



ST. CHARLES  
SINCE 1834

**AGENDA ITEM EXECUTIVE SUMMARY**

Title: Presentation of the Sanitary Sewer Capacity, Management, Operations and Maintenance (CMOM) Plan – Information Only

Presenter: Timothy Wilson

*Please check appropriate box:*

<input type="checkbox"/>	Government Operations	<input checked="" type="checkbox"/>	Government Services 07.25.16
<input type="checkbox"/>	Planning & Development	<input type="checkbox"/>	City Council
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	

Estimated Cost: \_\_\_\_\_ Budgeted: YES  NO

If NO, please explain how item will be funded:

**Executive Summary:**

In November of 2015 the city contracted with Engineering Enterprises Inc (EEI) to complete a Capacity, Management, Operation and Maintenance (CMOM) plan. This was a result of the wastewater EPA Permit special condition that required the City to implement and submit a CMOM plan to the EPA.

The plan requires measurable activities the City will need to perform to maximize the efficiency and capacity of its sanitary sewer collection system, lift stations and wastewater treatment facilities. It also addresses sanitary sewer overflows, provides an assessment of the sewer collection system and identifies deficiencies in the system.

**Attachments:** *(please list)*

\* CMOM Plan Submitted to IEPA

**Recommendation / Suggested Action** *(briefly explain):*

None

*For office use only:* Agenda Item Number: 4.a



**Capacity, Management,  
Operations and  
Maintenance (CMOM) Plan**

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**February 2016**





# CAPACITY, MANAGEMENT, OPERATIONS, AND MAINTENANCE PLAN

City of St. Charles, IL

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- B Lift Stations Overview
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- F Homeowner Assistance Policy

## Abbreviations

- 1 CMOM: Capacity, Management, Operations, and Maintenance
- 2 DAF: Design Average Flow or Daily Average Flow
- 3 DIP: Ductile Iron Pipe
- 4 FY: Fiscal Year
- 5 GPCD: Gallons Per Capita per Day
- 6 HDPE Pipe: High Density Polyethylene Pipe
- 7 I/I: Infiltration/Inflow
- 8 IDM: Inch Diameter Miles
- 9 IEMA: Illinois Emergency Management Agency
- 10 IEPA: Illinois Environmental Protection Agency
- 11 LF: Lineal Feet
- 12 MACP: Manhole Assessment and Certification Program
- 13 MGD: Millions of Gallons per Day
- 14 NASSCO: National Association of Sewer Service Companies
- 15 NPDES: National Pollutant Discharge Elimination System
- 16 PACP: Pipeline Assessment and Certification Program
- 17 PE: Population Equivalents
- 18 PVC Pipe: Polyvinyl Chloride Pipe
- 19 RCP: Reinforced Concrete Pipe
- 20 RCPP: Reinforced Concrete Pressure Pipe
- 21 SSO: Sanitary Sewer Overflow
- 22 USEPA: United States Environmental Protection Agency
- 23 VCP: Vitrified Clay Pipe
- 24 WWTF: Wastewater Treatment Facility

## Definitions

- 1 Annual Subbasin: the section of St. Charles' collection basin that will be inspected per the CMOM plan over the course of a year
- 2 Basin: the aggregation of St. Charles' entire sanitary sewer network
- 3 Eastern Tributary Subbasins: the aggregation of Subbasins that are tributary to the East WWTF
- 4 Infiltration: water other than wastewater that enters a sewer system from the ground through sources such as the as defective pipes, pipe joints, connections, or leaking manhole joints
- 5 Inflow: water other than wastewater that enters a sewer system from sources such as roof leaders, cellar drains, yard drains, area drains, foundation drains, catch basis, drainage, or open manhole lids
- 6 Population Equivalents: the average amount of resources consumed by one person; this simplifies all resources consumed by industrial and commercial establishments and attributes them to the general population
- 7 Sanitary Sewer: a sewer intended only to carry wastewater

- 8 Subbasin: the sections of the Basin that represent different collection system areas, usually signified by all sewer in the area flowing towards one common exit point from the Subbasin; these Subbasins were determined in the years prior to the CMOM
- 9 Western Tributary Subbasins: the aggregation of Subbasins that are tributary to the West WWTF



## Section 1: Introduction and CMOM Background

### 1.1 The City of St. Charles

The City of St. Charles is located 35 miles west of downtown Chicago and has land in both Kane and DuPage counties. The City had a population estimated at 33,267 people in 2014, and the Chicago Metropolitan Agency for Planning (CMAP) estimates a 2040 population of 41,726.

The City has two wastewater treatment facilities (WWTFs), the East (or Main) WWTF and the West WWTF. The East WWTF has a Design Average Flow (DAF) Capacity of 9.0 Million Gallons per Day (MGD) and the West WWTF that as a DAF of 0.70 MGD. The West WWTF, as well as most of the sanitary mains tributary to it, are generally newer than the East WWTF and its' tributary mains.

### 1.2 The City of St. Charles' CMOM Plan Requirements

WWTFs that discharge into navigable waters are required by the United States Environmental Protection Agency (USEPA) to have a National Pollutant Discharge Elimination System (NPDES) permit; both the East and West WWTFs have NPDES permits. The NPDES permit for the East WWTF (Permit No. IL0022705) includes Special Condition 21, which details requirements for a Capacity, Management, Operations, and Maintenance (CMOM) plan. NPDES Permit No. IL0022705, dated November 21, 2014, is included in Appendix A.

This report is meant to satisfy the requirements of the noted NPDES Permit special condition, as well as provide a guide for ongoing and future evaluation and improvements to the City's sanitary sewer collection system.

### 1.3 CMOM Plan Overview

Sanitary sewer collection systems have a finite capacity to carry wastewater based on the size of the system components. The size of the components is based upon an analysis of the contributor flows into the system plus a factor for growth. The analysis considers residential, commercial, and industrial sources of flow plus a designated leakage rate for the system components. With time, the design basis for the system may change resulting in flows in excess of the designed flow. Changes can include population increases beyond the growth factor used in the design basis, integrity deterioration resulting in a leak rate greater than the design basis, and inappropriate stormwater connections. These factors can lead to overflows of the system as the increased flows exceed the ability of the collection system or lift stations to convey the wastewater.

Likewise, failing to maintain the collection system can result in overflows irrespective of any flow increases. Materials such as grease, rags, roots, and other foreign objects can create blockages within the system. Regular maintenance and cleaning regimens can eliminate these occurrences particularly applying to grease and root development.



Overflows, regardless of the cause, may release untreated sewage to surface waters, at times leading to substantial negative impacts on the receiving body. The majority of impaired waters are impaired due to nutrients, sediment, pathogens, metals, and organic enrichment.<sup>1</sup>

1.3.1 History of the CMOM Program –The Clean Water Act initiated the Separate Sanitary Sewer Overflow (SSO) Policy, which resulted in the 1995 Urban Wet Weather Flows Advisory Committee. The 1995 Wet Weather Flows Advisory Committee followed up with a Phase II Stormwater Subcommittee and the SSO Policy Dialogue Subcommittee. In 1999, the SSO Subcommittee began working on regulations for separate sanitary collection systems which included CMOM regulations; the CMOM regulations then went through various phases of review, revision, and waiting periods. Even though there was a consensus that the CMOM plan was needed, there were concerns regarding separating it from the SSO Policy. In 2005, the USEPA published the “Guidance” document on CMOM and that initiated other USEPA regional offices to develop their own CMOM regulations. The IEPA started implementing CMOM regulation into NPDES permits in 2007.

1.3.2 Purpose of the CMOM Program – Four typical goals of CMOM plans are:

- Prevent overflows from the sanitary sewer to the extent possible and practicable
- Manage the assets of the utility program inclusive of personnel and equipment to affect a regular maintenance program and to be able to respond to emergency overflows of the system
- Through the use of analytical and engineering methods, develop a system to assess and prioritize maintenance, rehabilitation and replacement activities for the portions of the collection system under operational control the Utility.
- Through effective management, develop and enforce appropriate ordinances that will help to better manage the performance of the collection system.

Additional goals, more specific for the St. Charles CMOM plan, are identified in Section 3 of this report. It should be noted that general CMOM requirements typically stipulate that the community address impacts of flows from satellite collections systems in the report. However, St. Charles is not connected to another communities’ system, so this will not be further evaluated in this report.

1.3.3 Components of the CMOM Program – The NPDES Permit which mandated that St. Charles create a CMOM plan outlined several items which must be included in the plan. The USEPA has also created multiple documents regarding recommended contents of CMOM plans. CMOM plans are applicable to small, medium, and large wastewater collection systems. Just as no two sewer systems are exactly alike, no two CMOM plans will be identical. It is important to note that the CMOM plan itself makes no quantitative rules regarding the sewer system management; it is meant to be a guidance document that assists in efficient management of the sewer system.

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<sup>1</sup> References – Item 1



## Section 2: Existing Sewer System

Careful study and analysis of the sanitary sewer system will help to guide the City of St. Charles in making feasible and cost effective decisions regarding the CMOM plan. The following section outlines several key metrics concerning the City’s sanitary sewer system.

### 2.1 Sanitary Sewer System Metrics

Exhibit 2-1 provides a general overview of the collection system. Several years prior to the writing of the CMOM, the City divided their collection area into 25 subbasins. Each of these subbasins is tributary to the East or West WWTF. Exhibit 2-1 identifies each of the subbasins, as well as piping diameters, lift station locations, siphon locations, and WWTF locations. Exhibits 2-2A through 2-2B are included to assist with deciphering particular details of the system in each subbasin region. See Table No. 2-1 for the overview of the subbasins, their corresponding subbasin region, and their distributary corresponding WWTF. The subbasin region is only for the purposes of mapping and holds no other functional significance.

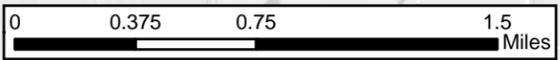
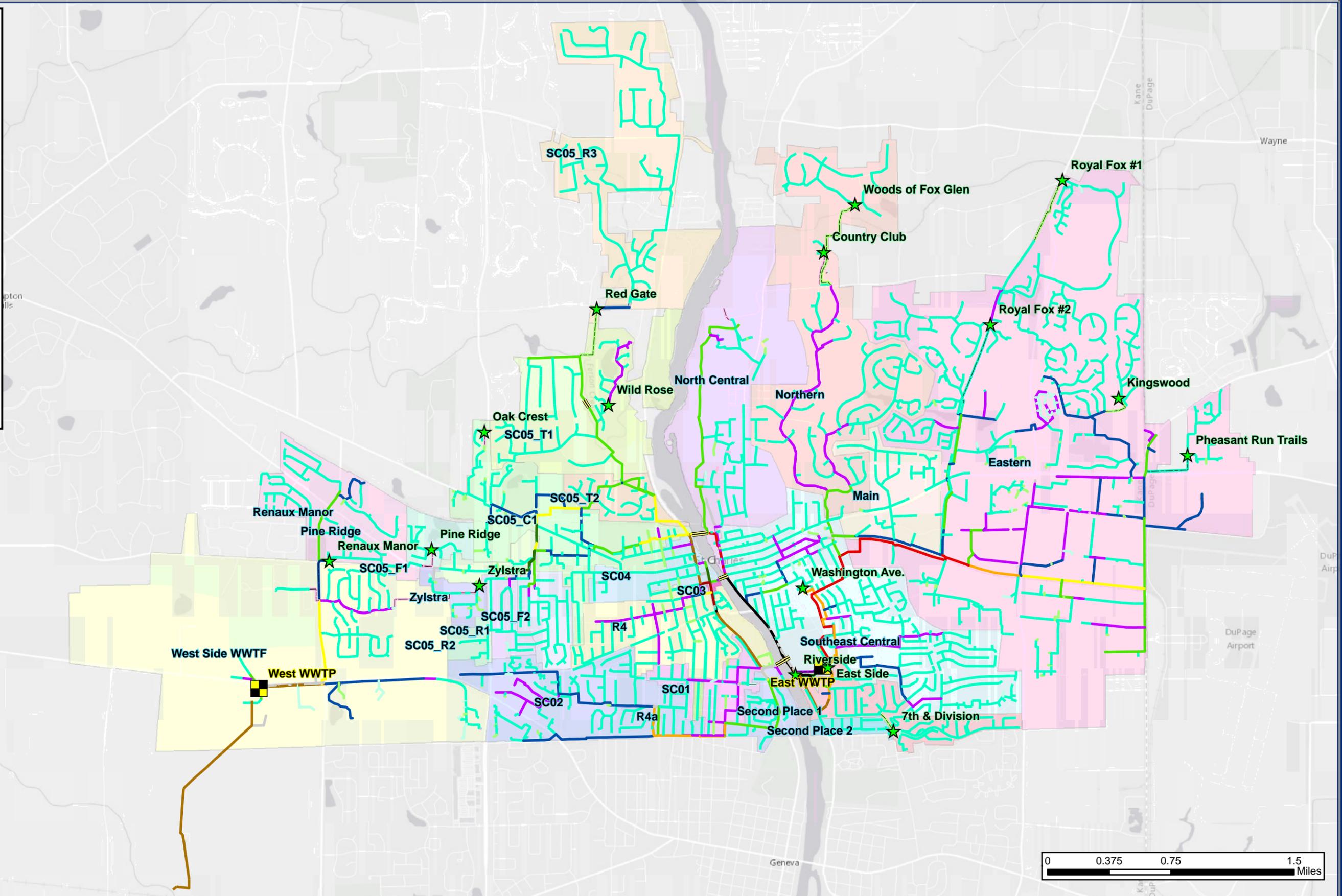
**Table No. 2-1 Subbasin Distribution**

City of St. Charles, IL

Subbasin Region/Exhibit	Subbasin	Tributary To
Eastern/2-2A	Eastern	East WWTF
Eastern/2-2A	Main	East WWTF
Northern/2-2B	North Central	East WWTF
Northern/2-2B	Northern	East WWTF
Northern/2-2B	SC05_R3	East WWTF
Northern/2-2B	SC05_T1	East WWTF
Northern/2-2B	SC05_T2	East WWTF
Southern/2-2C	R4	East WWTF
Southern/2-2C	R4a	East WWTF
Southern/2-2C	SC01	East WWTF
Southern/2-2C	SC02	East WWTF
Southern/2-2C	SC03	East WWTF
Southern/2-2C	SC04	East WWTF
Southern/2-2C	SC05_C1	East WWTF
Southern/2-2C	SC05_F1	East WWTF
Southern/2-2C	SC05_F2	East WWTF
Southern/2-2C	SC05_R1	East WWTF
Southern/2-2C	SC05_R2	East WWTF
Southern/2-2C	Second Place 1	East WWTF
Southern/2-2C	Second Place 2	East WWTF
Southern/2-2C	Southeast Central	East WWTF
Western/2-2D	Pine Ridge	West WWTF
Western/2-2D	Renaux Manor	West WWTF
Western/2-2D	West Side WWTF	West WWTF
Western/2-2D	Zylstra	West WWTF

**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- Sanitary Mains**
- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"
- Abandoned
- Force Mains



**Engineering Enterprises, Inc.**  
 52 Wheeler Road  
 Sugar Grove, Illinois 60554  
 (630) 466-6700  
 www.eeiweb.com

**City of St. Charles**  
 2 East Main Street  
 St. Charles, IL 60174  
 (630) 377-4400

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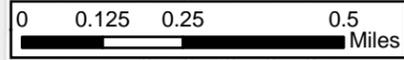
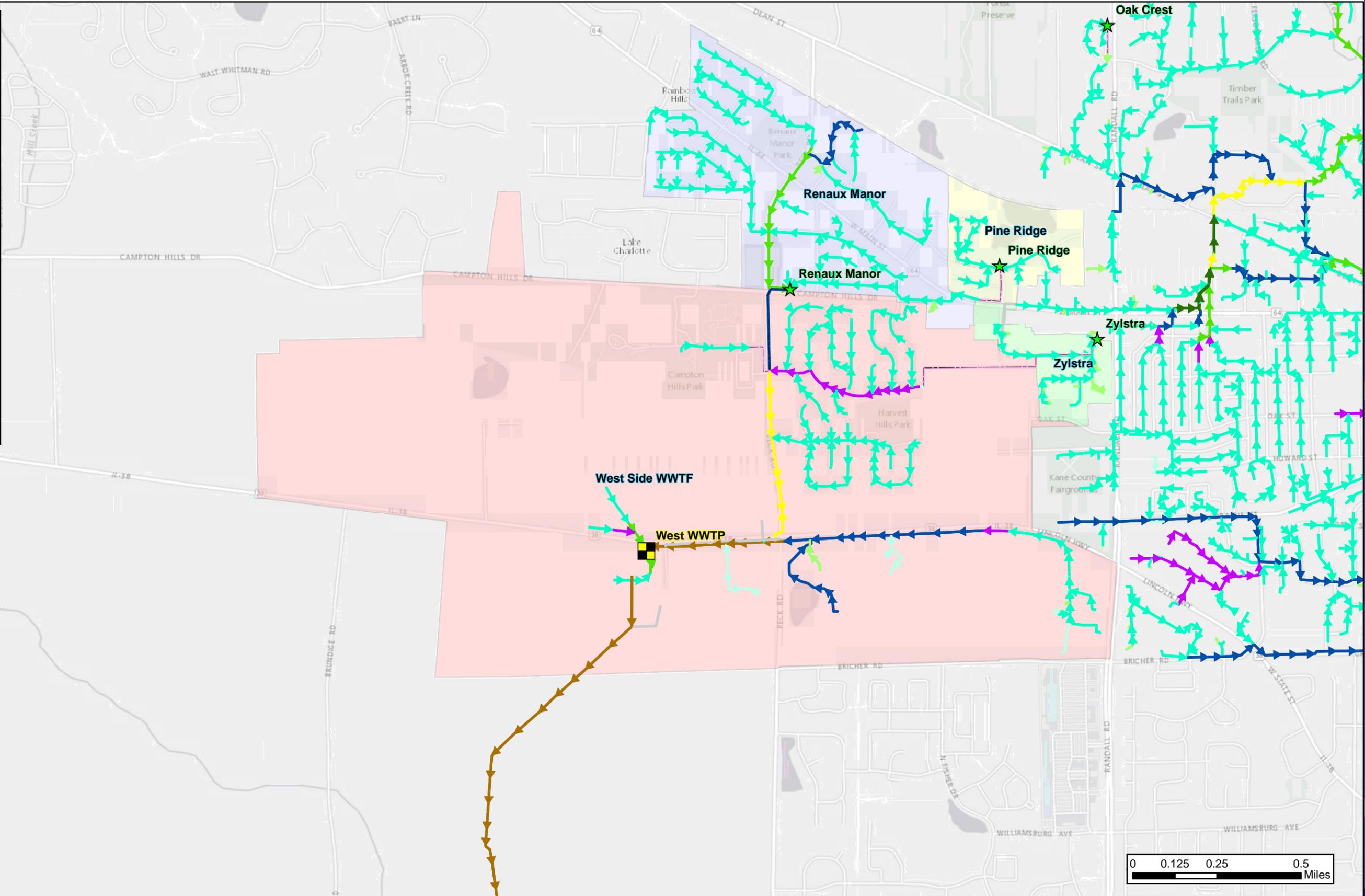
**CMOM Plan**

**Exhibit 2-1  
 All Basins - Overview**



**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- Sanitary Mains**
- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"
- Abandoned
- Force Mains



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 (630) 377-4400

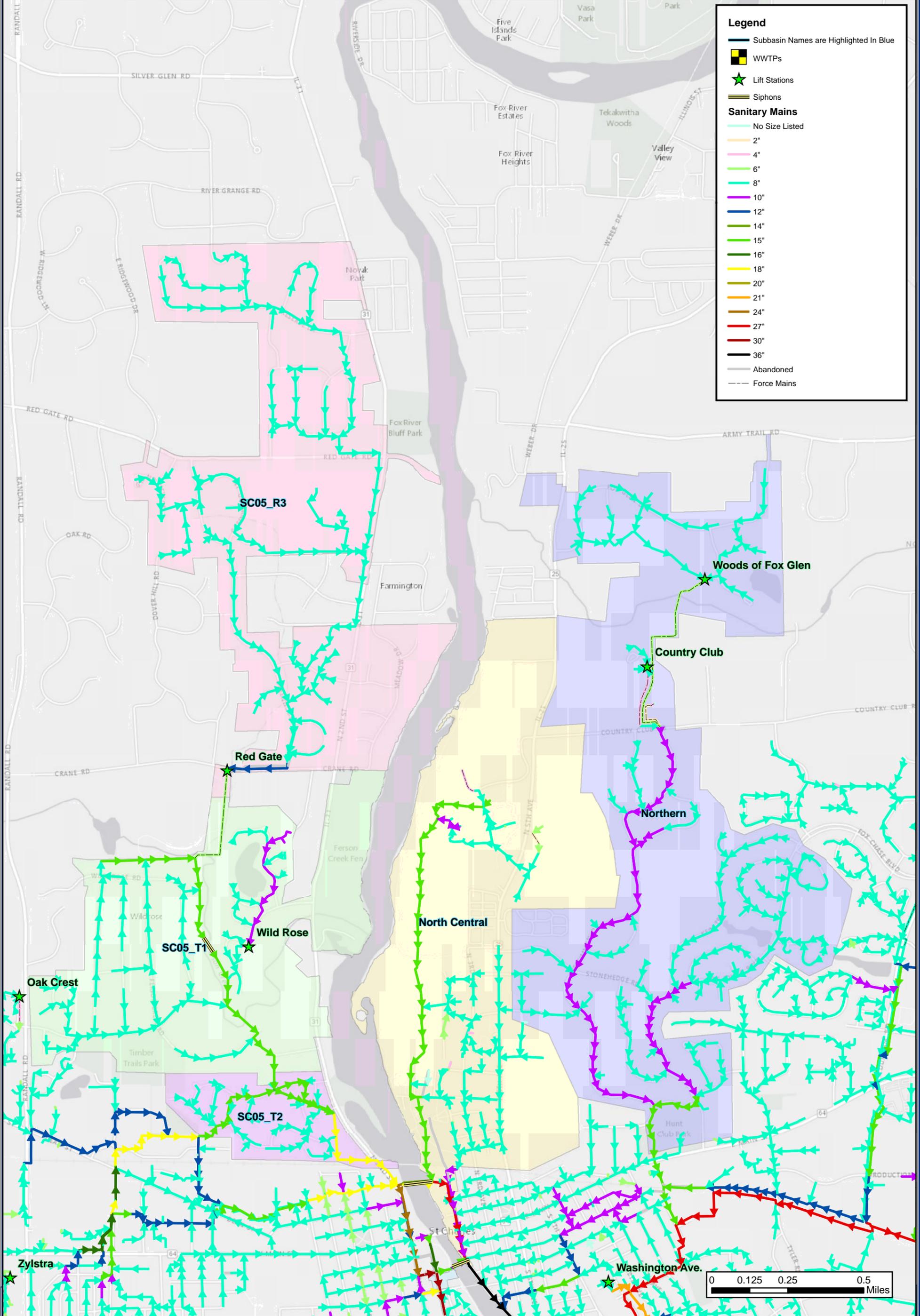
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**CMOM Plan**

