
**BOARD OF COUNTY COMMISSIONERS
HILLSBOROUGH COUNTY
TAMPA, FLORIDA 33601**

BOARD POLICY - SECTION NUMBER: 03.04.02.01

SUBJECT: HILLSBOROUGH COUNTY LOW PRESSURE SEWER SYSTEM POLICY

EFFECTIVE DATE: February 19, 2003

SUPERSEDES: NEW

Purpose:

Guide the installation of connections to the County's low pressure sewer system (LPSS) and determine the County's and customer's responsibilities for installation and cost of the on site facilities.

System Description:

The LPSS includes the following facilities:

- a. Low pressure collection lines in the street right of way
- b. Discharge line from the interceptor tank to the collection line in the street
- c. Interceptor tank with pump unit (STEP or GP)
- d. Gravity service line from the customer's structure to the interceptor tank
- e. Electrical power connection at the customer's structure
- f. Power cable from the power connection to the pump control panel
- g. Pump control panel
- h. Power and control cables from the pump control panel to the electrical disconnect
- i. Electrical disconnect
- j. Power and control cables from the electrical disconnect to the interceptor tank

All of these facilities are located on site except the collection lines.

There are five types of connections:

1. Existing individual residence converting from a septic tank to an LPSS connection
2. New individual residence connection
3. New commercial and existing commercial development converting from an onsite system to an LPSS connection (less than 330 gpd)
4. New commercial and existing commercial development converting from an onsite system to an LPSS connection (330 gpd or greater)
5. New residential subdivision

A. Existing individual residence converting from a septic tank to an LPSS connection

On Site Facilities Locations - Upon application for service by the customer, staff will meet with the customer on site to determine mutually acceptable locations for the on site facilities. The

acceptable site plan is initialed and dated by the customer and staff. The original is maintained by the Water Department and a copy is provided to the customer.

Installation Responsibilities:

- a. Water Department staff will provide a summary of the installation procedure and costs associated with connection to the LPSS to the customer.
- b. Water Department staff will coordinate determination of acceptable locations for on site facilities with customer.
- c. Water Department will install all on site facilities except from the customer's structure to the interceptor tank.
- d. Customer will install gravity service line from the structure to the interceptor tank.
- e. Customer will properly abandon septic tank.
- f. Customer (wastewater service only) will install a water meter meeting County specifications in a mutually acceptable location to measure the amount of water provided to the structure for domestic uses.
- g. Customer is responsible for initiating billing account setup, payment of capacity fee and AGR fee if applicable, customer account setup charge and customer deposit if applicable.

All installations will comply with the County's Water and Wastewater Technical Manual.

B. New individual residence connection (water and wastewater service)

On Site Facilities Locations - Upon application for service by the customer, staff will meet with the customer on site to determine mutually acceptable locations for the on site facilities. The acceptable site plan is initialed and dated by the customer and staff. The original is maintained by the Water Department and a copy is provided to the customer.

Installation Responsibilities:

- a. Water Department staff will provide a summary of the installation procedure and costs associated with connection to the LPSS to the customer.
- b. Water Department staff will coordinate determination of acceptable locations for on site facilities with customer.
- c. Water Department will install all on site facilities except from the customer's structure to the interceptor tank.
- d. Customer will install gravity service line from the structure to the interceptor tank.
- e. Customer is responsible for initiating billing account setup, payment of capacity fee and AGR fee if applicable, customer account setup charge and customer deposit if applicable.

All installations will comply with the County's Water and Wastewater Technical Manual.

C. New commercial and existing commercial development converting from an onsite system to an LPSS connection (less than 330 gpd)

On Site Facilities Locations - Upon application for service by the customer, staff will meet with the customer on site to determine mutually acceptable locations for the on site facilities. The acceptable site plan is initialed and dated by the customer and staff. The original is maintained by the Water Department and a copy is provided to the customer.

Installation Responsibilities:

- a. Water Department staff will provide a summary of the installation procedure and costs associated with connection to the LPSS to the customer.

- b. Water Department staff will coordinate determination of acceptable locations for on site facilities with customer.
- c. Water Department will install all on site facilities except the grease trap if applicable and the gravity service line from the customer's structure to the interceptor tank.
- d. Customer will install gravity service line from the structure to the interceptor tank.
- e. Customer will install a grease trap if applicable.
- f. Customer will properly abandon septic tank.
- g. Customer (wastewater service only) will install a water meter meeting County specifications in a mutually acceptable location to measure the amount of water provided to the structure for domestic uses.
- h. Customer is responsible for initiating billing account setup, payment of capacity fee and AGR fee if applicable, customer account setup charge and customer deposit if applicable.

