

The logo features a stylized, concentric circular pattern resembling a ripple in water or a spiral, rendered in a light blue color against the dark blue background.

SACRAMENTO AREA
SEWER DISTRICT
SERVING YOU 24/7

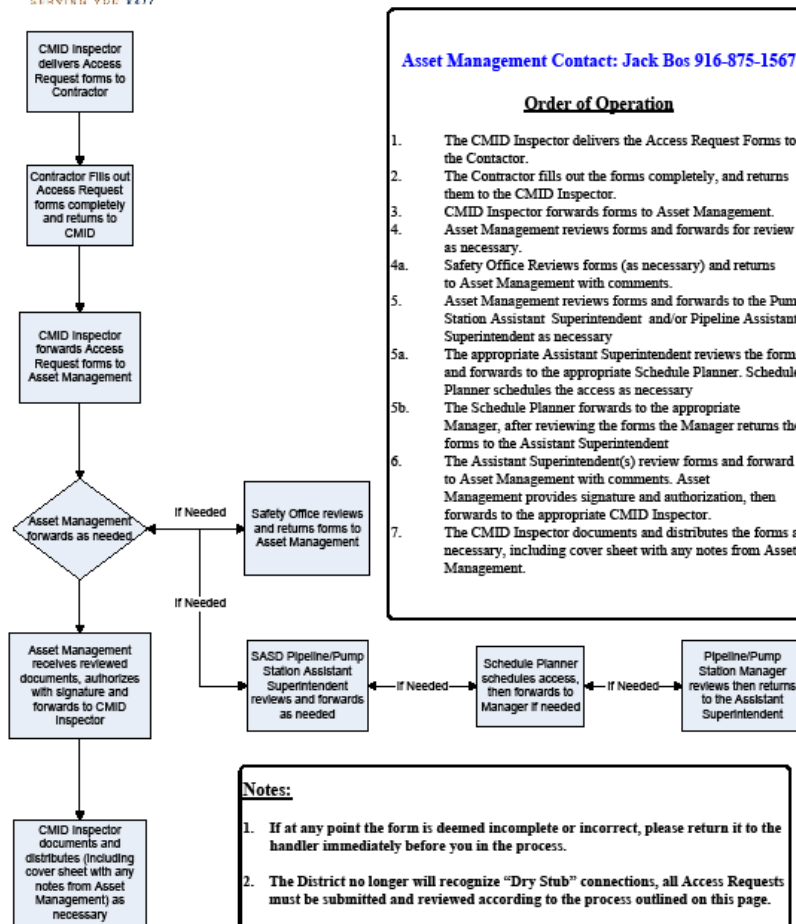
Sewer Access Request Packet

Jack Bos

Access Request – Distribution (Cover)



Access Request Distribution
 Contractor - please complete forms and submit to CMID Inspector
Allow 20 Calendar Days for Processing



Asset Management Contact: Jack Bos 916-875-1567

Order of Operation

1. The CMID Inspector delivers the Access Request Forms to the Contractor.
2. The Contractor fills out the forms completely, and returns them to the CMID Inspector.
3. CMID Inspector forwards forms to Asset Management.
4. Asset Management reviews forms and forwards for review as necessary.
- 4a. Safety Office Reviews forms (as necessary) and returns to Asset Management with comments.
5. Asset Management reviews forms and forwards to the Pump Station Assistant Superintendent and/or Pipeline Assistant Superintendent as necessary
- 5a. The appropriate Assistant Superintendent reviews the forms and forwards to the appropriate Schedule Planner. Schedule Planner schedules the access as necessary
- 5b. The Schedule Planner forwards to the appropriate Manager, after reviewing the forms the Manager returns the forms to the Assistant Superintendent
6. The Assistant Superintendent(s) review forms and forward to Asset Management with comments. Asset Management provides signature and authorization, then forwards to the appropriate CMID Inspector.
7. The CMID Inspector documents and distributes the forms as necessary, including cover sheet with any notes from Asset Management.

Notes:

1. If at any point the form is deemed incomplete or incorrect, please return it to the handler immediately before you in the process.
2. The District no longer will recognize "Dry Stub" connections, all Access Requests must be submitted and reviewed according to the process outlined on this page.
3. No work is to begin without an approved Access Request signed by Asset Management. **No Exceptions**

Access Request – Check List

Access Request Information Checklist



Project Name: _____

	Contractor Verified	CMID / SASD PM Verified
CMID / SASD Project Manager Info:		
Name:		
Office Phone:		
Cell Phone:		
Access Request Required Info:		
Project Name and Address		
Overview Map w/ specific plan & profile page		
Exact Date Range of Requested Access (no less than 30 days from date of submitted request, range no more than 14 calendar days in length)		
Contractor Company Name:		
Contractor Contact & Number:		
Subcontractor Company Name:		
Subcontractor Contact & Number:		
Confined Space Entry Plan (if needed):		
Conforms to SASD Rehabilitation Standards & Specifications Section 3.7?		
Traffic Control Plan (if needed):		
If needed has the Traffic Control Plan been approved?		
By pass pumping plan (if needed):		
Map with exact locations of manholes to be plugged		
Map with exact location of by pass suction and discharge		
Valve type (check, isolation, etc.) identified on By pass Map		
Written by pass pump operations plan, including a contingency plan		
Note in operations plan how the by pass pumps will be monitored and controlled		
Note in operations plan of frequency that the upstream manhole will be monitored to ensure pumping is adequate		
Note in operations plan of 1) Pump Type, 2) Pump Capacity, 3) Pipe Type, 4) Pipe Diameter, 5) Pipe Length		
Sewer Spill / Sewer Overflow response plan		
Asset Management		Verified
Hydrograph		
Estimated Hours of Non-Operation Possible		
Asset Number		
Asset Location Map (GIS Map)		

Revised 3/1/2009

Access Request - Response

9660 Ecology Lane
Sacramento, CA 95827



Phone: (916) 875-1567
FAX: (916) 875-4299

Letter of Transmittal

Attention: 9660 Ecology Lane
Sacramento, Ca 95827

Date:

From: Jack Bos
Company: Department of Water Quality
Subject: Access Request – [Project Name]

Approved

Rejected

Comments: Attached you will find:
1. Approved Access Request form for [Project Name].

For your signature Need More Info Access Approved For your info

- Special Notes:**
1. The contractor shall comply with all Federal, State and local rules, regulations, ordinances, and statutes that apply to the handling, storage, and disposal of contaminated and hazardous materials.
 2. Existing sewers and appurtenances exposed to sewage and industrial wastes are considered contaminated with disease-causing organisms. The Contractor shall advise all personnel (including Subcontractor personnel) in contact with contaminated facilities, debris, wastewater, or similar items of the necessary precautions to avoid disease. It is the Contractor's responsibility to urge all personnel to observe a strict regimen of proper hygienic precautions, including any inoculations recommended by the local public health officer.
 3. The Contractor shall comply with all Federal, State and local rules, regulations, ordinances and statutes with respect to sanitation. The Contractor shall obey and enforce such sanitary requirements, and shall take precautions against contagious or infectious diseases.
 4. The Contractor shall comply at a minimum with all standards outlined by Cal-OSHA and any additional applicable Federal, State, and local rules, regulations, and standards for workplace safety.

Questions? If you have any questions, please feel free to call me at (916) 875-1567. ☺

Contacts

Jack Bos

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