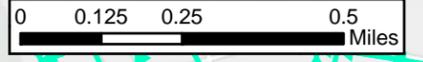
**Exhibit 2-2A  
 Western Subbasins Map**





**Legend**

- Subbasin Names are Highlighted In Blue
- WWTPs
- Lift Stations
- Siphons
- Sanitary Mains**
- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"
- Abandoned
- Force Mains



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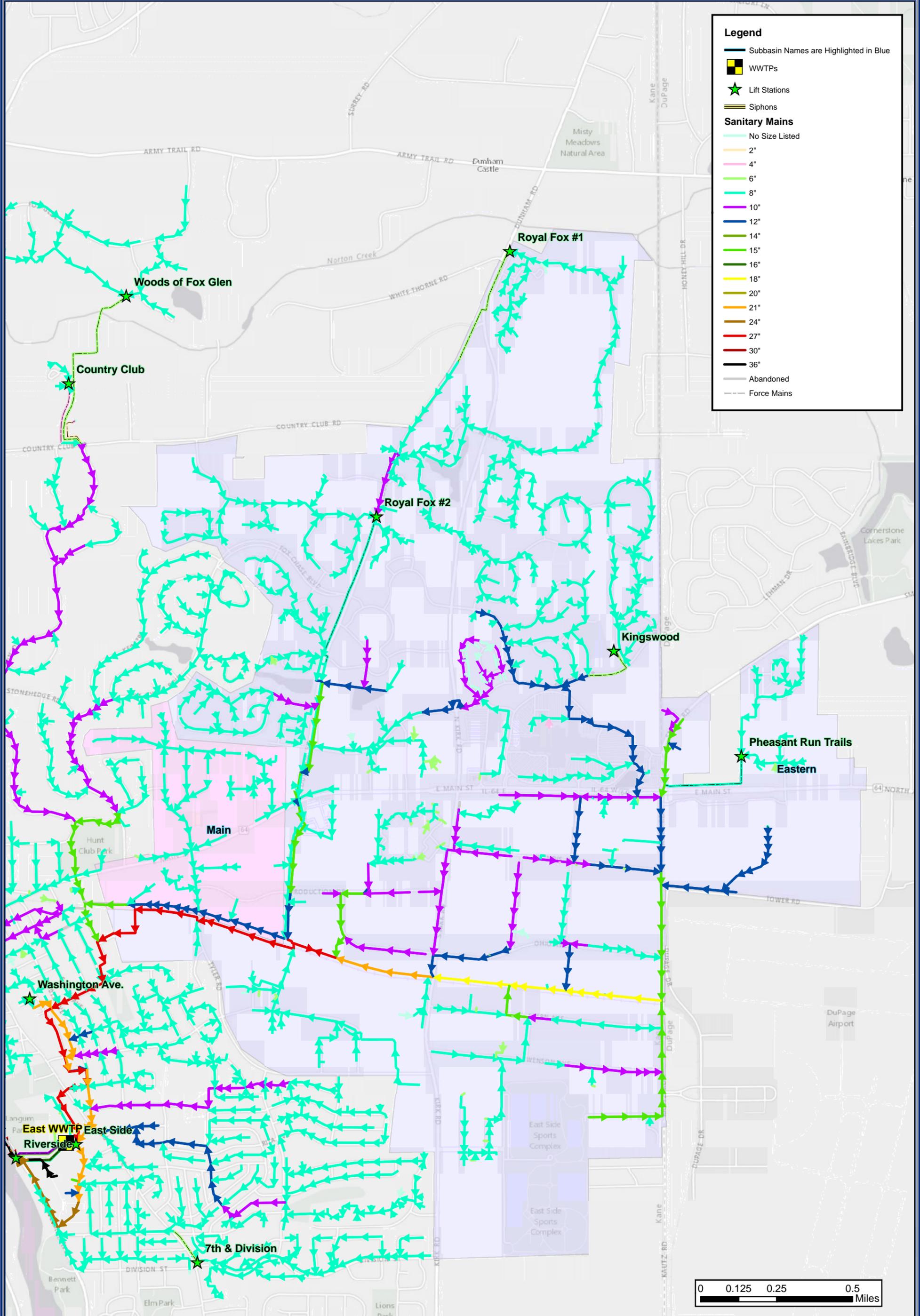
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 2 East Main Street  
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**CMOM Plan**

**Exhibit 2-2B  
 Northern Subbasins Map**



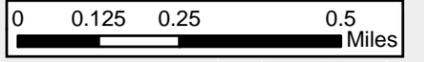


**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons

**Sanitary Mains**

- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"
- Abandoned
- Force Mains



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 (630) 466-6700  
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 St. Charles, IL 60174  
 (630) 377-4400

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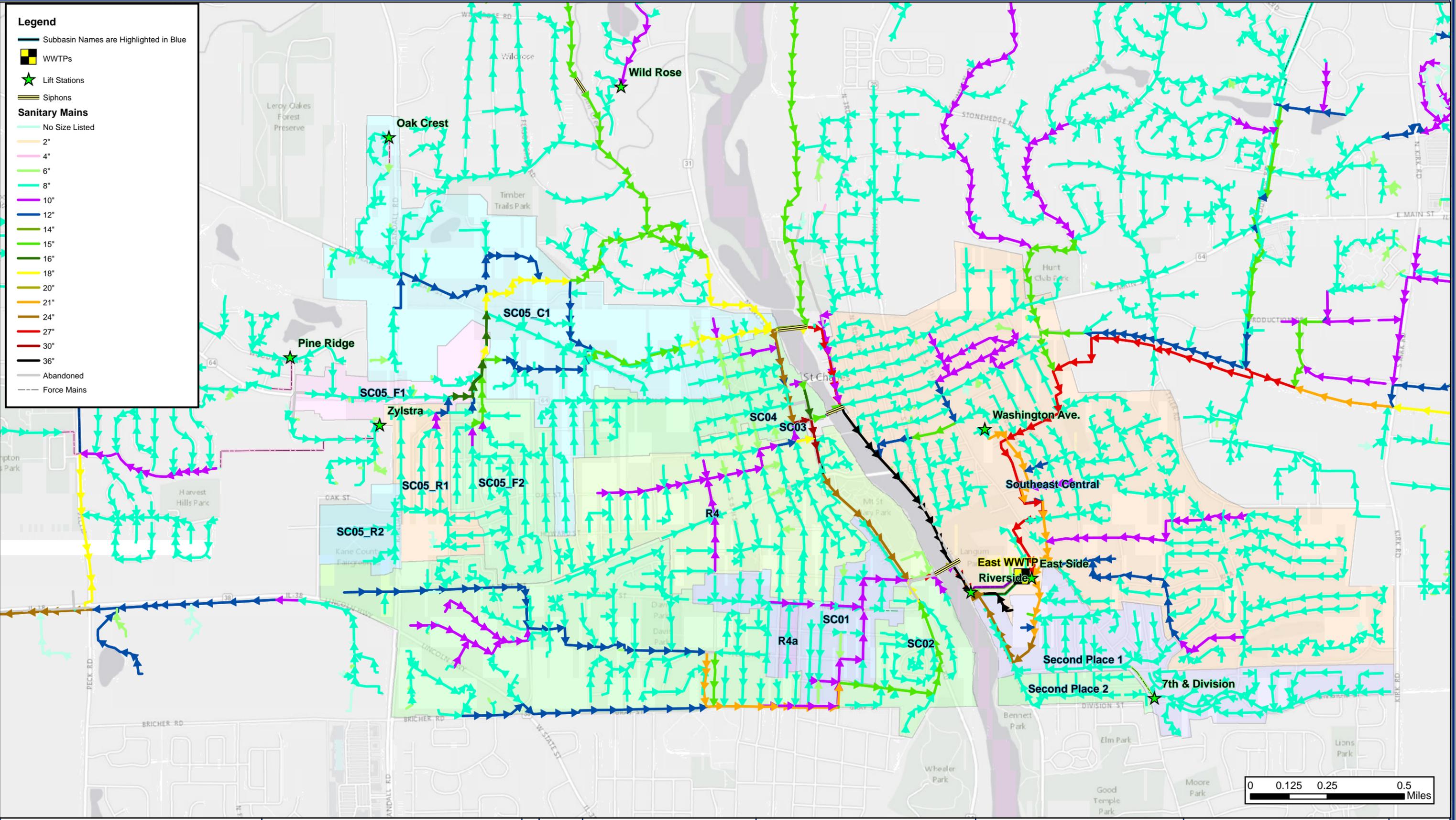
**CMOM Plan**

**Exhibit 2-2C  
 Eastern Subbasins Map**



**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- Sanitary Mains**
- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
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 Sugar Grove, Illinois 60554  
 (630) 466-6700  
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**City of St. Charles**  
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 St. Charles, IL 60174  
 (630) 377-4400

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**CMOM Plan**

**Exhibit 2-2D  
 Southern Subbasins Map**





**2.1.1 Sanitary Sewer Metrics** - The components of the wastewater system are separated into the East WWTF and the West WWTF as summarized in Table No. 2-2. This information includes both private and St. Charles owned sewers, as well as both force and gravity mains. Service mains or mains that have been abandoned are not included in the table below or in other sanitary sewer metrics included in this report. Abandoned sanitary main locations can be seen in Exhibits 2-1, 2-2 (A-D), 3-1, and 3-2.

**Table No. 2-2: Sanitary Sewer Main Inventory**  
City of St. Charles, IL

Main (East) WWTF	West WWTF	Total
21 Drainage Basins	4 Drainage Basins	25 Drainage Basis
3,792 Active Sanitary Manholes	446 Active Sanitary Manholes	4,238 Active Sanitary Manholes
13 Lift Stations	3 Lift Stations	16 Lift Stations
161.7 Miles Active Sanitary Sewer	18.8 Miles Active Sanitary Sewer	180.5 Miles Active Sanitary Sewer
4.0 Miles Active Force Mains	1.3 Miles Active Force Mains	5.3 Miles Active Force Mains

The sanitary sewer system includes mains that were placed as early as 1912. Mains placed in the early 1900's often were made of Vitrified Clay Pipe (VCP) but modern sanitary sewers often use polyvinyl chloride (PVC) pipe. Other materials used for the City of St Charles' sanitary sewers include Ductile Iron Pipe (DIP), high density polyethylene (HPDE), reinforced concrete pipe (RCP), and reinforced concrete pressure pipe (RCPP).

The system also includes four (4) siphons, three of which run under the Fox River, each transferring sewage from subbasins west of the Fox River to the east side of the Fox River, and eventually to the East (Main) WWTF. The fourth siphon runs below a creek in the SC05\_1 subbasin. These siphons are identified on the map exhibits.

**2.1.2 Lift Station Metrics** - The City of St. Charles has 16 lift stations that are used to transport the sanitary sewer flow from low elevations to higher elevations. These lift stations were built between 1930 and 2007 and also vary in condition and capacity. See Appendix B, for a table identifying all lift stations along with information regarding the age, condition, capacity, generator information, bypass connection information, and other general information regarding the lift stations.

**2.1.3 Bypass Pumping Equipment Metrics** - Bypass pumps may be used to bypass a lift station if the lift station is temporarily out of service for any reason. Bypass pumps can also be used to pump flow out of the sanitary sewer system at strategic locations when, in the case of a precipitation event, the sanitary sewer system is bottlenecked and is causing backups and/or overflows. See Table No. 2-3 for a list of the bypass pumps currently available for use by St. Charles, as well as scheduled additions to the inventory.



**Table No. 2-3: Bypass Pump Inventory**  
City of St. Charles, IL

Size	Number of Pumps	Manufacturer	Capacity (Each Pump)	Comments
<b>Current Pump Inventory</b>				
6"	5	Godwin	1700 GPM	2 Pumps will run 33 hours without refueling 3 Pumps will run 19 hours without refueling
6"	1	Gorman Rupp	1200 GPM	Pump will run for 31 hours without refueling
4"	5	Honda	574 GPM	All pumps will run just under 2 hours without refueling
4"	1	Gorman Rupp	800 GPM	Trailer Pump
3"	6	Honda	350 GPM	All pumps will run 2.5 hours without refueling
<b>Scheduled Updates</b>				
6"	1	Godwin	1700 GPM	Expected delivery of early 2016, will replace the 6" Gorman Rupp pump
6"	1	Godwin		Scheduled to replace the 4" Gorman Rupp Trailer Pump in the 2017 fiscal year

G:\Public\St. Charles\2015\SR 1501RFQ CMOM Plan\Eng\{Pump Inventory.xlsx}Bypass Pumps

2.1.4 General Maintenance Equipment Metrics – Table No. 2-4 identifies additional inventory of sewer maintenance equipment that is generally used for general maintenance, which could include emergency or non-emergency scenarios. The City also owns one confined space entry kit, which includes a tripod, gas detector, and retrieval kit.

**Table No. 2-4: Sewer Maintenance Equipment Inventory**  
City of St. Charles, IL

Equipment	Quantity	Manufacturer	Capacity	Comments
Combination Machine	1	Vactor	60 GPM at 2,500 PSI	Series 2100, model year 2011, 1,500 gallon water supply and a 15 yard debris box. This will be replaced by a similar unit in early 2016. Jointly owned with Public Services Division.
Jetter Trailer	1	SECA	40 GPM at 3,000 PSI	Purchased in 2014, has a 700 gallon water supply.
Camera Transporter	3	Aries	N/A	One (1) Pathfinder XL Steerable Transporter (TR3400); Two (2) Pathfinder Transporters (TR3300)
Camera and Cable	3	Aries	N/A	Two (2) Color Pan & Tilt Cameras (PE3400) with 1200 ft of cable each; One (1) SEEKER Push Camera with 250 ft of cable
IT Pipes Inspection Software	1	Infrastructure Technologies	N/A	NASSCO V.6/PACP Compliant, includes Manhole Inspection Module.

G:\Public\St. Charles\2015\SR 1501RFQ CMOM Plan\Eng - FOR SR\{Chapter 2.xlsx}Table 2-4



## 2.2 Existing Sanitary System Evaluation

### 2.2.1 Sanitary Sewer Capacity

Under normal conditions (no major precipitation events or sewer obstructions), the City's sanitary sewer system typically does not have backups or overflow events. Therefore, the sewer capacities appear to be adequate for design conditions and a detailed review of the sewer capacities is not included in this report. The City will continue to be diligent in review of proposed sewer expansions to ensure the design capacities of existing and future sewers are sufficient for normal flows.

### 2.2.2 Sanitary Sewer Overflows

Major precipitation events have historically resulted in significant sewer backups throughout the City's system. The City currently deploys bypass pumps to approximately 16 strategically selected locations during significant wet weather events. These pumps help prevent backups in the system, but result in Sanitary Sewer Overflow (SSO) events due to the bypass pump discharge flowing either overland or into storm sewers. The City's protocol for responding to these events and documentation are detailed later in this report.

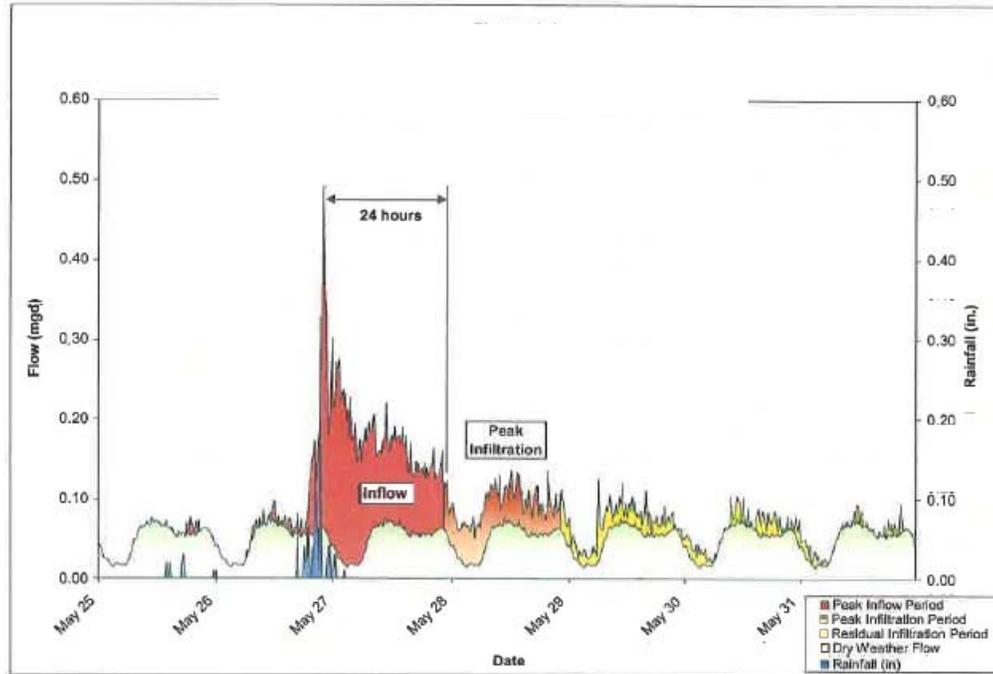
SSOs are typically linked to either improperly designed sewers or Infiltration and Inflow (I/I). Due to the fact that the City's SSOs are typically associated with wet weather events, the sewer capacities are much less likely to be a major factor for these events, as compared to I/I. Also, addressing I/I is a much more cost effective means of reducing SSOs, instead of a costly sewer replacement program. Finally, over-sizing the sewers would likely have adverse effects on system performance during normal flows due to decreased flow velocities, which would promote solids settling in the pipes.

### 2.2.3 Infiltration and Inflow

Infiltration is caused from groundwater seeping into the storm sewers through cracks in the sanitary sewer or through the seams of the sanitary sewer. Inflow occurs when stormwater flows into the sanitary sewer systems through storm sewers that have been inappropriately connected to sanitary sewers. Infiltration occurs in a more delayed manner due to the time that the water needs to percolate through the soil; infiltration is measured as the amount of peaking in the wastewater flow seen from 24 – 48 hours after a storm event. Inflow occurs quickly during a storm event and is measured as the amount of peaking in wastewater flow seen within 24 hours after a major storm event. See Exhibit No. 2-3 for a graph, originally from a St. Charles report prepared by RJN, displaying inflow vs. infiltration example data. This example is one snapshot in time, but indicative of systematic issues throughout the City's sanitary network.

## Exhibit No. 2-3: Time Chart Showing I/I After a Major Rain Event<sup>2</sup>

City of St. Charles, IL



The increase in flow caused by I/I can overwhelm the sanitary sewers and cause them to overflow into the streets, houses of individuals, or other non-residential buildings. As noted in Section 2.2.2 above, to mitigate the effects of Sanitary Sewer Overflows (SSOs) caused by I/I, pumps may be placed at known trouble areas to pump wastewater from the sanitary sewers into the storm sewers, nearby creeks, or the Fox River. Large amounts of I/I can misleadingly show the need for an oversized plant or sanitary sewer system. Of course, it would be an impossible task to eliminate all I/I; therefore, it is encouraged to examine the benefits of rehabilitation on a case by case basis. Balancing the costs, environmental impacts, and benefits to the sewer system users should be considered when determining whether to rehabilitate portions of the sewer system. While this report does not provide a detailed analysis of each problem area, an overall analysis of the City's I/I situation is provided in this section.