All installations will comply with the County's Water and Wastewater Technical Manual.

D. New commercial and existing commercial development converting from an onsite system to an LPSS connection (330 gpd or greater)

On Site Facilities Locations - Upon application for service by the customer, staff will meet with the customer on site to determine mutually acceptable locations for the on site facilities. The acceptable site plan is initialed and dated by the customer and staff. The original is maintained by the Water Department and a copy is provided to the customer.

Installation Responsibilities:

- a. Water Department staff will provide a summary of the installation procedure and costs associated with connection to the LPSS to the customer.
- b. Water Department staff will coordinate determination of acceptable locations for on site facilities with customer.
- c. Water Department will maintain the on site facilities in proper working order.
- d. Customer will install all on site facilities.
- e. Customer will install the power connection to the customer's electric meter.
- f. Customer will install gravity service line from the structure to the interceptor tank.
- g. Customer will install a grease trap if applicable.
- h. Customer will properly abandon septic tank.
- i. Customer (wastewater service only) will furnish and install a water meter in a mutually acceptable location to measure the amount of water provided to the structure for domestic uses.
- j. Customer will dedicate the discharge line from the interceptor tank to the collection line in the street to the County for operation and maintenance.
- k. Customer is responsible for initiating billing account setup, payment of capacity fee and AGR fee if applicable, customer account setup charge and customer deposit if applicable.

All installations will comply with the County's Water and Wastewater Technical Manual.

E. New residential subdivision

On Site Facilities Locations - Upon application for service by the customer, staff will meet with the customer on site to determine mutually acceptable locations for the on site facilities. The acceptable site plan is initialed and dated by the customer and staff. The original is maintained by the Water Department and a copy is provided to the customer. The Developer may elect to transfer responsibility for site coordination and the routing of utilities to the Builder upon their mutual agreement.

Developer / Builder will be responsible for installation of LPSS collection system infrastructure in accordance with the development plan approved by the County.

Developer will be responsible for coordinating the location of on site facilities for each connection with the Water Department.

Developer will be responsible for installation of all on site facilities for each connection and dedication of the on site facilities other than the connection to the customer's meter and the gravity sewer lateral to the County for operation and maintenance.

Developer's responsibilities may be accomplished by contracting with the home builders for coordination and installation of the on site LPSS facilities.

All installations will comply with the County's Water and Wastewater Technical Manual.

All LPSS Systems:

The red warning lamp located on the pump control panel must be visible to alert the customer of a malfunction in the LPSS pumping unit. The green "power on" lamp will be disconnected if the customer so desires.

Customer is responsible for alerting the County when the alarm lamp is lit or the power on lamp is off so the County can respond to provide appropriate maintenance in a timely manner.

Customer is responsible for ceasing discharges to the on site facilities when such discharge would cause damage to the customer's property or an overflow of sewage from the interceptor tank.

Conversion of Existing STEP Systems to GP or Other Approved Systems:

Determination shall be made by the Water Department when the useful life of an existing STEP pumping system has reached its useful life and should be replaced with the technology in use at that time.

Conversion of STEP pumping systems to GP pumping systems may be accomplished by either replacement of the pumping chamber or the interceptor tank and other pumping facilities and controls.

The electrical disconnect located inside the STEP interceptor tank on existing STEP pumping systems shall be relocated to an appropriate above ground location mutually agreeable with the customer when the STEP pumping system is replaced with current technology.

Maintenance Responsibilities:

- A. County will be responsible for maintenance of all onsite facilities constructed by the County or dedicated to and accepted by the County for maintenance.
- B. County will be responsible for pumping solids from STEP interceptor tanks when it is determined by the Water Department that such maintenance is required.
- C. Customer is responsible for maintenance of grease traps, if installed.
- D. Customer is responsible for the cost of maintenance performed by or for the County to the interceptor tank, pumping system, pump control system and downstream collection lines where such maintenance is caused by customer's failure to properly maintain on site grease traps.

Policy Updates:

The Water Department shall submit proposed revisions to the LPSS Policy when conditions warrant consideration of a significant change in procedures.

Approved by: Board of County Commissioners

Approved Date: February 19, 2003