

MILWAUKIE

Dogwood City of the West

City of Milwaukie
Public Works Department

10.01 Preventive Maintenance

STORM MAIN LINE TV'ing

Standard Operating Procedure #10.01.004

July 25, 2013

By

Ronelle Sears
Public Works Supervisor

Approved:


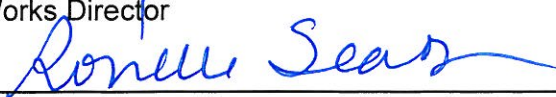
	
Public Works Director	Stormwater/Wastewater Supervisor
9-9-13	9-10-13
Date	Date

Table of Contents

1.0	Purpose and Applicability.....	p.3
2.0	Method Summary.....	p.3
3.0	Definitions.....	p.3
4.0	Health and Safety Concerns.....	p.3
5.0	Personnel Qualifications.....	p.3
6.0	Equipment and Supplies.....	p.3
7.0	Procedural Steps.....	p.4
8.0	Records Management.....	p.4
9.0	References.....	p.4

1.0 PURPOSE & APPLICABILITY

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the practice and reporting of Storm Main Line TV'ing as performed by the City of Milwaukie Public Works department. This procedure is written and implemented to assess the condition of main lines and to meet the requirements of the National Pollution Discharge Elimination System (NPDES) MS4 Permit Schedule F, Section B and the Stormwater Management Plan (SWMP) Element #8.

The policies and procedures of this SOP are applicable to all City of Milwaukie Public Works personnel involved in the planning, preparation, conducting and reporting of Storm Main Line TV'ing within the City of Milwaukie city boundaries.

The operator or inspector may deviate from these procedures when necessary due to unexpected or unique circumstances that may occur in the field. Any deviation must be discussed with supervisory personnel prior to implementation.

2.0 METHOD SUMMARY

Main line TV'ing is performed to monitor the structural integrity of the storm mains. Cross connections with sanitary sewer and illicit discharges may also be discovered during CCTV inspections of storm lines. Main line TV'ing will be completed as needed.

3.0 DEFINITIONS

3.1 TV'ing: video inspection reviewed by Closed Circuit Television

4.0 HEALTH & SAFETY CONCERNS

Personal protective equipment such as safety glasses for splashing material, gloves for handling possibly contaminated material or contact with dead or live animals. Some of the concerns are exposure to hypodermic needles, flying debris, heavy traffic areas, and uneven surfaces, lifting heavy equipment, and tripping hazards.

5.0 PERSONNEL QUALIFICATIONS

Personnel must have a working knowledge of the Hansen Asset Software to complete inspection reports and be fully trained and signed off on the TV Van. They must also have knowledge of work zone safety and blood borne pathogens.

6.0 EQUIPMENT & SUPPLIES

Laptop, manhole, hooks, traffic control equipment, work boots, high visibility safety wear, first aid kits, gloves, electronic devices and radios or cell phones.

7.0 PROCEDURAL STEPS

- 7.1 TV Van pre-trip inspection and preparation (water, safety supplies, paper towels, hand sanitizer).
- 7.2 Determine area selection, route and map.
- 7.3 Upon arrival turn on required flashers and lights.
- 7.4 Use a spotter to guide you to the entry asset.
- 7.5 Assess traffic control needs, set up accordingly. Place signs and cones in appropriate areas.
- 7.6 Pull grate or lid from asset.
- 7.7 Set up and prepare camera equipment.
- 7.8 Enter appropriate information onto title page.
- 7.9 Operate mobile camera through asset, creating TV inspection
- 7.10 Complete TV inspection, start and complete work order
- 7.11 Capture video footage and save to DVD.
- 7.12 Remove equipment from entry asset, clean area and close grate or lid.
- 7.13 Remove signs and cones from appropriate areas.
- 7.14 Move to next asset.

8.0 RECORDS MANAGEMENT

The personnel performing the work will complete the work order that is generated by the Hansen program under each numbered asset in the database. The report hard copies will be retained in accordance with the current City of Milwaukie records retention policy and Oregon Administrative Rules 166-200-120.

9.0 REFERENCES

- 9.1 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.2 NPDES MS4 Discharge Permit # 101348 (March 16, 2012) Oregon Department of Environmental Quality
- 9.3 TV Van Operating Manual (2010)
- 9.4 City of Milwaukie Citywide Safety Manual (2002)

Revision Record

Revision	Date	Author	Description of change