Due to the general age difference between the infrastructure in the East WWTF and West WWTF basins, it is expected that the West WWTF basin would have less of an issue with I/I compared to the East WWTF basin. Therefore, distinguishing the I/I between the two basins would seem to be a beneficial process in this analysis. In order to provide meaningful metrics distinguishing the East WWTF and West WWTF basins, the water usage for the entire City was analyzed by billing address and split into the corresponding East WWTF

<sup>2</sup> References – Item 2

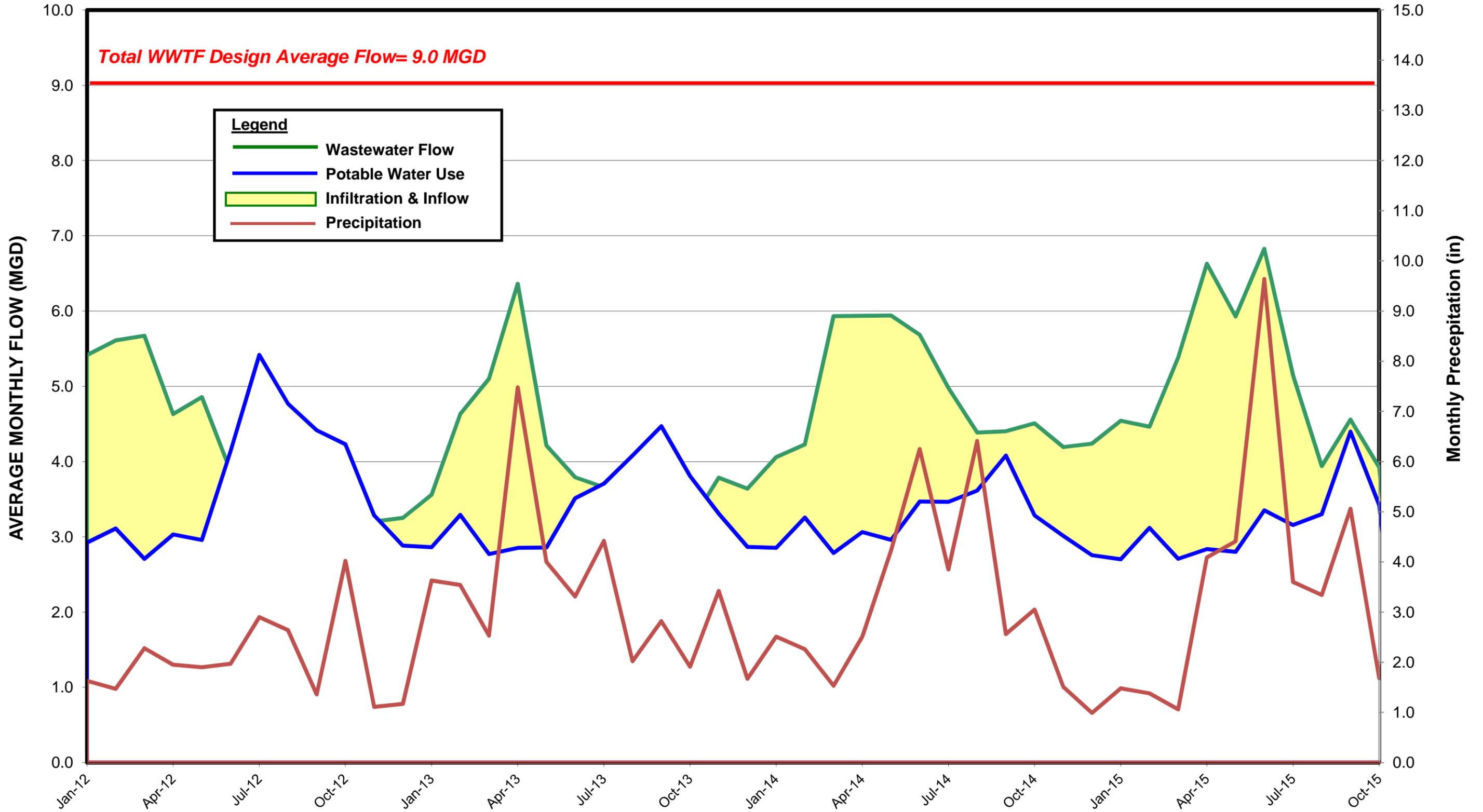


or West WWTF basin. I/I calculations were then performed on water usage statistics and WWTF statistics over the course of the last four years (Jan. 2012 – Oct. 2015). See Exhibits 2-4 and 2-5 for a graphical depiction of the water and wastewater flows, along with historical precipitation data, in the basins tributary to each WWTF.

As expected, Exhibits 2-4 and 2-5 indicate that I/I (depicted by the solid yellow fill) is generally more significant in the East WWTF basin. The peak I/I periods appear to align with significant precipitation events, signifying that inflow is the primary concern. However, there are still periods of elevated I/I during lower precipitation periods, which indicates that infiltration is still a cause for concern. Due to the fact that The City has had an aggressive lining program in their mains, much of the infiltration could be coming from the private service mains and connections. The users own their services up to and including the connection to the City-owned mains. Although the infiltration caused by structural deficiencies in private service mains and connections affects everyone downstream of the user, the City is not responsible for funding service repairs. However, the City does have the legal right to ensure that the private service mains and connects are functioning in accordance with the City Code which does not permit I/I from private users. The topic of reducing SSOs is covered more in section 3.

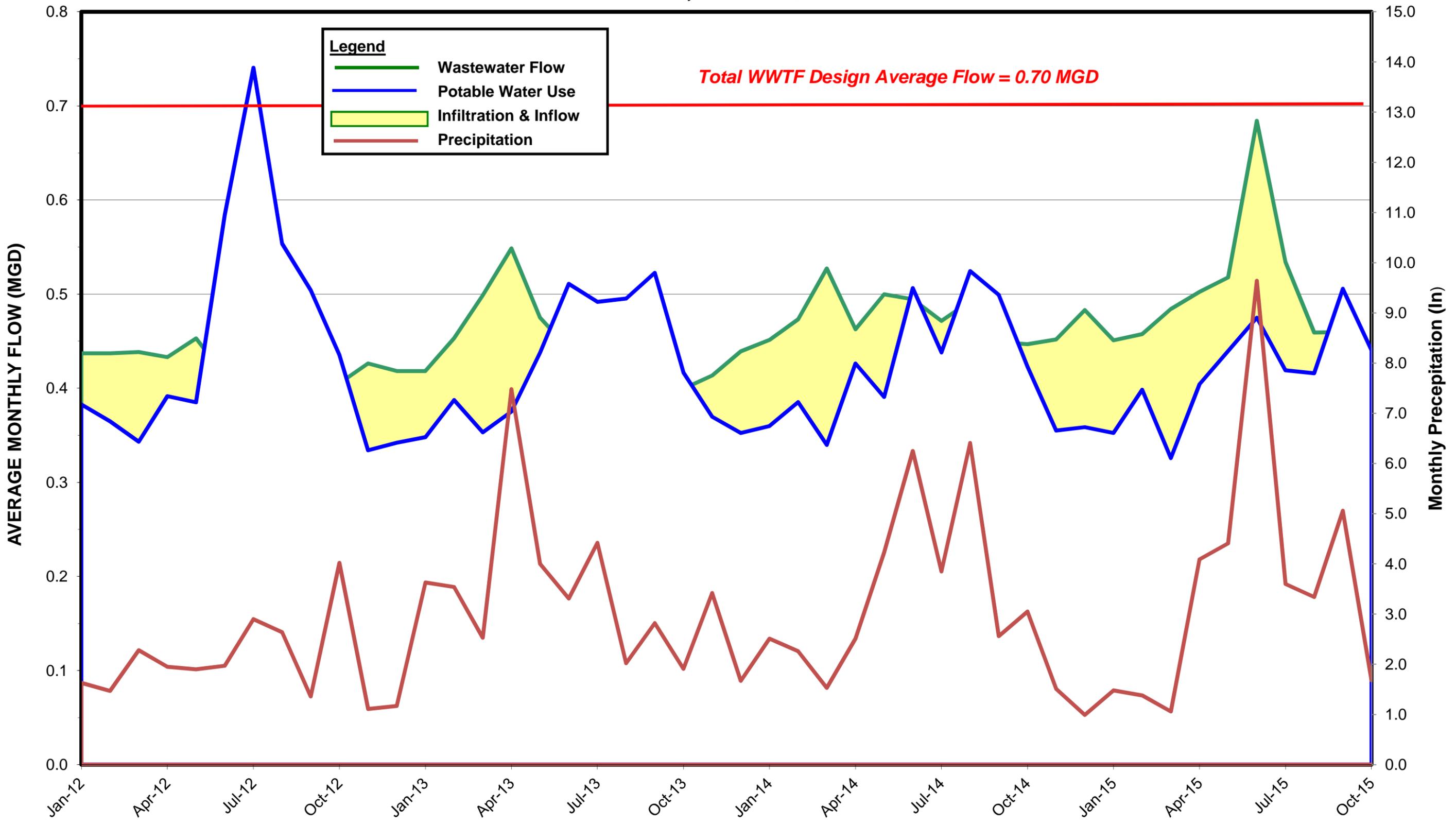
# Exhibit 2-4: East WWTF Historical Sanitary Sewer I/I (Potable Water Use vs. Wastewater Flow)

City of St. Charles, IL



# Exhibit 2-5: West WWTF Historical Sanitary Sewer I/I (Potable Water Use vs. Wastewater Flow)

City of St. Charles, IL



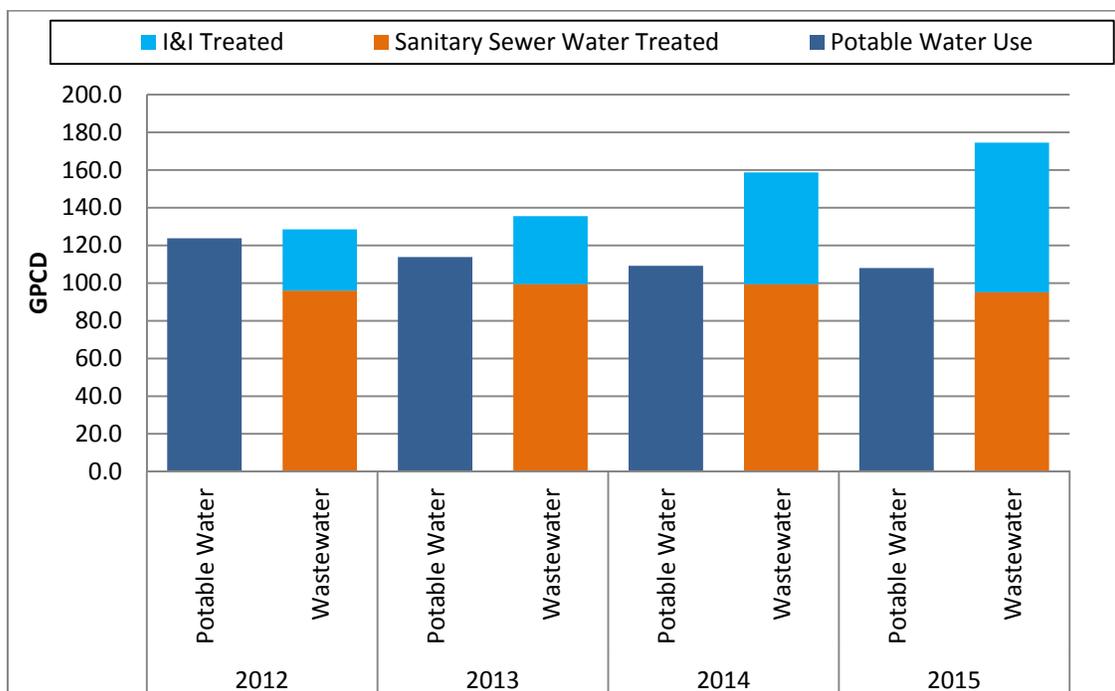


While Exhibits 2-4 and 2-5 present on overall picture of the I/I situation in each basin, more detailed analytics help clarify the situation further. When water is consumed, apart from any leaks within the system, the water will either be used in a manner that causes it to be circulated into the sanitary sewer system after use (i.e. washing dishes, flushing toilets, etc.) or the water will be used outside (i.e. to water lawns) and will not be returned to the sanitary sewer system. Therefore, any useful analytics for I/I should seek to normalize the data to remove the loss of potable water for outdoor use (irrigation). Furthermore, a common measurement of both water and wastewater use is the usage per person per day which is often referenced as gallons per capita per day (gpcd), and a typical value is 100 gpcd, so further analytics should use this form of measurement for a comparative basis. Finally, when analyzing St. Charles' system, certain assumptions were required for data processing. For instance, the data was normalized to assume each Population Equivalent would consume the same amount of water, thus allowing a split of the East WWTF and West WWTF basins into population equivalents.

Using these analytical tools, Exhibits No. 2-6 through 2-10 and Table No. 2-5 were created to show various I/I metrics split between the East WWTF and West WWTF Basins, as well as metrics for the whole system. These exhibits more clearly express how the amount of I/I treated per basin per day has been increasing since 2012. The West basin has seen a very small increase in I/I per capita since the data provided in 2012; however, the East basin has seen a steady climb in I/I per capita since 2012. In 2015, the amount of I/I treated at the East WWTF nearly matched the amount of sanitary sewer water treated. See Exhibit No. 2-8 for another view on how the I/I has changed between basins from 2012 to 2015.

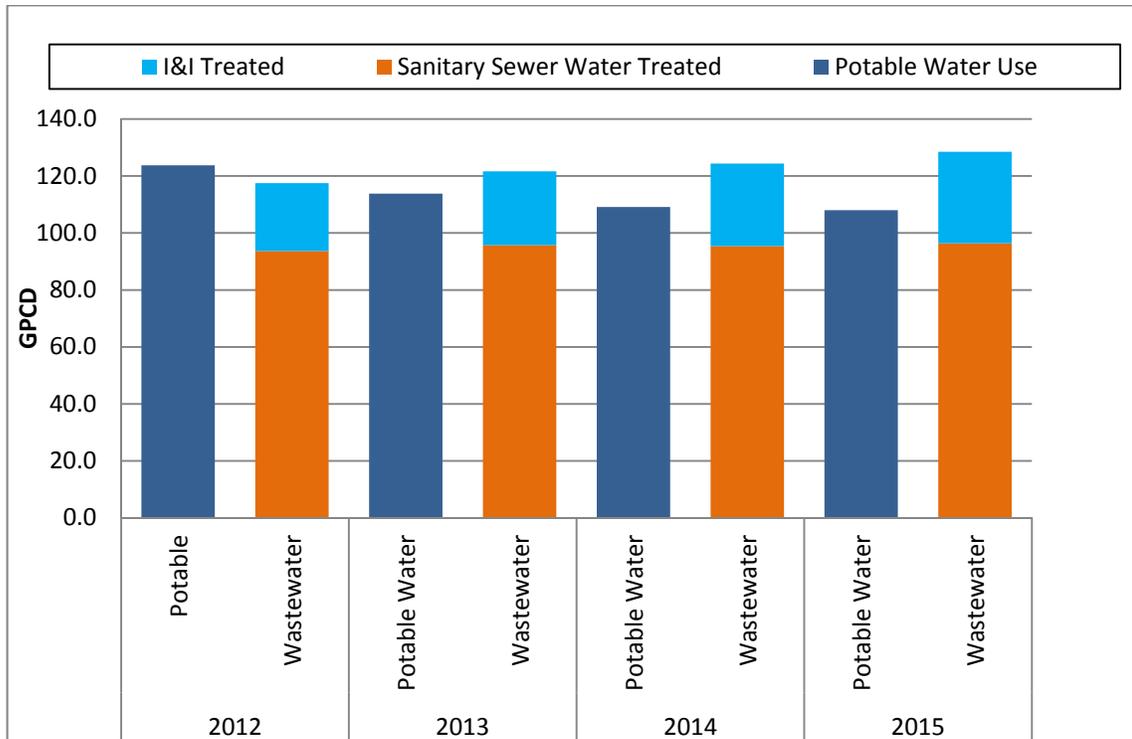
### Exhibit No. 2-6: East Potable Water vs. Wastewater (01/2012-10/2015)

City of St. Charles, IL



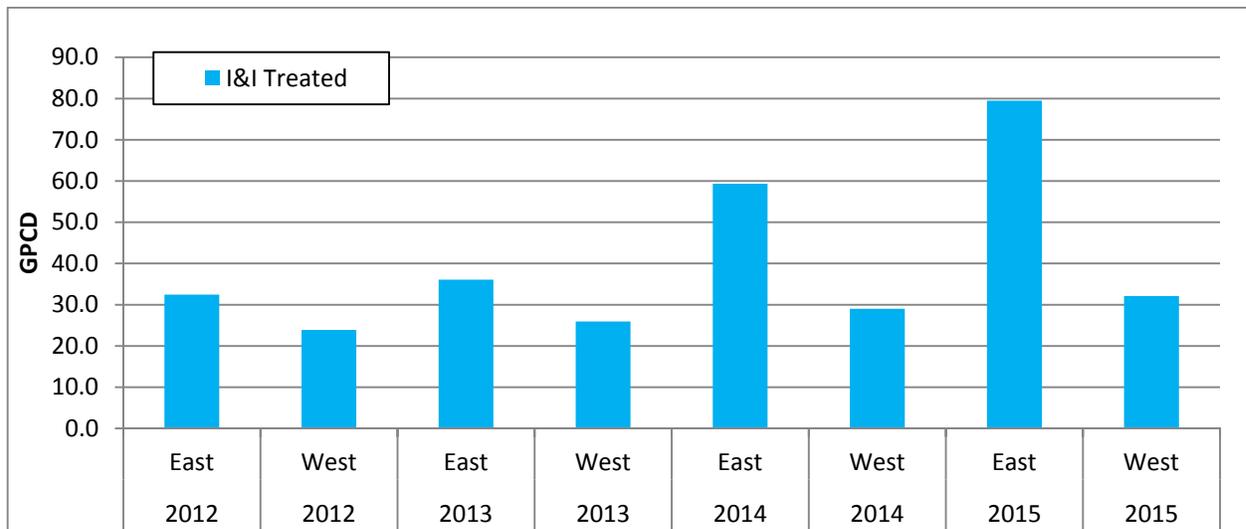
**Exhibit No. 2-7: West Potable Water vs. Wastewater (01/2012-10/2015)**

City of St. Charles, IL



**Exhibit No. 2-8: I/I for Each Tributary Basin (01/2012-10/2015)**

City of St. Charles, IL





Normalizing *inflow* metrics to a sewer system's *service population* can be an effective way of identifying problem areas and tracking inflow reduction through sanitary system improvements. The USEPA have suggested a maximum inflow rate of 275 gpcd during wet weather<sup>3</sup>. It should be noted that this number includes base flow from residences; however, it does not include base flows from industries, which could be significant sources of discharge. Inflow is typically measured over a short duration of time after a major precipitation event. This report does not include a detailed review of short duration flows for the purposes of quantifying historical inflows. However, future I/I investigations, which would include flow monitoring, could better quantify existing inflow rates. These results could then be compared to the USEPA's suggested maximum inflow rate of 275 gpcd, and used as a basis of comparison for tracking inflow reduction through sanitary system improvements.

Normalizing *infiltration* metrics to a sewer system's *service population* can be another effective way of identifying problem areas and tracking infiltration reduction through sanitary system improvements. The USEPA have suggested a maximum infiltration rate of 120 gpcd during wet weather. Again, it should be noted that this number does include base flow from residences, but does not include discharge from industries. Since infiltration is typically measured over a longer duration of time after a precipitation event, as compared to inflow, some of the previous exhibits in this report can be generally used for review of infiltration metrics. Exhibits 2-6 and 2-7 indicate that total flows at the East WWTF are typically well in excess of 120 gpcd, while flows at the West WWTF are typically around this threshold. It is important to note that these flows have not been normalized to remove industrial base flows and they also include flows during dry weather. Future I/I investigations, which would include flow monitoring, could better quantify existing infiltration rates. These results could then be compared to the USEPA's suggested maximum infiltration rate of 120 gpcd, and used as a basis of comparison for tracking infiltration reduction through sanitary system improvements.

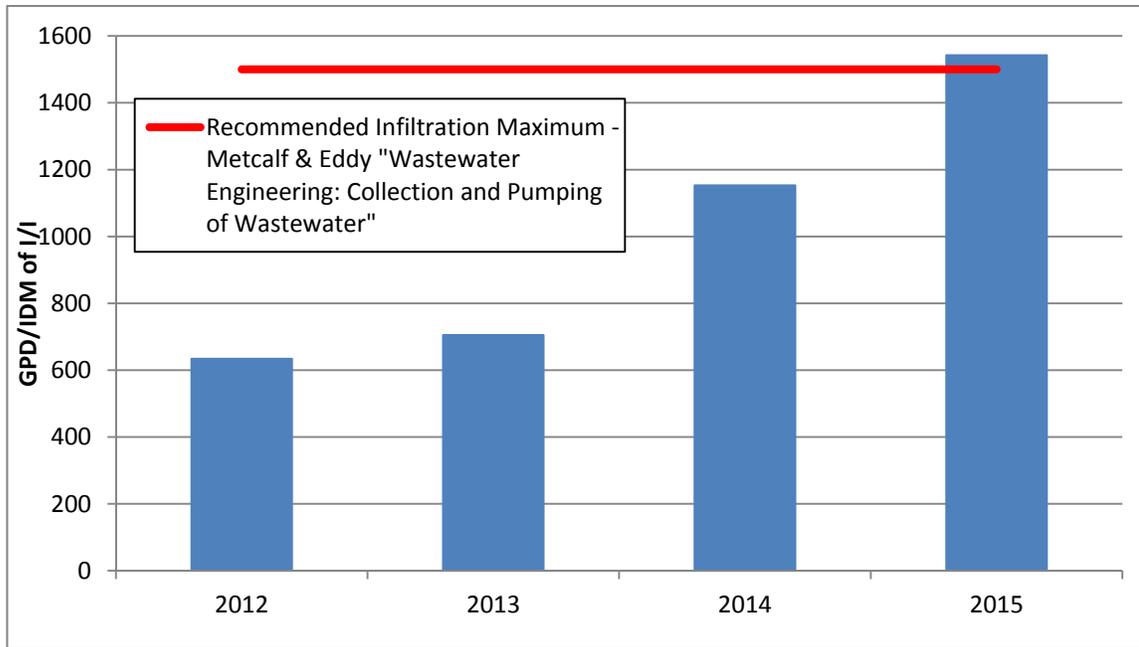
Normalizing *infiltration* metrics to a sewer system's *size* can be accomplished by measuring infiltration in gallons per day per inch-diameter mile (GPD/IDM). This rating system allows more infiltration when more miles of line and larger sizes of main are present. Metcalf and Eddy identified a suggested limit of 1,500 GPD/IDM of infiltration, which does not include the base flow of the system from any source. Exhibits No. 2-9 and 2-10 identify the average amount of infiltration *and inflow* as GPD/IDM that occurs for each basin, and this data has been normalized to remove base flows. Note that the infiltration data has not been separated from inflow data, due to lack of necessary detailed flow information at this time. The exhibits indicate that the East and West Basin GPD/IDM of I/I has been steadily increasing over the past few years, and the East Basin results are significantly higher than the West Basin results. These exhibits should be updated annually, or as major improvements in the sanitary system are completed. Furthermore, during future I/I investigations, as inflow data can be segregated from infiltration data, these exhibits can be fine-tuned for a true comparison of GPD/IDM of *Infiltration* to the Metcalf and Eddy suggested limit of 1,500 GPD/IDM.

