowledgement of vehicular access included under Installation Approval – Maintenance.
 - c. Section 2, Phase 3 – Establishing Service was updated with clarification to the procedures for installation requests and pump start-up.