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<sup>3</sup> References – Item 3

**Exhibit No. 2-9: East Basin – GPD/IDM of I/I (01/2012-10/2015)**

City of St. Charles, IL



**Exhibit No. 2-10: West Basin – GPD/IDM of I/I (01/2012-10/2015)**

City of St. Charles, IL

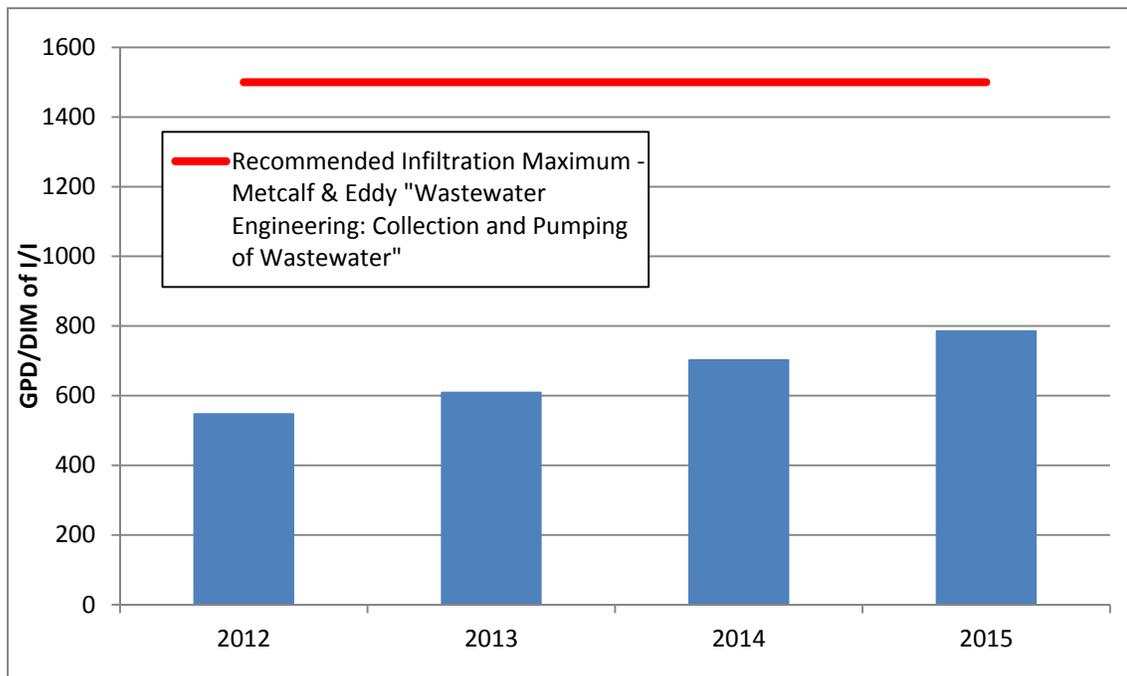




Table No. 2-5 summarizes the data used to create Exhibits 2-6 through 2-10. It includes average water use, wastewater flow, irrigation use, and I/I statistics over the last four years. While the water usage per capita is somewhat higher than average (100 gpcd), it should be noted that the City of St. Charles is home to several different industries, which should inflate water usage per capita, as industries typically use more water than residences.

**Table No. 2-5: Existing Water Use & Wastewater Flow Summary (01/2012-10/2015)**

City of St. Charles, IL

Parameter	Definition	East WWTP Subbasins	West WWTP Subbasins	All Subbasins
Average Daily Water Use	Annual Daily Average Water Use	3.361 MGD	0.426 MGD	3.788 MGD
Population Equivalents	Population Equivalents using the water in each basin	29,523 P.E.	3,744 P.E.	33,267 P.E.
Average Daily Water Use	Annual Daily Average Water Use	113.9 gpcd	113.9 gpcd	113.9 gpcd <sup>W</sup>
- Average Daily Indoor Water Use	Daily Average Water Use During Non-Irrigation Months (November - April)	2.954 MGD	0.366 MGD	3.320 MGD
> Annual Baseline Water Use	Average Daily Indoor Water Use For Entire Year	1079.0 MG	133.4 MG	1212.3 MG
- Average Daily Outdoor Water Use	Increase In Daily Average Water Use During Irrigation Months (May - October)	0.782 MGD	0.116 MGD	0.898 MGD
> Annual Irrigation Water Use	Increased Water Use Over Annual Baseline For May - October	143.5 MG	21.2 MG	164.7 MG
> Irrigation Water Use % Of Total Use	Total Annual Irrigation Water As Percentage of Total Annual Water Use	13.3 %	15.9 %	13.6 % <sup>W</sup>
Average Daily Total Wastewater Flow	Annual Daily Average Wastewater Flow	4.492 MGD	0.460 MGD	4.952 MGD
Average Daily Total Wastewater Flow	Annual Daily Average Wastewater Flow	152.2 gpcd	122.9 gpcd	148.9 gpcd <sup>W</sup>
- Average Daily Wastewater Baseflow	Annual Daily Average Domestic/Commercial/Industrial Wastewater Flow To WWTFs Excluding Irrigation	2.914 MGD	0.358 MGD	3.273 MGD
- Average Daily Wastewater Baseflow	Annual Daily Average Domestic/Commercial/Industrial Wastewater Flow To WWTFs Excluding Irrigation	98.7 gpcd	95.8 gpcd	98.4 gpcd <sup>W</sup>
- Average Daily Total I&I	Annual Daily Average I&I Within Sanitary Sewer Network	1.538 MGD	0.102 MGD	1.640 MGD
- Average Daily Total I&I	Annual Daily Average I&I Within Sanitary Sewer Network	53.4 gpcd	27.2 gpcd	50.5 gpcd <sup>W</sup>

G:\Public\St. Charles\2015\SR1501 RFQ CMOM Plan\Eng - FOR SR\Chapter 2.xlsx\Table 2-5

**Notes:**

Combined values noted with a <sup>W</sup> have totals that were weighted between the basins, all others are added between basins

The I/I analytics from the section should serve as a benefit to the City in: (1) confirming that I/I is a significant concern, (2) providing a numerical basis for the I/I issues in each basin, (3) providing a foundation for formulating a plan to address the I/I (and associated SSO) issues, and (4) providing metrics for future comparison in determining the impacts of remediation efforts. A proposed plan to address I/I issues is outlined in Section 3.



## Section 3: Activities of the CMOM

### 3.1 Goals of the CMOM Program

It is important when starting a new program, or even maintaining an existing one, to set realistic goals and ensure they are clearly communicated to all those involved. The goals for the St. Charles CMOM plan are as follows:

- a. Manage, operate, and maintain collection system to provide uninterrupted sanitary sewer service for all users in the service area.
- b. Comply with all state and federal regulations pertaining to the sanitary sewer system, including NPDES Permit special condition(s) related to the CMOM plan.
- c. Implement programs and procedures to reduce and mitigate the impact of sanitary backups and SSOs in the sanitary sewer system.
- d. Provide timely notification of SSOs to all persons with reasonable potential for exposure to pollutants.
- e. Ensure that new sewers are properly designed and installed.
- f. Identification and prioritization of capacity and structural deficiencies in the sanitary sewer system, and implementation of cost-effective rehabilitation action on identified and prioritized structural or capacity deficiencies.
- g. Receive, document, and respond to all user complaints or problems relating to the sanitary sewer system.
- h. Develop a written summary of the CMOM plan and perform required program audits.

### 3.2 Legal Authority

The collection system owner should have an understanding of the legal authority it possesses to create or enforce ordinances that will insure the system's compliance with pertinent regulatory requirements. Sewer use ordinances, pretreatment ordinances, regulatory codes, contracts, and service agreements are forms of legal documents that communities can utilize for this purpose. The legal authority typically extends to residential, commercial, and industrial customers.

#### 3.2.1 City Code

The City of St. Charles Code Book, which is available on the City's website, includes a section on Public Utilities (Title 13) and a subsection on Sewers (Chapter 13.12). In this chapter of the Code, regulations are detailed regarding each sewer user's responsibility and the authority of the City to enforce the regulations. Authority to administer, implement, and enforce the provisions of the chapter is given to the Director of Public Works, who in turn can delegate such powers to other City personnel.



The Code includes regulations on Overhead Sanitary Lines, illegal sanitary connections, grease control, prohibited discharges, and the Industrial Pretreatment Program. A copy of Chapter 13.12 – Sewers is included in Appendix C.

City Code specifies that the user is responsible for service connections from their building up to the point of the connection to the sewer main. The City is currently exploring whether to assume some responsibility for the services, either from the connection point to the Right of Way line or entirely to the building. Expanding the City's service line responsibilities would allow for better access to repair damaged services and reduce I/I, but would also result in a significant cost and resource burden for the City.

### 3.2.2 Other Authorities

While the City Code shall govern in most circumstances, there are other authorities that the City can utilize to ensure compliance. The national pretreatment program (40 CFR 403.5) is used as the basis for enforcing all pretreatment issues. Also, the “Standard Specifications for Water and Sewer Construction in Illinois” (latest edition) and Illinois Plumbing Code (Joint Committee on Administrative Rules, Administrative Code, Title 77, Chapter I, Subchapter r, Part 890 – Illinois Plumbing Code) can be used to supplement the City Code.

## **3.3 Planned O&M Activities**

As stated previously, SSO events can be caused by poor design, a clogged sewer due to fats, oils, and grease (FOG), I/I from large precipitation events, or general overload of the system. Sewer blockages, collapsed or broken sewers, structural or mechanical failures, insufficient conveyance capacity, or vandalism may also be causes for SSOs. A clear plan and schedule for handling O&M for the sanitary sewers, lift stations, and other equipment can save time and money in the maintenance of system. Therefore, it is vital that the City have a cogent O&M plan outlined.

### 3.3.1 Prior O&M Activity

In the past, the City has done a very thorough job of investigating issues by televising and lining portions of the sewer system. Table No. 3-1 outlines the amount of pipe that has been inspected (televised) and lined since 2009. Table No. 3-1 uses only active mains owned by the City of St. Charles to determine the amount of pipe that has been inspected and lined since 2009 (does not include private/service mains). Historically, the City has not categorized their televising assessments using NASSCO Coding Standards, but they plan to use this system in the future.



**TABLE NO. 3-1 LINING AND INSPECTION HISTORY**  
 City of St. Charles, Illinois

Year	Inspection History		Lining History	
	Miles Completed	% of System	Miles Completed	% of System
2009	2.09	1.21%	2.45	1.42%
2010	10.44	6.04%	1.38	0.80%
2011	25.93	15.00%	0.00	0.00%
2012	21.82	12.62%	0.51	0.30%
2013	15.02	8.68%	2.76	1.60%
2014	8.17	4.72%	0.00	0.00%
2015	10.37	6.00%	1.51	0.88%
<b>Totals</b>	<b>93.85</b>	<b>54.27%</b>	<b>8.63</b>	<b>4.99%</b>

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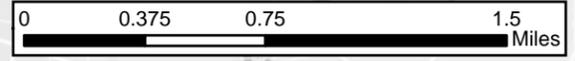
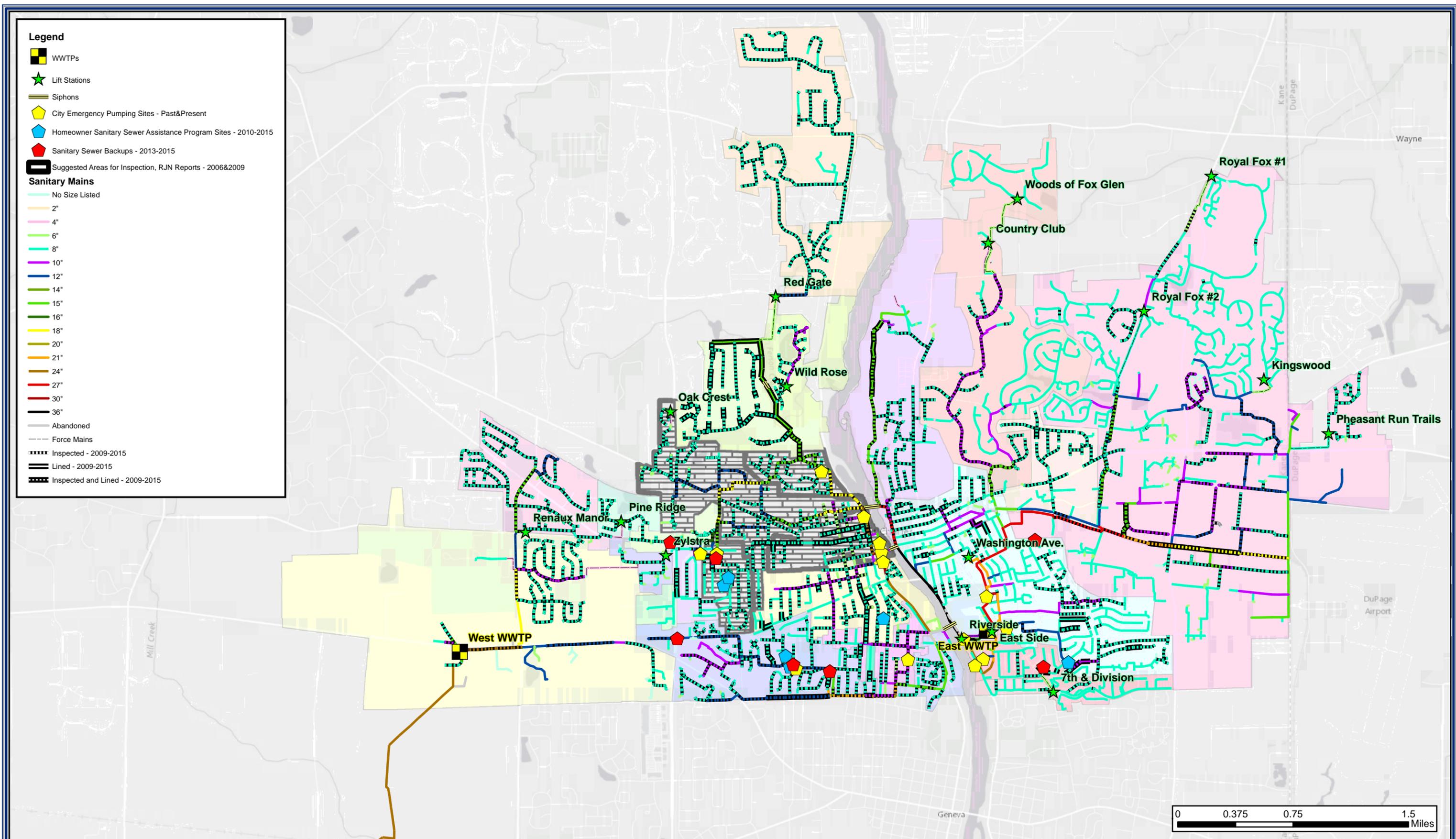
Exhibits 3-1 and 3-2A through 3-2D show all inspections and linings that have occurred since 2009, as well as sanitary sewer complaint and issue areas. The City has worked diligently in the past to place ensure sewer complaint and issue areas have been documented their GIS system. The documentation of complaints and issues in GIS ensures that any geographic patterns can be easily recognized.

**Legend**

-  WWTPs
-  Lift Stations
-  Siphons
-  City Emergency Pumping Sites - Past&Present
-  Homeowner Sanitary Sewer Assistance Program Sites - 2010-2015
-  Sanitary Sewer Backups - 2013-2015
-  Suggested Areas for Inspection, RJN Reports - 2006&2009

**Sanitary Mains**

-  No Size Listed
-  2"
-  4"
-  6"
-  8"
-  10"
-  12"
-  14"
-  15"
-  16"
-  18"
-  20"
-  21"
-  24"
-  27"
-  30"
-  36"
-  Abandoned
-  Force Mains
-  Inspected - 2009-2015
-  Lined - 2009-2015
-  Inspected and Lined - 2009-2015



**Engineering Enterprises, Inc.**  
 52 Wheeler Road  
 Sugar Grove, Illinois 60554  
 (630) 466-6700  
 www.eeiweb.com

**City of St. Charles**  
 2 East Main Street  
 St. Charles, IL 60174  
 (630) 377-4400

NO.	DATE	REVISIONS

DATE:	2/23/2016
PROJECT NO.:	SR1501
BY:	CLV
PATH:	H:\GIS\Public\St Charles\2015\SR1501\Final\C. Recorded Event History Overview.1.mxd
FILE:	C. Recorded Event History Overview.1

**CMOM Plan**

**Exhibit 3-1  
 All Basins  
 Event History Overview**

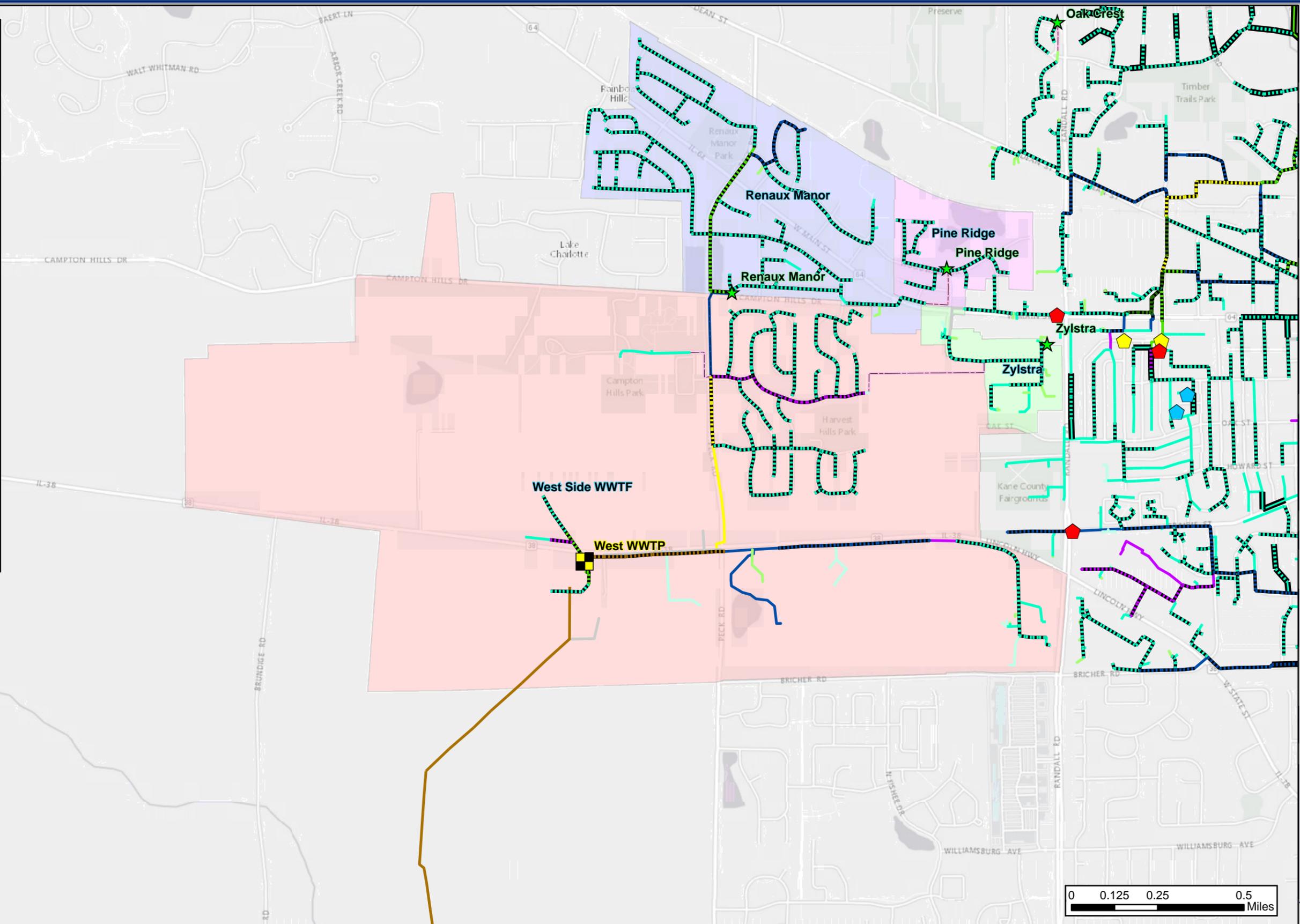


**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- City Emergency Pumping Sites - Past&Present
- Homeowner Sanitary Sewer Assistance Program Sites - 2010-2015
- Sanitary Sewer Backups - 2013-2015
- Suggested Areas for Inspection, RJN Reports - 2006&2009

**Sanitary Mains**

- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"
- Abandoned
- Force Mains
- Inspected - 2009-2015
- Lined - 2009-2015
- Inspected and Lined - 2009-2015



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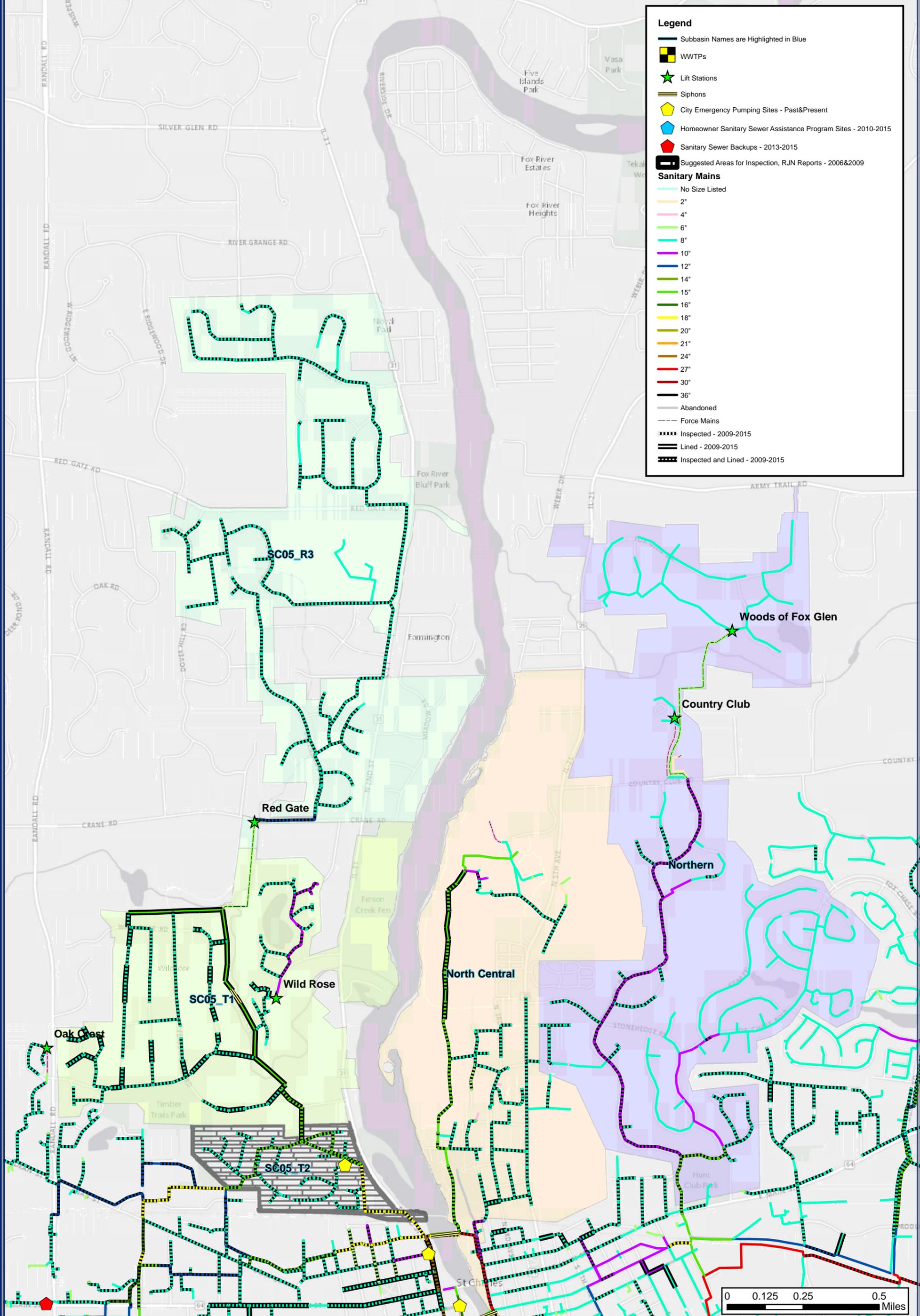
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BY:	CLV
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FILE:	D1 West SubBasins Event History.1

**CMOM Plan**

**Exhibit 3-2A**  
**Western Subbasins**  
**Event History**



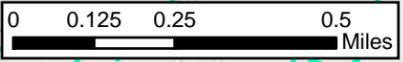


**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- City Emergency Pumping Sites - Past&Present
- Homeowner Sanitary Sewer Assistance Program Sites - 2010-2015
- Sanitary Sewer Backups - 2013-2015
- Suggested Areas for Inspection, RJN Reports - 2006&2009

**Sanitary Mains**

- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
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- Lined - 2009-2015
- Inspected and Lined - 2009-2015



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 www.eeiweb.com

**City of St. Charles**  
 2 East Main Street  
 St. Charles, IL 60174  
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DATE: 2/23/2016  
 PROJECT NO.: SR1501  
 BY: CLV  
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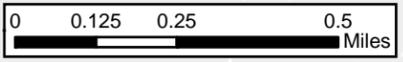
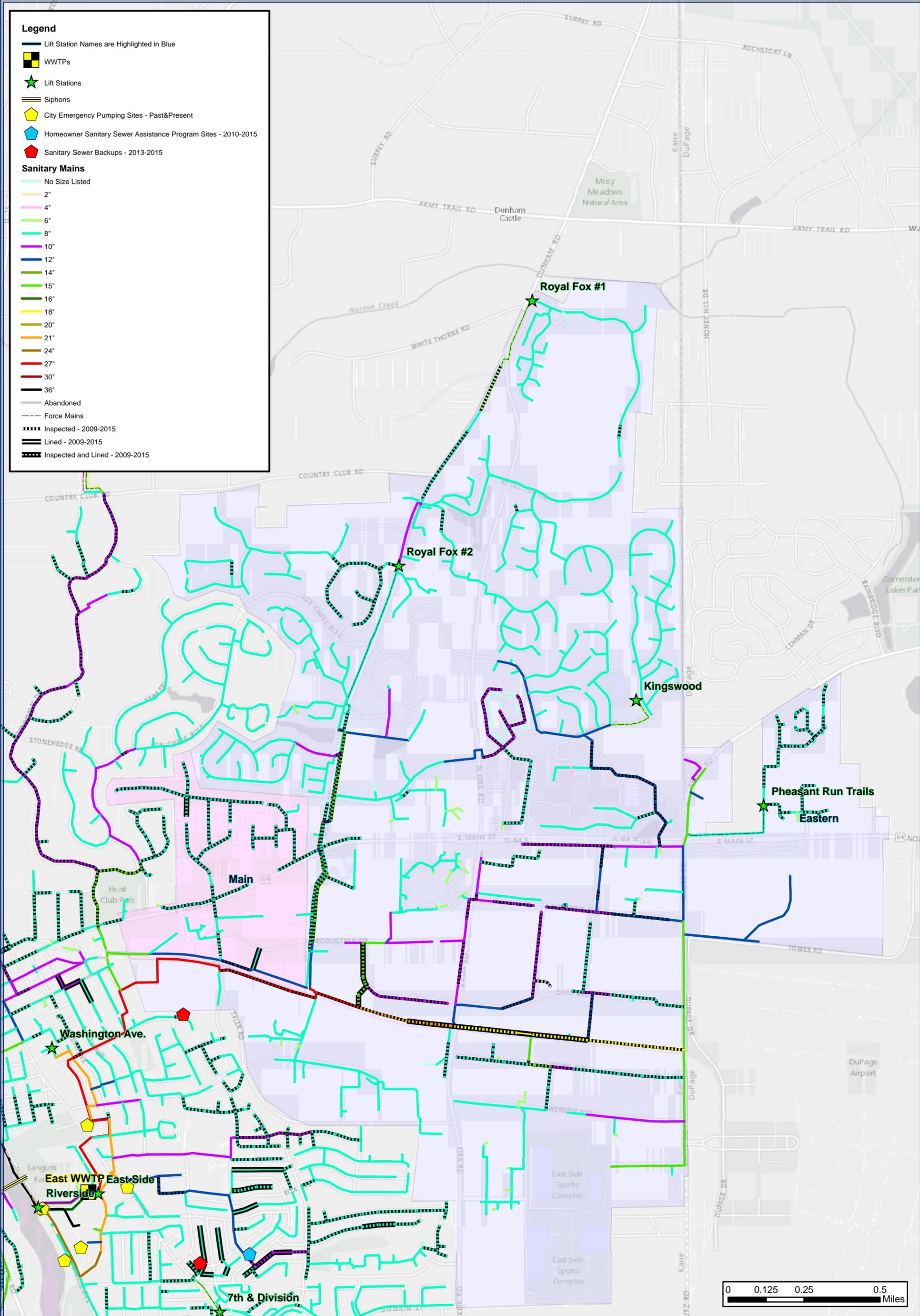
**CMOM Plan**

**Exhibit 3-2B  
 Northern Subbasins  
 Event History**



**Legend**

-  Lift Station Names are Highlighted in Blue
  -  WWTPs
  -  Lift Stations
  -  Siphons
  -  City Emergency Pumping Sites - Past&Present
  -  Homeowner Sanitary Sewer Assistance Program Sites - 2010-2015
  -  Sanitary Sewer Backups - 2013-2015
- Sanitary Mains**
-  No Size Listed
  -  2"
  -  4"
  -  6"
  -  8"
  -  10"
  -  12"
  -  14"
  -  15"
  -  16"
  -  18"
  -  20"
  -  21"
  -  24"
  -  27"
  -  30"
  -  36"
  -  Abandoned
  -  Force Mains
  -  Inspected - 2009-2015
  -  Lined - 2009-2015
  -  Inspected and Lined - 2009-2015



**Engineering Enterprises, Inc.**  
  
 52 Wheeler Road  
 Sugar Grove, Illinois 60554  
 (630) 466-6700  
 www.eeiweb.com

**City of St. Charles**  
 2 East Main Street  
 St. Charles, IL 60174  
 (630) 377-4400

DATE:	2/23/2016
PROJECT NO.:	SR1501
BY:	CLV
PATH:	H:\GIS\Public\Saint Charles\2015\SR1501\Final\D3. East SubBasin Map.1.mxd
FILE:	D3. East SubBasin Map.1

**CMOM Plan**

**Exhibit 3-2C  
 Eastern Subbasins  
 Event History**



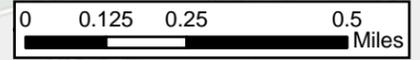
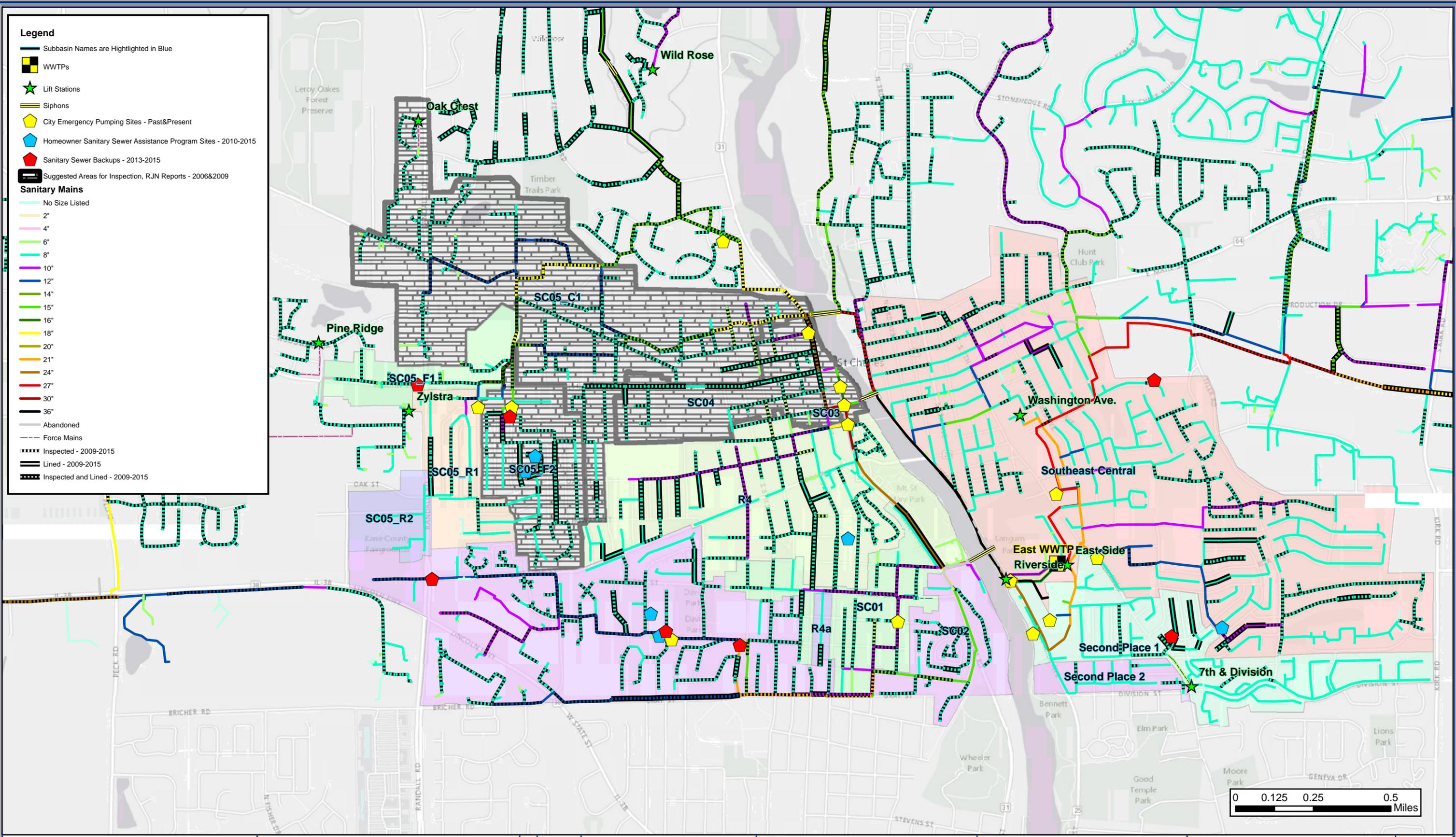
**Legend**

- Subbasin Names are Highlighted in Blue
- WWTPs
- Lift Stations
- Siphons
- City Emergency Pumping Sites - Past&Present
- Homeowner Sanitary Sewer Assistance Program Sites - 2010-2015
- Sanitary Sewer Backups - 2013-2015
- Suggested Areas for Inspection, RJN Reports - 2006&2009

**Sanitary Mains**

- No Size Listed
- 2"
- 4"
- 6"
- 8"
- 10"
- 12"
- 14"
- 15"
- 16"
- 18"
- 20"
- 21"
- 24"
- 27"
- 30"
- 36"

- Abandoned
- Force Mains
- Inspected - 2009-2015
- Lined - 2009-2015
- Inspected and Lined - 2009-2015



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 Sugar Grove, Illinois 60554  
 (630) 466-6700  
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 2 East Main Street  
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DATE:	2/23/2016
PROJECT NO.:	SR1501
BY:	CLV
PATH:	H:\GIS\Public\Saint Charles\2015\SR1501\Final\D4 South SubBasins Event History.1.mxd
FILE:	D4 South SubBasins Event History.1

**CMOM Plan**

**Exhibit 3-2D  
 Southern Subbasins  
 Event History**





3.3.2 Planned Sanitary Sewers O&M – Due to the City's diligence in inspection and lining, many of the high priority infiltration areas have been remedied. At this time, while control of infiltration through the existing inspection/lining program should not be abandoned, it appears that targeting inflow would have the greatest impact in reducing I/I and the related SSOs.

Identifying and rehabilitating high inflow areas should be accomplished in a phased approach. A three phased approach for an area of the sewer system would be accomplished by flow monitoring within a selected area one year, inspecting the portions of that area which exhibit the highest amount of I/I during the following year (Step 2), and then performing mitigation work the year after that (Step 3). A general description of the steps in each of these years is as follows.

1. Several flow meters (approximately one for every 15,000 LF to 20,000 LF of piping) will be placed in a selected area. These flow meters will be used to track flow behavior during dry and wet periods. Excess flow would be indicative of I/I in the sanitary main tributary to the flow meter. Due to the complexity of the flow meter data, the analysis of the data could be contracted out to a company that specializes in the analysis of such data.
2. Based on the results of the flow meters placed in step one, the portions of the area which have the most I/I will be tested using smoke testing, dye testing, visual inspections, and/or any other appropriate means to determine the source of the I/I.
3. The sanitary sewer system will be rehabilitated as necessary to remove the sources of I/I. The rehabilitation may include disconnection of storm drains from sanitary sewer mains, disconnection of sump pumps or other personal property clear water sources from the sanitary sewer mains, lining of the sewer or manholes, repairing cleanout caps, or other rehabilitation practices.

Typical I/I reduction program inspections methods (Step 2) include manhole inspections, smoke testing, dye water flooding and televising, and these inspections are generally characterized in the industry as the field work associated with a Sewer System Evaluation Survey (SSES). While these methods may not be popular with some property owners, they are cost effective ways to find areas of inflow. A public education and awareness effort by the City may help mitigate concerns with these inspections.

Because the precise I/I sources are generally unknown, it is vital to inspect all mains and rehabilitate the deficient sections as necessary. However, inspecting and rehabilitating all mains in the system is a time consuming and very costly endeavor. Therefore, a plan should be created to allow for a strategic inspection and rehabilitation program over a period of time. In order to establish a reasonable plan to inspect and rehabilitate all sewer mains, the sewers were divided into 13 "Annual Subbasins". An Annual Subbasin can be one of the original 25 subbasins (See Table No. 1) or a combination of multiple subbasins. Each Annual Subbasin was created with the goal of evenly distributing the total lineal footage of sewers across 13 areas, thus evenly distributing the costs and resources associated with the plan. See Exhibit 3-3 for the Annual Subbasins.



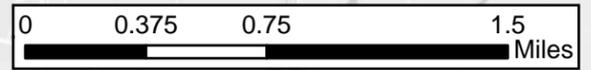
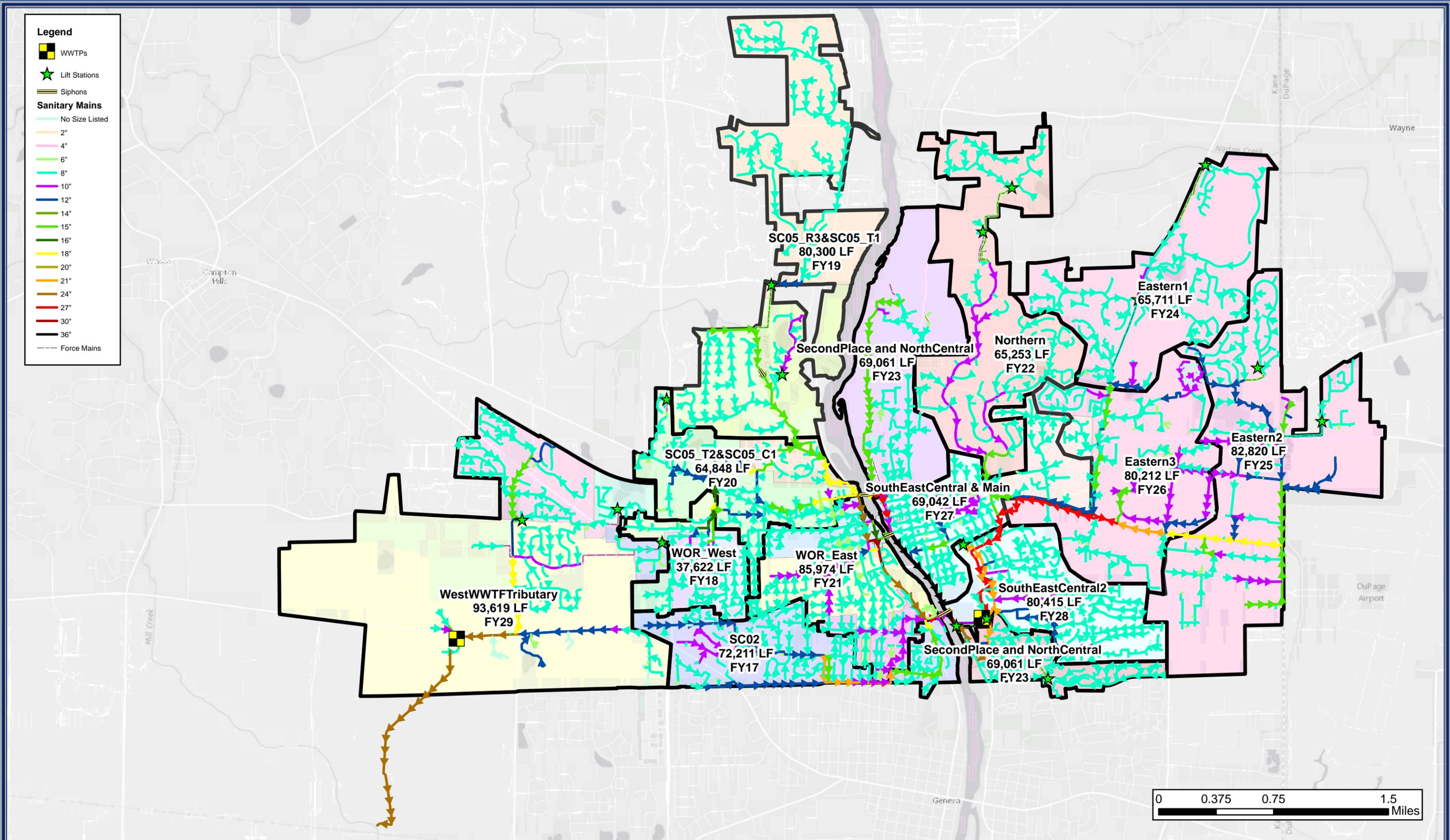
The three step program will occur over the course of three years for each Annual Subbasin; and the steps for the Annual Subbasins will overlap each other such that work in up to three Annual Subbasins could be occurring at one time. As monitoring occurs in one Annual Subbasin, SSES work would be occurring in another Annual Subbasin, and rehabilitation work would be occurring in a separate Annual Subbasin. The goal with this approach is to complete monitoring, SSES, and rehabilitation efforts in a phased manner throughout the entire collection system within 15 years.

The use of rotating steps through years makes effective use of the budget as well as personnel resources. Exhibit 3-3 and Table No. 3-2 outline the proposed order in which flow monitoring in the Annual Subbasins should be initiated (Step 1). Table No. 3-3, in the Budgeting section below, displays the year each annual subbasin will complete steps 1, 2, and 3 as well as the budget for each year.

When determining the order to complete O&M work in the Annual Subbasins, the number of basins tributary to the basin in question, as well as the presumed quality of the subbasin, affected the order. Annual Subbasins that have no tributary lines generally give more clear inclinations of health or distress rather than subbasins that have large upstream tributaries, and thus are higher on the priority list. This priority listed should be reordered by the City in future years as new circumstances may dictate.

**Legend**

-  WWTPs
-  Lift Stations
-  Siphons
- Sanitary Mains**
-  No Size Listed
-  2"
-  4"
-  6"
-  8"
-  10"
-  12"
-  14"
-  15"
-  16"
-  18"
-  20"
-  21"
-  24"
-  27"
-  30"
-  36"
-  Force Mains



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FILE:	E_SSES Plan
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**CMOM Plan**

**Exhibit 3-3  
 All Basins  
 SSES Plan**





**Table No. 3-2: Annual Subbasin Designations and Metrics**  
City of St. Charles, IL

Implementation Start	Annual Subbasin	Annual Subbasin Active Gravity and Force Mains (LF)	Subbasin	Subbasin Active Gravity and Force Mains (LF)	Tributary Annual Subbasins
FY17	SC02	72,211	SC02	72,211	WOR - East
FY18	WOR - West	37,622	SC05 R2	3,021	None
			SC05 R1	9,916	
			SC05 F2	17,960	
			SC05 F1	6,724	
FY19	SC05_R3 & SC05_T1	80,300	SC05 R3	45,422	None
			SC05 T1	34,878	
FY20	SC05_T2 & SC05_C1	64,848	SC05 T2	14,856	SC05_R3 & SC05_T1
			SC05 C1	49,992	
FY21	WOR - East	85,974	SC04	17,726	SC05_T2 & SC05_C1, SC02, SC05_R3 & SC05_T1, WOR - West
			R4	47,387	
			R4a	1,271	
			SC03	522	
			SC01	19,068	
FY22	Northern	65,253	Northern	65,253	None
FY23	SecondPlace And NorthCentral	69,061	Second Place 1	31,082	None
			Second Place 2	5,267	
			North Central	35,818	
FY24	Eastern 1	65,711	Eastern	224,293	None
FY25	Eastern 2	82,820	Eastern	224,293	None
FY26	Eastern 3	80,212	Eastern	224,293	Eastern 1, Eastern 2
FY27	SouthEastCentral and Main	69,042	Main	21,163	Eastern 1, Eastern 2, Eastern 3, Northern, Second Place and
			Southeast Central	129,750	
FY28	SouthEastCentral2	80,415	Southeast Central	129,750	Eastern 1, Eastern 2, Eastern 3, Northern, Second Place and North Central, SouthEastCentral and Main
FY29	WestWWTFtributary	93,619	Pine Ridge	6,126	None
			Zylstra	6,945	
			Renaux manor	32,007	
			West Side WWTF	48,541	

G:\Public\St. Charles\2015\SR 1501RFQ CMOM Plan\Eng\Division of Basins.xls\Organization (2)

Assumedly Step 3, rehabilitation, would resolve many of the I/I issues for each Annual Subbasin. The proof of the rehabilitation success could be measured in the difference in the peaking data of the influent at the WWTF. This can be done by continuing to update the charts/graphs prepared in Section 2.2.2. If the resources from the City allow, after rehabilitation in an area, a flow meter may be placed at a point that had been monitored prior to rehabilitation in order to give more definite confirmation that the rehabilitation has been effective.

**3.3.3 Planned Lift Stations Improvement Projects** – As seen in Appendix B (Lift Stations Overview), many of the 16 lift stations owned and operated by the City are in good to excellent condition. However, some of the lift stations are in need of rehabilitation in the near future. The condition of these lift stations can be found in Appendix B, under the “Maintenance” column. Information regarding the monetary resources attributed to the lift stations each year, and a general prioritization of the improvements can also be found in the budgeting section (3.5).



**3.3.4 Planned Equipment O&M** - Regular and preventative maintenance can extend the life of equipment, so it is important to perform this maintenance as needed. The NPDES Permit special condition that details the CMOM requirements states that the City must document all preventative maintenance as well as any correlating schedules or checklists detailing or ensuring preventative maintenance. This would include preventative maintenance to lift station equipment (not specifically identified as a Capital Improvement Project), bypass pumping equipment (Table No. 2-3), and other sewer maintenance equipment (Table No. 2-4). Table No. 3-4 in the budgeting section (3.5) outlines the preventative equipment maintenance budget for these items.

### **3.4 Emergency O&M Activities**

The City of St. Charles will encounter various unplanned activities and emergencies. These activities can include response to a user complaint, failure of a lift station component, the collapse of a sanitary sewer, or SSOs due to a large rain event.

**3.4.1 Notification of the Issue** - It is important to have a system for logging an issue or evaluating complaints that will find and track the ultimate cause of the issue. This procedure would be similar for a user complaint or an issue identified by City Staff.

- a. Calls are received by public works administrative staff during business hours or police dispatch during non-business hours.
- b. During the call administrative staff or police dispatch fill out the top section of the problem/complaint form that includes problem location, contact information, and a brief description of the problem. Information is saved electronically on the City's computer network system.
- c. The administrative staff or police dispatch contacts Operations Staff (sewer Crew) to respond to the problem/complaint by radio during normal house of operations. They contact emergency call-out person for calls received during non-business hours.
- d. Operations staff responds and completes the middle section of the problem/complaint form on a paper version that they will carry with them in their vehicles. They must fill in a description of what they observed and what response they made to the problem.
- e. Hard copies of the reports are filed in the office of the Sewer Assistant Division Manager. The City is currently working towards an electronic filing system for the reports.
- f. Operations staff coordinates with the City's GIS Department to track the location of the problem/complaint.

### **3.4.2 Treatment of the Issue**

When a problem occurs, one or more personnel are dispatched to the problem areas. In the case of large precipitation events causing SSOs, personnel may wait until they are called to a site or go out preemptively, depending on dictating circumstances. Personnel will treat the issue, if possible, using the best practices. If the personnel cannot identify the problem source or effectively treat the problem, further analysis may be required, and this would be coordinated through the Division Manager.



### 3.4.3 Documentation

Currently, documentation of most problems and solutions exists inside 3-ring binders rather than electronically. When an SSO occurs, the City must create a record of the event using the forms in the SSO notification reporting policy (Appendix E). If SSOs occur at more than one location during one precipitation event, a form must be filled out for each location at which an SSO occurred. Additionally, depending on the incident, the City may be required to communicate with third party entities. This information can be found in section 3.8. The form filled out for the City is kept in Sewer Assistant Division Manager's Office for five years. The City is currently evaluating digital options for record keeping and archiving the Sanitary Sewer Overflow Documents.

## **3.5 Budgeting**

The efficient and proper use of monetary funds is vital for the success of the CMOM. Section 3.5 will review the historical O&M budget, as well as review the O&M budget for the upcoming years of the CMOM plan.

### 3.5.1 Prior O & M Activities Budget

Historically, a televising system, in conjunction with SSO information, was used to determine the priority of each sewer lining project. The City of St. Charles currently spends between \$250,000 and \$350,000 per year to line the sewers. At the time of this report, many priority areas have been lined and the Public Works department is working systematically around the City to televise and potentially line much of the remaining VCP and other problematic areas in the next five to eight years, and then continuing to cycle through previously addressed areas in the following years.

The City currently owns two flow meters, which they are using to monitor flows in areas with known high I/I. The planned O&M program will call for the use of several flow meters per year. If the City so desires, they may use their existing flow meters for the planned O&M activities, and/or supplement them with additional purchased meters.

### 3.5.2 Planned O & M Activities Budget

In order to maintain an effective O&M program, the City of St. Charles must have a planned budget. Although the City plans their budget out four years in advance, the CMOM budget plan extends 15 years into the future. This budget will allow the City to allocate the funds to rehabilitate the entire basin's worth of sewers and manholes in 15 years. Note that the budget assumes a 3% per year inflation rate and the budget values are rounded up to the nearest hundred dollars. The first year of the SSES program (FY17), only step one will be used, and for the second year of the program (FY18), only step one and two will be used, year three (FY19) will be the first year the full budget is in swing.

*3.5.1.1 Sanitary Sewer System Budget* - As stated in section 3.3.2, the O&M activities will involve three steps for each annual basin; however, it does not include the budget for rehabilitation of lift stations, upkeep of equipment, or employee training.



When planning and budgeting rehabilitation work, it is important to remember that the residents own their sanitary sewer lines out to the connection to the public sanitary sewer. Any rehabilitation work regarding pipe between the public sanitary sewer and the residence is considered to be the responsibility of the resident.

**Table No. 3-3: Subbasin Evaluation and Rehabilitation - Phased Implementation Budget Tracking**

City of St. Charles, IL

Year	Step 1: Flow Monitoring				Step 2: Sewer System Evaluation Survey				Step 3: Rehabilitation				Totals		
	Annual Subbasin	Budgeted Cost	Actual Cost	Budget Evaluation	Annual Subbasin	Budgeted Cost	Actual Cost	Budget Evaluation	Annual Subbasin	Budgeted Cost	Actual Cost	Budget Evaluation	Total Budgeted Cost	Total Actual Cost	Budget Evaluation
FY17	SC02	\$ 75,000			-	\$ -			-	\$ -			\$ 75,000		
FY18	WOR - West	\$ 77,300			SC02	\$ 103,000			-	\$ -			\$ 180,300		
FY19	SC05_R3 & SC05_T1	\$ 79,600			WOR - West	\$ 106,100			SC02	\$ 371,400			\$ 557,100		
FY20	SC05_T2 & SC05_C1	\$ 82,000			SC05_R3 & SC05_T1	\$ 109,300			WOR - West	\$ 382,500			\$ 573,800		
FY21	WOR - East	\$ 84,500			SC05_T2 & SC05_C1	\$ 112,600			SC05_R3 & SC05_T1	\$ 394,000			\$ 591,100		
FY22	Northern	\$ 87,000			WOR - East	\$ 116,000			SC05_T2 & SC05_C1	\$ 405,800			\$ 608,800		
FY23	SecondPlace And NorthCentral	\$ 89,600			Northern	\$ 119,500			WOR - East	\$ 418,000			\$ 627,100		
FY24	Eastern 1	\$ 92,300			SecondPlace And NorthCentral	\$ 123,000			Northern	\$ 430,500			\$ 645,800		
FY25	Eastern 2	\$ 95,100			Eastern 1	\$ 126,700			SecondPlace And NorthCentral	\$ 443,400			\$ 665,200		
FY26	Eastern 3	\$ 97,900			Eastern 2	\$ 130,500			Eastern 1	\$ 456,700			\$ 685,100		
FY27	SouthEastCentral and Main	\$ 100,800			Eastern 3	\$ 134,400			Eastern 2	\$ 470,400			\$ 705,600		
FY28	SouthEastCentral2	\$ 103,900			SouthEastCentral and Main	\$ 138,500			Eastern 3	\$ 484,500			\$ 726,900		
FY29	WestWWTF Tributary	\$ 107,000			SouthEastCentral2	\$ 142,600			SouthEastCentral and Main	\$ 499,100			\$ 748,700		
FY30	WOR - West	\$ 110,200			WestWWTF Tributary	\$ 146,900			SouthEastCentral2	\$ 514,000			\$ 771,100		
FY31	SC05_R3 & SC05_T1	\$ 113,500			WOR - West	\$ 151,300			WestWWTF Tributary	\$ 529,500			\$ 794,300		
<b>Totals:</b>		<b>\$ 1,395,700</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,760,400</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 5,799,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,955,900</b>	<b>\$ -</b>	<b>\$ -</b>

\*Total budgeted cost is measured through 2030, Actual Cost and Budget Evaluation is measured to date

\*Budgeted Costs are based on 2016 Dollars with an assumed 3% annual inflation rate

\*Budgeted Costs are rounded up to the nearest hundred dollars

G:\Public\St. Charles\2015\SR1501 RFQ CMOM Plan\Eng\SubbasinAndBudgetTrackingDocument.1.xlsx]Total Budget



**3.5.1.2 Lift Station Budget** – The lift station budget covers the O&M needed to maintain the lift stations each year as well as the rehabilitation or replacement any of the lift stations as needed. There is currently a budget of \$72,000 per year for lift station rehabilitation and replacement activities. The present candidates for rehab are: Riverside, 7<sup>th</sup> and Division, Country Club, Pheasant Run Trails, and Wild Rose lift stations. More information regarding planned rehabilitation for these lift stations can be found in Appendix B, Lift Stations Overview.

**3.5.1.3 O&M Budget** – The bypass pumping, maintenance, and other equipment for the sanitary sewers must also be maintained. This budget includes costs for the upkeep of equipment, as well as the purchase of new equipment. Over the next three years, St. Charles is planning to spend \$52,000 per year for purchase or rehabilitation of bypass pumps and a one-time, \$400,000 purchase for a new vac-truck. Recent major purchases include televising equipment and jetting equipment.

**3.5.3 Emergency O&M Activities Budget** - Because there will be unexpected maintenance for the sanitary sewer system, lift stations, and other equipment; it is prudent to know the resources that will be used to accommodate these sorts of funds. All emergency activity funds are included in the general O&M budget so there is not a specific contingency budget. If an emergency activity requires extra monetary aid, funds will be diverted from other categories in order to cover the emergency activity.

**3.5.4 Other Budget Items** – There are other items in the City's sewer budget for non-tangible assets, such as training or the Homeowner Sewer Assistance Program. These items, although non-tangible, are necessary for the sanitary sewer program.

The City of St. Charles has \$4,000 per year budgeted for safety and training. The items in this budget can include internal or external training programs for employees. The training of employees is further covered in section 3.6.3

The Homeowner Assistance Program assists homeowners who have encountered issues with SSOs or stormwater leaking into their residences. The program reimburses property owners up to fifty percent (50%) of the total project cost with a maximum contribution of \$2,500. Additional details for the Homeowner Sewer Assistance Policy are included in Section 3.7.2.

**3.5.5 Total Budget** – Table No. 3-4 includes a total budget overview table. This table only contains budgeting information related to the City's CMOM project. It does not include salary or benefit budgetary information for employees in the Sewer or Wastewater Divisions. Full information regarding the City's Sewer and Wastewater budget can be found on the City's website.

**Table No. 3-4: Overview of CMOM Sewer Budget (FY17 - FY20)**

City of St. Charles, IL

Year	Subbasin Evaluation and Rehabilitation			Lift Stations			O&M			Other			Totals		
	Budgeted Cost	Actual Cost	Budget Evaluation	Budgeted Cost	Actual Cost	Budget Evaluation	Budgeted Cost	Actual Cost	Budget Evaluation	Budgeted Cost	Actual Cost	Budget Evaluation	Budgeted Cost	Actual Cost	Budget Evaluation
FY17	\$ 75,000	\$ -		\$ 72,000			\$ 452,000			\$ 324,000			\$ 923,000	\$ -	
FY18	\$ 180,300	\$ -		\$ 72,000			\$ 52,000			\$ 324,000			\$ 628,300	\$ -	
FY19	\$ 557,100	\$ -		\$ 72,000			\$ 52,000			\$ 324,000			\$ 1,005,100	\$ -	
FY20	\$ 573,800	\$ -		\$ 72,000			\$ -			\$ 324,000			\$ 969,800	\$ -	
<b>Totals:</b>	<b>\$ 1,386,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 288,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 556,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,296,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,526,200</b>	<b>\$ -</b>	<b>\$ -</b>

Notes:

- 1) Budgeted Costs for 'Subbasin Evaluation and Rehabilitation' work are based on 2016 Dollars with an assumed 3% annual inflation rate
- 2) Budgeted Costs are rounded up to the nearest hundred dollars
- 3) 'Other' budgeted costs include safety and training (4k), the current lining costs (300k), and the current homeowner's sewer assistance program (20k)
- 4) Budget does not include Sewer and Wastewater Division personnel salaries and benefits



### 3.6 Employees, Training, and Safety

Part of the sanitary sewer system is the personnel that oversee and perform the maintenance on the system. Of course, it is vital that these employees are well trained in both the overall function and maintenance of the sanitary sewer system as well as job safety. Sanitary sewer systems contain many potential hazards such as harmful gases and enclosed spaces, and necessary training must be enforced to ensure the safety and well-being of the employees. Many different entities on the Public Works staff work together to maintain a functioning sewer system and a safe environment for employees.

**3.6.1 Managerial Staff** – In the event of an emergency situation, it may be required to contact managerial staff off-hours. See table No. 3-7 for a listing of the managerial staff and their contact information. In the event of an SSO, it is required to contact the City municipal managerial staff even if it is non-business hours. The staff should be called in the order listed; if one cannot be reached, the caller should call the next number on the list until someone can be reached.

**Table No. 3-5: City of St. Charles Municipal Contacts**  
City of St. Charles, IL

Order	Point of Contact	Position	Number
1	Michael Burnett	Environmental Services Division Manager	Cell: 630-816-6303 Office: 630-443-3925
2	John Lamb	Environmental Services Manager	Office: 630-377-4918
3	Christopher Adesso	Asst. Director Public Works - Operations	Office: 630-377-4459 Cell: 630-770-6475
4	Peter Suhr	Director of Public Works	Office: 630-377-4916 Cell: 630-667-6430

**3.6.2 Employees** - The City of St. Charles currently employs seven people in their sewer division and seven people in their wastewater division. There is a Wastewater Division Manager who supervises the Sewer Division and the Wastewater Division and there is an Environmental Services Manager that supervises the Water and Wastewater Division. The Sewer Division typically maintains the sewer collection system (piping and manholes). The Wastewater Division typically operates and maintains the lift stations and the two WWTF's. The Public Works Organization chart, complete with names, can be found in Appendix D.

**3.6.3 Employee Training** - Proper training is vital for the success of the CMOM, as well as for the best management of the Sanitary Sewer System. The City of St. Charles currently has five people who have completed NASSCO Pipeline Assessment & Certification Program (PACP) training and certificates. PACP training is useful for the knowledge of how to properly maintain and rehabilitate sewer lines, as it provides a



standardization of how sewer pipe conditions are evaluated. The PACP training certificates for all five (5) employees can be found in below in Table No. 3-6.

**Table No. 3-6: City of St. Charles PACP Certified Personnel**  
City of St. Charles, IL

Employee	Certification No.	Date Issued
Dave Todd	U-1115-07001972	01/29/2016
Randy Scott	U-1115-07001966	01/29/2016
Francisco Lopez	U-1115-07001968	01/29/2016
Tom Gette	U-1115-07001970	01/29/2016
Tim Moran	U-1115-07001971	01/29/2016

\*All certifications expire 3 years after date issued

The City also has two personnel who are scheduled to complete NASSCO's Manhole Assessment & Certification Program (MACP) training within the next year. Additionally, The City offers the following training sessions to its personnel on a frequent, rotating basis: lock out tag out (annual), safe lifting (annual), arc flash, flagger (mandatory), confined space entry, trenching and shoring, and other safety classes.

### 3.7 Coordination with the Public

While the sanitary sewer system is used by virtually everyone in St. Charles, not many users spend time thinking about it. When an issue, such as a basement backup, SSO, or malodorous smell occurs, it is vital that the individual with the concern is able to reach the right personnel in a reasonable amount of time. Additionally, it is necessary for the City to have communication guidelines in place for when rehabilitation activities or other non-emergency activities will affect the people of St. Charles.

**3.7.1 Public Initiated Communication** - In the case of an SSO or other sewer emergency, the public can reach the City of St. Charles by calling 630-443-3681. Sections 3.3 and 3.4 (O&M sections) outline the steps that are taken to alleviate SSOs and respond to other emergencies.

**3.7.2 Homeowner Sewer Assistance Policy** – The City of St. Charles approved a Homeowner Assistance Policy in October 2010 to offer financial assistance to residents that experience flooding due to sewer backups or storm water leakage. Eligible projects for the Homeowners Assistance Program for wastewater include installation of overhead sewers, stand pipes, or backflow devices; eligible projects for storm water include foundation water proofing, re-grading for improved drainage, drain tile and foundation wall repairs, and private storm sewer repairs. The Policy and its associated application forms are included in Appendix F. The Policy outlines the eligibility requirements, application process, and reimbursement process for this program.



**3.7.3 Notice Plans regarding SSOs and other Non-Compliance** - The City of St. Charles works to decrease the number of SSOs and non-compliances to the best of their ability. When an SSO or non-compliance occurs, the City must notify various third party entities of any issues, as described further in Section 3.8. The City should also notify affected residents of any issues related to SSO's. The City is currently evaluating options for public notification of SSO's.

**3.7.4 Notice Plans Regarding Planned Maintenance** - As mentioned previously in this report, the City of St. Charles may be performing smoke testing, dye testing, and other sanitary sewer rehabilitation work. These events will require communication with the residents in the affected areas to help alleviate public concerns about these projects. Communication with the public may include notice letters, door hangers, and the information may also be posted on the City's website.

**3.7.4.1 Smoke Testing** – The City of St. Charles may begin smoke testing as early as Fiscal Year (FY) 2018. Although smoke testing uses a substance that looks like actual smoke, it will not leave stains or cause harm to plants or animals. Due to the fact that any vapor can be an irritant, direct contact with the smoke may cause minor respiratory irritation in some people. Although the smoke is not harmful, it is important to create a public campaign in order to prevent people from thinking that the smoke testing from the sewers is from a real fire. It is also important for the public to know that smoke testing is not harmful to them or their belongings.

**3.7.4.2 Dye Testing** – Dye testing can be used to find or confirm illegal connections in the sanitary sewer system. Dye testing works by placing a dye into a certain point in the storm or sanitary sewer and tracking the dye through the system to see if the flow is as planned. If dye testing occurs on a residential property, the City must notify the residents ahead of time.

**3.7.4.3 Rehabilitation** – When problems are found in the sanitary sewer system and rehabilitation is required, the City needs to be cognizant of the affects that rehabilitation projects will have on residents that are near the rehabilitation site. Heavy machinery, road closings, or other setbacks may affect the residents negatively and unless proper communication is used, can lead to public backlash. When the City is planning on performing a major rehabilitation project, they will inform the residents ahead of time.

### **3.8 Third Party Notice Plans**

The NPDES permit which required the CMOM stated that the City must have a third party notice plan. Of course, different scenarios call for different third party notice plans.

**3.8.1 Notice Plans following SSOs or other non-compliances** – When an SSO occurs, City Staff should contact City Managers in the order seen in table 3-5. If the first person cannot be reached, the City staff should continue to the next person. It is the responsibility of the manager to contact the external agencies listed in this section; however, if the managerial staff cannot be reached city staff are responsible for contacting the external agencies. Appendix E contains the SSO Incident form for St. Charles as well as the SSO incident form for the IEPA. These forms are to be completed and filed for each SSO location and event.



3.8.1.1 *The City of Aurora* - Due to the fact that the City of Aurora, which is downstream of St. Charles on the Fox River, obtains a portion of its potable water from the Fox River, St. Charles must inform Aurora immediately when there is an SSO into the river. See Table No. 3-7 for the appropriate Aurora contacts.

**Table No. 3-7: City of Aurora Points of Contact**

City of St. Charles, IL

Order	Point of Contact	Number
1	General WTP number	630-256-3250
2	Operator I – Control Room	630-256-3264
3	Operator II – Control Room	630-256-3265
4	Operator I – mobile phone	630-327-6058
5	Operator II – mobile phone	630-327-1887

3.8.1.2 *IEPA, Des Plaines Regional Office* – When an SSO occurs, the City of St. Charles must alert the IEPA Des Plaines Regional Office. A phone call, fax, email, or voicemail must be made within 24 hours of the SSO. The number that the Des Plaines Regional Office can be reached at is 847-294-4000. This office can be called anytime, if IEPA staff is not available, the City staff must leave a detailed voice mail with the date and time of the SSO occurrence and the date and time of the call. Additionally, a form documenting the SSO must be completed by the Environmental Services Manager or Division Manager and sent to the IEPA within five days of the SSO. This form can be found in Appendix E. This reporting procedure must be followed for each incident location and for each event.

3.8.2 Notice Plans for Non-Emergency Events - The City of St. Charles has NPDES permits for both their East and West WWTFs. In Illinois, the NPDES permit, and therefore the CMOM, is regulated by the Illinois Environmental Protection Agency (IEPA). Depending on the circumstances and as applicable laws and procedures govern, the City may be required to report events to other entities, such as the Army Corps of Engineers, Illinois Pollution Control Board, or IEMA.



## Section 4: Updating and Auditing the CMOM

### 4.1 Updating the CMOM

It is mandated, based on the regulations set forth by the NPDES permit, that St. Charles monitors the effectiveness of the CMOM Program. This requires the City to frequently evaluate the system in order to see if their number of complaints, time of response for each complaint, time to resolve complaints, maintenance activities, etc. have followed a desirable trend. It is suggested to perform this evaluation annually. Some of the tables within the CMOM are meant to be updated each year with the latest data in order to observe trends. As part of this Report, the City will be provided all relevant digital spreadsheet files, so that the City will be able to update tables and exhibits; thus tracking their progress over the years.

### 4.2 Auditing the CMOM

Updating the CMOM ensures that the CMOM has the most recent information while auditing the CMOM means making sure the CMOM is still relevant and may involve adding or removing sections of the plan. Updating CMOM metrics can be done by anyone who has enough knowledge of the City’s collection system, while auditing the CMOM should be done only by those who have a strong background in CMOM activity and a comprehensive knowledge of the City’s collection system.

See Table No. 4-1 for a suggested table for tracking the CMOM audits as well as any changes that have occurred as a result of an audit.

**Table No. 4-1: CMOM Audit Chart**  
City of St. Charles, IL

Manual No.	Name	Entity	Date	Revisions Made
1.1	Joe Smith	City of St. Charles	6/30/2017	Updated sections 1.2 and 4.1



## References

- 1) **Phase 1 Report, St. Charles, West of the Fox River Flow Metering Project Draft Report**, Prepared by RJN, [Report]. – 2009
- 2) **Capacity Management Operation and Maintenance Plan (CMOM) -**  
[dnr.mo.gov/env/wpp/permits/docs/cmom-template.doc](http://dnr.mo.gov/env/wpp/permits/docs/cmom-template.doc)
- 3) **Quick Guide For Estimating Infiltration and Inflow -**  
<http://www3.epa.gov/region1/sso/pdfs/QuickGuide4EstimatingInfiltrationInflow.pdf> - 2014

# ***Appendix A***

## ***East WWTF NPDES Permit***



# ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

1021 NORTH GRAND AVENUE EAST, P.O. BOX 19276, SPRINGFIELD, ILLINOIS 62794-9276 • (217)782-2829

PAT QUINN, GOVERNOR

LISA BONNETT, DIRECTOR

217/782-0610

November 21, 2014

City of St. Charles  
Two East Main Street  
St. Charles, Illinois 60174

RECEIVED  
NOV 25 2014  
PUBLIC WORKS

Re: City of St. Charles  
City of St. Charles - Eastside WWTF  
NPDES Permit No. IL0022705  
Final Permit

Gentlemen:

Attached is the final NPDES Permit for your discharge. The Permit as issued covers discharge limitations, monitoring, and reporting requirements. Failure to meet any portion of the Permit could result in civil and/or criminal penalties. The Illinois Environmental Protection Agency is ready and willing to assist you in interpreting any of the conditions of the Permit as they relate specifically to your discharge.

The Agency has begun a program allowing the submittal of electronic Discharge Monitoring Reports (NetDMRs) instead of paper Discharge Monitoring Reports (DMRs). If you are interested in NetDMRs, more information can be found on the Agency website, <http://epa.state.il.us/water/net-dmr/index.html>. If your facility is not registered in the NetDMR program, a supply of preprinted paper DMR Forms for your facility will be sent to you prior to the initiation of DMR reporting under the reissued permit. Additional information and instructions will accompany the preprinted DMRs upon their arrival.

The attached Permit is effective as of the date indicated on the first page of the Permit. Until the effective date of any re-issued Permit, the limitations and conditions of the previously-issued Permit remain in full effect. You have the right to appeal any condition of the Permit to the Illinois Pollution Control Board within a 35 day period following the issuance date.

Should you have questions concerning the Permit, please contact Amy Dragovich at 217/782-0610.

Sincerely,

Alan Keller, P.E.  
Manager, Permit Section  
Division of Water Pollution Control

SAK:AAH:11020301.bah

Attachment: Final Permit

cc: Records  
Compliance Assurance Section  
Des Plaines Region  
Billing  
CMAP  
US EPA

4302 N. Main St., Rockford, IL 61103 (815)987-7760  
595 S. State, Elgin, IL 60123 (847)608-3131  
2125 S. First St., Champaign, IL 61820 (217)278-5800  
2009 Mall St., Collinsville, IL 62234 (618)346-5120

9511 Harrison St., Des Plaines, IL 60016 (847)294-4000  
5407 N. University St., Arbor 113, Peoria, IL 61614 (309)693-5462  
2309 W. Main St., Suite 116, Marion, IL 62959 (618)993-7200  
100 W. Randolph, Suite 10-300, Chicago, IL 60601 (312)814-6026

NPDES Permit No. IL0022705  
Illinois Environmental Protection Agency  
Division of Water Pollution Control  
1021 North Grand Avenue East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM

Reissued (NPDES) Permit

Expiration Date: November 30, 2017

Issue Date: November 21, 2014  
Effective Date: December 1, 2014

Name and Address of Permittee:

City of St. Charles  
Two East Main Street  
St. Charles, Illinois 60174

Facility Name and Address:

City of St. Charles - Eastside WWTF  
East end of Devereaux Way  
St. Charles, Illinois  
(Kane County)

Receiving Waters: Fox River

In compliance with the provisions of the Illinois Environmental Protection Act, Title 35 of the Ill. Adm. Code, Subtitle C, Chapter I, and the Clean Water Act (CWA), the above-named Permittee is hereby authorized to discharge at the above location to the above-named receiving stream in accordance with the standard conditions and attachments herein.

Permittee is not authorized to discharge after the above expiration date. In order to receive authorization to discharge beyond the expiration date, the Permittee shall submit the proper application as required by the Illinois Environmental Protection Agency (IEPA) not later than 180 days prior to the expiration date.



Alan Keller, P.E.  
Manager, Permit Section  
Division of Water Pollution Control

SAK:AAH:11020301.bah

## NPDES Permit No. IL0022705

Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): B01 STP Internal Outfall

Load limits computed based on a design average flow (DAF) of 9.0 MGD (design maximum flow (DMF) of 18.35 MGD).

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

<u>Parameter</u>	<u>LOAD LIMITS lbs/day</u> <u>DAF (DMF)*</u>			<u>CONCENTRATION</u> <u>LIMITS mg/L</u>			<u>Sample</u> <u>Frequency</u>	<u>Sample</u> <u>Type</u>
	<u>Monthly</u> <u>Average</u>	<u>Weekly</u> <u>Average</u>	<u>Daily</u> <u>Maximum</u>	<u>Monthly</u> <u>Average</u>	<u>Weekly</u> <u>Average</u>	<u>Daily</u> <u>Maximum</u>		
Flow (MGD)							Continuous	
CBOD <sub>5</sub> ** <sup>1</sup>	1501 (3061)	3002 (6122)		20	40		2 Days/Week	Composite
Suspended Solids <sup>1</sup>	1877 (3826)	3378 (6887)		25	45		2 Days/Week	Composite
pH	Shall be in the range of 6 to 9 Standard Units						2 Days/Week	Grab
Fecal Coliform***	The monthly geometric mean shall not exceed 200 per 100 mL (May through October)						5 Days/Week	Grab
Chlorine Residual						0.05	***	Grab
Ammonia Nitrogen:								
As (N)								
March-May/Sept.-Oct.	113 (230)		135 (275)	1.5		1.8	2 Days/Week	Composite
June-August	98 (199)		105 (214)	1.3		1.4	2 Days/Week	Composite
November-February	----		255 (520)	----		3.4	2 Days/Week	Composite
Total Nitrogen****	Monitor Only						1 Day/Month	Composite
Dissolved Phosphorus	Monitor Only						1 Day/Month	Composite
Nitrate/Nitrite	Monitor Only						1 Day/Month	Grab
Total Kjeldahl Nitrogen (TKN)	Monitor Only						1 Day/Month	Grab
Alkalinity	Monitor Only						1 Day/Month	Grab
Temperature	Monitor Only						1 Day/Month	Grab
Total Phosphorus (as P)*****		<u>Annual</u> <u>Average</u>			<u>Annual</u> <u>Average</u>		1 Day/Week	Composite
		75 (153)			1.0			
				<u>Monthly</u> <u>Average</u> <u>not less</u> <u>than</u>	<u>Weekly</u> <u>Average</u> <u>not less</u> <u>than</u>	<u>Daily</u> <u>Minimum</u>		
Dissolved Oxygen								
March-July				N/A	6.0	5.0	2 Days/Week	Grab
August-February				5.5	4.0	3.5	2 Days/Week	Grab

\*Load limits based on design maximum flow shall apply only when flow exceeds design average flow.

\*\*Carbonaceous BOD<sub>5</sub> (CBOD<sub>5</sub>) testing shall be in accordance with 40 CFR 136.

\*\*\*See Special Condition 10. During the weeks of Memorial Day, July Fourth and Labor Day, the sampling frequency shall be 3 Days/Week.

\*\*\*\*See Special Condition 15. Total Nitrogen shall be reported on the DMR as a daily maximum value.

\*\*\*\*\* See Special Condition 19. The annual phosphorus limit has been included in the permit pending the completion of the Fox River Implementation Plan.

NPDES Permit No. IL0022705

Effluent Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): B01 STP Internal Outfall (continued)

Flow shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

Fecal Coliform shall be reported on the DMR as a monthly geometric mean. No more than 10% of the samples during the month shall exceed 400 per 100 ml.

Chlorine Residual shall be reported on the DMR as a daily maximum value.

pH shall be reported on the DMR as minimum and maximum value.

The rolling annual monthly average total phosphorus values shall be computed monthly beginning 12 months after the effective date of the permit and shall include the previous 12 months of data. The rolling annual monthly average, monthly average and daily maximum values for total phosphorus shall be reported on the DMR. The rolling annual monthly average shall be calculated by adding the sum of the total phosphorus monitoring values from the previous 12 months of data expressed in milligrams/liter and divided by the number of samples collected.

Dissolved Oxygen shall be reported on DMR as Minimum value.

<sup>1</sup>BOD<sub>5</sub> and Suspended Solids (85% removal required): In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent except as provided in Sections 133.103 and 133.105. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent CBOD<sub>5</sub> concentration to determine the effluent BOD<sub>5</sub> concentration.

NPDES Permit No. IL0022705

Effluent, Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): A01 Excess Flow Outfall (Flow in excess of 18.35 MGD)

These flow facilities shall not be utilized until the main treatment facility is receiving its design maximum flow (DMF)\* (flow in excess of 18.35 MGD).

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

CONCENTRATION  
LIMITS (mg/L)

<u>Parameter</u>	<u>Monthly Average</u>	<u>Weekly Average</u>	<u>Sample Frequency</u>	<u>Sample Type</u>
Total Flow (MG)			Daily When Discharging	Continuous
BOD <sub>5</sub>		Monitor Only	Daily When Discharging	Grab
Suspended Solids		Monitor Only	Daily When Discharging	Grab
Ammonia Nitrogen (as N)		Monitor Only	Daily When Discharging	Grab
Total Phosphorus (as P)		Monitor Only	Daily When Discharging	Grab

\*An explanation shall be provided in the comment section of the DMR should these facilities be used when the main treatment facility is not receiving Design Maximum Flow (DMF). The explanation shall identify the reasons the main facility is at a diminished treatment capacity. Additionally, the Permittee shall comply with the provisions of Special Condition 7.

The duration of each A01 discharge and rainfall event (i.e., start and ending time) including rainfall intensity shall be provided in the comment section of the DMR.

Total flow in million gallons shall be reported on the Discharge Monitoring Report (DMR) in the quantity maximum column.

Report the number of days of discharge in the comments section of the DMR.

BOD<sub>5</sub> and Suspended Solids shall be reported on the DMR as a daily maximum value.

Ammonia Nitrogen shall be reported on the DMR as a daily maximum value.

Total Phosphorus shall be reported on the DMR as a daily maximum value.

## NPDES Permit No. IL0022705

Effluent, Limitations, Monitoring, and Reporting

FINAL

Discharge Number(s) and Name(s): 001 Combined Discharge from A01 and B01 Outfall

From the effective date of this Permit until the expiration date, the effluent of the above discharge(s) shall be monitored and limited at all times as follows:

CONCENTRATION  
LIMITS (mg/L)

<u>Parameter</u>	<u>Monthly Average</u>	<u>Weekly Average</u>	<u>Sample Frequency</u>	<u>Sample Type</u>
Total Flow (MG)			Daily When A01 is Discharging	Continuous
BOD <sub>5</sub> **	30	45	Daily When A01 is Discharging	Grab
Suspended Solids**	30	45	Daily When A01 is Discharging	Grab
pH	Shall be in the range of 6 to 9 Standard Units		Daily When A01 is Discharging	Grab
Fecal Coliform	The monthly geometric mean shall not exceed 200 per 100 mL		Daily When A01 is Discharging	Grab
Chlorine Residual	0.75		Daily When A01 is Discharging	Grab
Ammonia Nitrogen (as N)***	Monitor only		Daily When A01 is Discharging	Grab
Total Phosphorus (as P)	Monitor only		Daily When A01 is Discharging	Grab
Dissolved Oxygen	Monitor only		Daily When A01 is Discharging	Grab

\*An explanation shall be provided in the comment section of the DMR should these facilities be used when the main treatment facility is not receiving Design Maximum Flow (DMF). The explanation shall identify the reasons the main facility is at a diminished treatment capacity. Additionally, the Permittee shall comply with the provisions of Special Condition 7.

\*\*BOD<sub>5</sub> and Suspended Solids (85% removal required): In accordance with 40 CFR 133, the 30-day average percent removal shall not be less than 85 percent except as provided in Sections 133.103 and 133.105. The percent removal need not be reported to the IEPA on DMRs but influent and effluent data must be available, as required elsewhere in this Permit, for IEPA inspection and review. For measuring compliance with this requirement, 5 mg/L shall be added to the effluent CBOD<sub>5</sub> concentration to determine the effluent BOD<sub>5</sub> concentration.

\*\*\*See Special Condition 20.

Total flow in million gallons shall be reported on the Discharge Monitoring Report (DMR) in the quantity maximum column. Report the number of days of discharge in the comments section of the DMR.

Fecal Coliform shall be reported on the DMR as a monthly geometric mean. No more than 10% of the samples during the month shall exceed 400 per 100 ml.

Chlorine Residual shall be reported on the DMR as monthly average value.

pH shall be reported on the DMR as a minimum and a maximum value.

BOD<sub>5</sub> and Suspended Solids shall be reported on the DMR as a monthly and weekly average concentration.

A monthly average value for ammonia shall be computed for each month that A01 discharges beginning one month after the effective date of the permit. A monthly average concentration shall be determined by combining data collected from 001 and B01 (only B01 data from days when A01 is not discharging) for the reporting period. These monitoring results shall be submitted to the Agency on the DMR. Ammonia Nitrogen shall also be reported on the DMR as a maximum value.

A monthly and weekly average value for Dissolved Oxygen (DO) shall be computed for each month that A01 discharges beginning one month after the effective date of the permit. The monthly and weekly average concentrations for 001 shall be determined by combining data collected from 001 and B01 (only B01 data from days when A01 is not discharging) for the reporting period. These monitoring results shall be submitted to the Agency on the DMR. DO shall also be reported on the DMR as a minimum value.

Total Phosphorus shall be reported on the DMR as a maximum value.

NPDES Permit No. IL0022705

Influent Monitoring, and Reporting

The influent to the plant shall be monitored as follows:

<u>Parameter</u>	<u>Sample Frequency</u>	<u>Sample Type</u>
Flow (MGD)	Continuous	
BOD <sub>5</sub>	2 Days/Week and Daily When Outfall A01 is Discharging	Composite
Suspended Solids	2 Days/Week and Daily When Outfall A01 is Discharging	Composite

Influent samples shall be taken at a point representative of the influent.

Flow (MGD) shall be reported on the Discharge Monitoring Report (DMR) as monthly average and daily maximum.

BOD<sub>5</sub> and Suspended Solids shall be reported on the DMR as a monthly average concentration.

Special Conditions

SPECIAL CONDITION 1. This Permit may be modified to include different final effluent limitations or requirements which are consistent with applicable laws and regulations. The IEPA will public notice the permit modification.

SPECIAL CONDITION 2. The use or operation of this facility shall be by or under the supervision of a Certified Class1 operator.

SPECIAL CONDITION 3. The IEPA may request in writing submittal of operational information in a specified form and at a required frequency at any time during the effective period of this Permit.

SPECIAL CONDITION 4. The IEPA may request more frequent monitoring by permit modification pursuant to 40 CFR § 122.63 and Without Public Notice.

SPECIAL CONDITION 5. The effluent, alone or in combination with other sources, shall not cause a violation of any applicable water quality standard outlined in 35 Ill. Adm. Code 302.

SPECIAL CONDITION 6. The Permittee shall record monitoring results on Discharge Monitoring Report (DMR) Forms using one such form for each outfall each month.

In the event that an outfall does not discharge during a monthly reporting period, the DMR Form shall be submitted with no discharge indicated.

The Permittee may choose to submit electronic DMRs (NetDMRs) instead of mailing paper DMRs to the IEPA. More information, including registration information for the NetDMR program, can be obtained on the IEPA website, <http://www.epa.state.il.us/water/net-dmr/index.html>.

The completed Discharge Monitoring Report forms shall be submitted to IEPA no later than the 25th day of the following month, unless otherwise specified by the permitting authority.

Permittees not using NetDMRs shall mail Discharge Monitoring Reports with an original signature to the IEPA at the following address:

Illinois Environmental Protection Agency  
Division of Water Pollution Control  
Attention: Compliance Assurance Section, Mail Code # 19  
1021 North Grand Avenue East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

SPECIAL CONDITION 7. The provisions of 40 CFR Section 122.41(m) & (n) are incorporated herin by reference.

SPECIAL CONDITION 8.

- A. For Outfall Number B01: Samples for all effluent limitations and monitoring parameters applicable to Outfall B01 shall be taken at a point representative of the flows from Outfall B01 but prior to entry into the receiving stream. On days when there are discharges from Outfall A01, samples for all effluent limitations and monitoring parameters applicable to Outfall B01 shall be representative of discharges from B01 and shall be taken at a point prior to admixture with discharges from Outfall A01.
- B. For Outfall Number A01: Samples for all effluent limitations and monitoring parameters applicable to Outfall A01 shall be taken at a point representative of the discharge from Outfall A01 and shall be taken at a point prior to admixture with discharges from Outfall B01.
- C. For Outfall Number 001: Samples for all effluent limitations and monitoring parameters applicable to Outfall 001 shall be taken at a point representative of the discharge from Outfall 001 but prior to entry into the receiving stream and shall include all flow from Outfalls A01 and B01. On days when there are no discharges through Outfall A01, samples for discharges through Outfall 001 can be taken at the location of sampling for Outfall B01. When there are discharges from Outfall A01, samples for all effluent limitations and monitoring parameters applicable to Outfall 001 shall be representative of the discharge from Outfall 001 and shall be taken at a point after flows from Outfalls A01 and B01 are mixed.

SPECIAL CONDITION 9. This Permit may be modified to include requirements for the Permittee on a continuing basis to evaluate and detail its efforts to effectively control sources of infiltration and inflow into the sewer system and to submit reports to the IEPA if necessary.

SPECIAL CONDITION 10. Fecal Coliform limits for Discharge Number B01 are effective May thru October. Sampling of Fecal Coliform is only required during this time period.

Any use of chlorine to control slime growths, odors or as an operational control, etc. shall not exceed the limit of 0.05 mg/L (daily maximum) total residual chlorine in the effluent. Sampling is required on a daily grab basis during the chlorination process. Reporting

Special Conditions

shall be submitted on the DMR's on a monthly basis.

SPECIAL CONDITION 11.A. Publicly Owned Treatment Works (POTW) Pretreatment Program General Provisions

1. The Permittee shall implement and enforce its approved Pretreatment Program which was approved on September 18, 1985 and all approved subsequent modifications thereto. The Permittee shall maintain legal authority adequate to fully implement the Pretreatment Program in compliance with Federal (40 CFR 403), State, and local laws and regulations. All definitions in this section unless specifically otherwise defined in this section, are those definitions listed in 40 CFR 403.3. USEPA Region 5 is the Approval Authority for the administration of pretreatment programs in Illinois. The Permittee shall:
  - a. Develop and implement procedures to ensure compliance with the requirements of a pretreatment program as specified in 40 CFR 403.8 (f) (2).
  - b. Carry out independent inspection and monitoring procedures at least once per year, which will determine whether each significant industrial user (SIU) is in compliance with applicable pretreatment standards;
  - c. Evaluate whether each SIU needs a slug control plan or other action to control slug discharges. If needed, the SIU slug control plan shall include the items specified in 40 CFR 403.8(f)(2)(vi). For Industrial Users (IUs) identified as significant prior to November 14, 2005, this evaluation must have been conducted at least once by October 14, 2006; additional SIUs must be evaluated within 1 year of being designated an SIU;
  - d. Update its inventory of Industrial Users (IUs) at least annually and as needed to ensure that all SIUs are properly identified, characterized, and categorized;
  - e. Receive and review self monitoring and other IU reports to determine compliance with all pretreatment standards and requirements, and obtain appropriate remedies for noncompliance by any IU with any pretreatment standard and/or requirement;
  - f. Investigate instances of noncompliance, collect and analyze samples, and compile other information with sufficient care as to produce evidence admissible in enforcement proceedings, including judicial action;
  - g. Require development, as necessary, of compliance schedules by each industrial user to meet applicable pretreatment standards; and,
  - h. Maintain an adequate revenue structure and staffing levels for continued operation of the Pretreatment Program.
2. The Permittee shall issue/reissue permits or equivalent control mechanisms to all SIUs prior to expiration of existing permits or prior to commencement of discharge in the case of new discharges. The permits at a minimum shall include the elements listed in 40 CFR § 403.8(f)(1)(iii).
3. The Permittee shall develop, maintain, and enforce, as necessary, local limits to implement the general and specific prohibitions in 40 CFR § 403.5 which prohibit the introduction of any pollutant(s) which cause pass through or interference and the introduction of specific pollutants to the waste treatment system from any source of nondomestic discharge.
4. In addition to the general limitations expressed in Paragraph 3 above, applicable pretreatment standards must be met by all industrial users of the POTW. These limitations include specific standards for certain industrial categories as determined by Section 307(b) and (c) of the Clean Water Act, State limits, or local limits, whichever are more stringent.
5. The USEPA and IEPA individually retain the right to take legal action against any industrial user and/or the POTW for those cases where an industrial user has failed to meet an applicable pretreatment standard by the deadline date regardless of whether or not such failure has resulted in a permit violation.
6. The Permittee shall establish agreements with all contributing jurisdictions, as necessary, to enable it to fulfill its requirements with respect to all IUs discharging to its system.
7. Unless already completed, the Permittee shall within one (1) year of the effective date of this Permit submit to USEPA and IEPA a proposal to modify and update its approved Pretreatment Program to incorporate Federal revisions to the general pretreatment regulations. The proposal shall include all changes to the approved program and the sewer use ordinance which are necessary to incorporate the revisions of the Pretreatment Streamlining Rule (which became effective on November 14, 2005), which are considered required changes, as described in the Pretreatment Streamlining Rule Fact Sheet 2.0: Required changes, available at: [http://cfpub.epa.gov/npdes/whatsnew.cfm?program\\_id=3](http://cfpub.epa.gov/npdes/whatsnew.cfm?program_id=3). This includes any necessary revisions to the Permittee's Enforcement Response Plan (ERP).

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8. Within 1 year from the effective date of this permit, the Permittee shall conduct a technical re-evaluation of its local limitations consistent with U.S. EPA's Local Limits Development Guidance (July 2004), and submit the evaluation and any proposed revisions to its local limits to IEPA and U.S. EPA Region 5 for review and approval. U.S. EPA Region 5 will request Permittee to submit the evaluation and any proposed revisions to its local limits on the spreadsheet found at <http://www.epa.gov/region5/water/npdestek/Locallmt.XLS>. To demonstrate technical justification for new local industrial user limits or justification for retaining existing limits, the following information must be submitted to U.S. EPA:
- a. Total plant flow
  - b. Domestic/commercial pollutant contributions for pollutants of concern
  - c. Industrial pollutant contributions and flows
  - d. Current POTW pollutant loadings, including loadings of conventional pollutants
  - e. Actual treatment plant removal efficiencies, as a decimal (primary, secondary, across the wastewater treatment plant)
  - f. Safety factor to be applied
  - g. Identification of applicable criteria:
    - i. NPDES permit conditions
      - Specific NPDES effluent limitations
      - Water-quality criteria
      - Whole effluent toxicity requirements
      - Criteria and other conditions for sludge disposal
    - ii. Biological process inhibition
      - Nitrification
      - Sludge digester
    - iii. Collection system problems
  - h. The Permittee's sludge disposal methods (land application, surface disposal, incineration, landfill)
  - i. Sludge flow to digester
  - j. Sludge flow to disposal
  - k. % solids in sludge to disposal, not as a decimal
  - l. % solids in sludge to digester, not as a decimal
  - m. Plant removal efficiencies for conventional pollutants
  - n. If revised industrial user discharge limits are proposed, the method of allocating available pollutants loads to industrial users
  - o. A comparison of maximum allowable headworks loadings based on all applicable criteria listed in g, above
  - p. Pollutants that have caused:
    - i. Violations or operational problems at the POTW, including conventional pollutants
    - ii. Fires and explosions
    - iii. Corrosion
    - iv. Flow obstructions
    - v. Increased temperature in the sewer system
    - vi. Toxic gases, vapors or fumes that caused acute worker health and safety problems
    - vii. Toxicity found through Whole Effluent Toxicity testing
    - viii. Inhibition
  - q. Pollutants designated as "monitoring only" in the NPDES permit
  - r. Supporting data, assumptions, and methodologies used in establishing the information a through q above.
9. The Permittee's Pretreatment Program has been modified to incorporate a Pretreatment Program Amendment approved by USEPA on October 1, 1996. The amendment became effective on the date of approval and is a fully enforceable provision of your Pretreatment Program.

Modifications of your Pretreatment Program shall be submitted in accordance with 40 CFR § 403.18, which established conditions for substantial and nonsubstantial modifications. All requests should be sent in electronic format to [r5npdes@epa.gov](mailto:r5npdes@epa.gov), attention: NPDES Programs Branch.

B. Reporting and Records Requirements

1. The Permittee shall provide an annual report briefly describing the permittee's pretreatment program activities over the previous calendar year. Permittees who operate multiple plants may provide a single report providing all plant-specific reporting requirements are met. Such report shall be submitted no later than April 28th of each year to USEPA, Region 5, 77 West Jackson Blvd., Chicago, Illinois 60604, Attention: Water Enforcement and Compliance Assurance Branch, and shall be in the format set forth in IEPA's POTW Pretreatment Report Package which contains information regarding:
  - a. An updated listing of the Permittee's significant industrial users, indicating additions and deletions from the previous year, along with brief explanations for deletions. The list shall specify which categorical Pretreatment standards, if any, are applicable to each Industrial User.

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- b. A descriptive summary of the compliance activities including numbers of any major enforcement actions, (i.e., administrative orders, penalties, civil actions, etc.), and the outcome of those actions. This includes an assessment of the compliance status of the Permittee's industrial users and the effectiveness of the Permittee's Pretreatment Program in meeting its needs and objectives.
  - c. A description of all substantive changes made to the Permittee's Pretreatment Program. Changes which are "substantial modifications" as described in 40 CFR § 403.18(c) must receive prior approval from the USEPA.
  - d. Results of sampling and analysis of POTW influent, effluent, and sludge.
  - e. A summary of the findings from the priority pollutants sampling. As sufficient data becomes available the IEPA may modify this Permit to incorporate additional requirements relating to the evaluation, establishment, and enforcement of local limits for organic pollutants. Any permit modification is subject to formal due process procedures pursuant to State and Federal law and regulation. Upon a determination that an organic pollutant is present that causes interference or pass through, the Permittee shall establish local limits as required by 40 CFR § 403.5(c).
2. The Permittee shall maintain all pretreatment data and records for a minimum of three (3) years. This period shall be extended during the course of unresolved litigation or when requested by the IEPA or the Regional Administrator of USEPA. Records shall be available to USEPA and the IEPA upon request.
  3. The Permittee shall establish public participation requirements of 40 CFR 25 in implementation of its Pretreatment Program. The Permittee shall at least annually, publish the names of all IU's which were in significant noncompliance (SNC), as defined by 40 CFR § 403.8(f)(2)(viii), in a newspaper of general circulation that provides meaningful public notice within the jurisdictions served by the Permittee or based on any more restrictive definition of SNC that the POTW may be using.
  4. The Permittee shall provide written notification to the USEPA, Region 5, 77 West Jackson Blvd., Chicago, Illinois 60604, Attention: NPDES Programs Branch and to the Deputy Counsel for the Division of Water Pollution Control, IEPA, 1021 North Grand Avenue East, P.O. Box 19276, Springfield, Illinois 62794-9276 within five (5) days of receiving notice that any Industrial User of its sewage treatment plant is appealing to the Circuit Court any condition imposed by the Permittee in any permit issued to the Industrial User by Permittee. A copy of the Industrial User's appeal and all other pleadings filed by all parties shall be mailed to the Deputy Counsel within five (5) days of the pleadings being filed in Circuit Court.

C. Monitoring Requirements

1. The Permittee shall monitor its influent, effluent and sludge and report concentrations of the following parameters on monitoring report forms provided by the IEPA and include them in its annual report. Samples shall be taken at semi-annual intervals at the indicated reporting limit or better and consist of a 24-hour composite unless otherwise specified below. Sludge samples shall be taken of final sludge and consist of a grab sample reported on a dry weight basis.

STORET CODE	PARAMETER	Minimum reporting limit
01097	Antimony	0.07 mg/L
01002	Arsenic	0.05 mg/L
01007	Barium	0.5 mg/L
01012	Beryllium	0.005 mg/L
01027	Cadmium	0.001 mg/L
01032	Chromium (hex) (grab not to exceed 24 hours)*	0.01 mg/L
01034	Chromium (total)	0.05 mg/L
01042	Copper	0.005 mg/L
00718	Cyanide* (grab) (available **** or amenable to chlorination)	5.0 ug/L
00720	Cyanide (total) (grab)	5.0 ug/L
00951	Fluoride*	0.1 mg/L
01045	Iron (total)	0.5 mg/L
01046	Iron (Dissolved)*	0.5 mg/L
01051	Lead	0.05 mg/L
01055	Manganese	0.5 mg/L
71900	Mercury (effluent grab)***	1.0 ng/L**
01067	Nickel	0.005 mg/L
00556	Oil (hexane soluble or equivalent) (Grab Sample only)*	5.0 mg/L
32730	Phenols (grab)	0.005 mg/L
01147	Selenium	0.005 mg/L
01077	Silver (total)	0.003 mg/L
01059	Thallium	0.3 mg/L
01092	Zinc	0.025 mg/L

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Minimum reporting limits are defined as - (1) The minimum value below which data are documented as non-detects. (2) Three to ten times the method detection limit. (3) The minimum value of the calibration range.

All sample containers, preservatives, holding times, analyses, method detection limit determinations and quality assurance/quality control requirements shall be in accordance with 40 CFR 136.

\* Influent and effluent only

\*\*1 ng/L = 1 part per trillion.

\*\*\*Utilize USEPA Method 1631E and the digestion procedure described in Section 11.1.1.2 of 1631E, other approved methods may be used for influent (composite) and sludge.

\*\*\*\* USEPA Method OIA-1677.

Unless otherwise indicated, concentrations refer to the total amount of the constituent present in all phases, whether solid, suspended or dissolved, elemental or combined including all oxidation states. Where constituents are commonly measured as other than total, the phase is so indicated.

2. The Permittee shall conduct an analysis for the one hundred and ten (110) organic priority pollutants identified in 40 CFR 122 Appendix D, Table II as amended. This monitoring shall be done annually and reported on monitoring report forms provided by the IEPA and shall consist of the following:

- a. The influent and effluent shall be sampled and analyzed for the one hundred and ten (110) organic priority pollutants. The sampling shall be done during a day when industrial discharges are expected to be occurring at normal to maximum levels.

Samples for the analysis of acid and base/neutral extractable compounds shall be 24-hour composites.

Five (5) grab samples shall be collected each monitoring day to be analyzed for volatile organic compounds. A single analysis for volatile pollutants (Method 624) may be run for each monitoring day by compositing equal volumes of each grab sample directly in the GC purge and trap apparatus in the laboratory, with no less than one (1) mL of each grab included in the composite.

Wastewater samples must be handled, prepared, and analyzed by GC/MS in accordance with USEPA Methods 624 and 625 of 40 CFR 136 as amended.

- b. The sludge shall be sampled and analyzed for the one hundred and ten (110) organic priority pollutants. A sludge sample shall be collected concurrent with a wastewater sample and taken as final sludge.

Sampling and analysis shall conform to USEPA Methods 624 and 625 unless an alternate method has been approved by IEPA.

- c. Sample collection, preservation and storage shall conform to approved USEPA procedures and requirements.

3. In addition, the Permittee shall monitor any new toxic substances as defined by the Clean Water Act, as amended, following notification by the IEPA.

4. Permittee shall report any noncompliance with effluent or water quality standards in accordance with Standard Condition 12(f) of this Permit.

5. Analytical detection limits shall be in accordance with 40 CFR 136. Minimum detection limits for sludge analyses shall be in accordance with 40 CFR 503.

D. Pretreatment Reporting

USEPA Region 5 is the Approval Authority for administering the pretreatment program in Illinois. All requests for modification of pretreatment program elements should be submitted in redline/strikeout electronic format and must be sent to USEPA at [r5npdes@epa.gov](mailto:r5npdes@epa.gov).

Permittee shall upon notice from USEPA, modify any pretreatment program element found to be inconsistent with 40 CFR 403.

SPECIAL CONDITION 12. During January of each year the Permittee shall submit annual fiscal data regarding sewerage system operations to the Illinois Environmental Protection Agency/Division of Water Pollution Control/Compliance Assurance Section. The Permittee may use any fiscal year period provided the period ends within twelve (12) months of the submission date.

Submission shall be on forms provided by IEPA titled "Fiscal Report Form For NPDES Permittees".

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**SPECIAL CONDITION 13.** For the duration of this Permit, the Permittee shall determine the quantity of sludge produced by the treatment facility in dry tons or gallons with average percent total solids analysis. The Permittee shall maintain adequate records of the quantities of sludge produced and have said records available for IEPA inspection. The Permittee shall submit to the IEPA, at a minimum, a semi-annual summary report of the quantities of sludge generated and disposed of, in units of dry tons or gallons (average total percent solids) by different disposal methods including but not limited to application on farmland, application on reclamation land, landfilling, public distribution, dedicated land disposal, sod farms, storage lagoons or any other specified disposal method. Said reports shall be submitted to the IEPA by January 31 and July 31 of each year reporting the preceding January thru June and July thru December interval of sludge disposal operations.

**Duty to Mitigate.** The Permittee shall take all reasonable steps to minimize any sludge use or disposal in violation of this Permit.

Sludge monitoring must be conducted according to test procedures approved under 40 CFR 136 unless otherwise specified in 40 CFR 503, unless other test procedures have been specified in this Permit.

**Planned Changes.** The Permittee shall give notice to the IEPA on the semi-annual report of any changes in sludge use and disposal.

The Permittee shall retain records of all sludge monitoring, and reports required by the Sludge Permit as referenced in Standard Condition 23 for a period of at least five (5) years from the date of this Permit.

If the Permittee monitors any pollutant more frequently than required by the Sludge Permit, the results of this monitoring shall be included in the reporting of data submitted to the IEPA.

The Permittee shall comply with existing federal regulations governing sewage sludge use or disposal and shall comply with all existing applicable regulations in any jurisdiction in which the sewage sludge is actually used or disposed.

The Permittee shall comply with standards for sewage sludge use or disposal established under Section 405(d) of the CWA within the time provided in the regulations that establish the standards for sewage sludge use or disposal even if the permit has not been modified to incorporate the requirement.

The Permittee shall ensure that the applicable requirements in 40 CFR Part 503 are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator.

Monitoring reports for sludge shall be reported on the form titled "Sludge Management Reports" to the following address:

Illinois Environmental Protection Agency  
Bureau of Water  
Compliance Assurance Section  
Mail Code #19  
1021 North Grand Avenue East  
Post Office Box 19276  
Springfield, Illinois 62794-9276

**SPECIAL CONDITION 14.** This Permit may be modified to include alternative or additional final effluent limitations pursuant to either an approved Total Maximum Daily Load (TMDL) Study or an approved Fox River Implementation Plan.

**SPECIAL CONDITION 15.** Monitoring for Total Nitrogen is required to document the actual total nitrogen effluent concentration. The Permittee shall monitor the effluent for total nitrogen one/month. The monitoring shall be a composite sample and the results reported as a daily maximum on the Permittee's Discharge Monitoring Forms.

**SPECIAL CONDITION 16.** The Permittee shall conduct biomonitoring of the effluent from Discharge Number(s) B01.

Biomonitoring

1. Acute Toxicity - Standard definitive acute toxicity tests shall be run on at least two trophic levels of aquatic species (fish, invertebrate) representative of the aquatic community of the receiving stream. Testing must be consistent with Methods for Measuring the Acute Toxicity of Effluents and Receiving Waters to Freshwater and Marine Organisms (Fifth Ed.) EPA/821-R-02-012. Unless substitute tests are pre-approved; the following tests are required:
  - a. Fish - 96 hour static LC<sub>50</sub> Bioassay using fathead minnows (*Pimephales promelas*).
  - b. Invertebrate 48-hour static LC<sub>50</sub> Bioassay using *Ceriodaphnia*.

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2. Testing Frequency - The above tests shall be conducted using 24-hour composite samples unless otherwise authorized by the IEPA. Samples must be collected in the 18th, 15th, 12th, and 9th month prior to the expiration date of this Permit.
3. Reporting - Results shall be reported according to EPA/821-R-02-012, Section 12, Report Preparation, and shall be submitted to IEPA, Bureau of Water, Compliance Assurance Section within one week of receipt from the laboratory. Reports are due to the IEPA no later than the 16th, 13th, 10th, and 7th month prior to the expiration date of this Permit.
4. Toxicity - Should a bioassay result in toxicity to >20% of organisms test in the 100% effluent treatment, the IEPA may require, upon notification, six (6) additional rounds of monthly testing on the affected organism(s) to be initiated within 30 days of the toxic bioassay. Results shall be submitted to IEPA within (1) week of becoming available to the Permittee. Should any of the additional bioassays result in toxicity to  $\geq$ 50% of organisms tested in the 100% effluent treatments, the Permittee shall immediately notify IEPA in writing of the test results.
5. Toxicity Reduction Evaluation and Identification - Should the biomonitoring program identify toxicity and result in notification by IEPA, the permittee shall develop a plan for toxicity reduction evaluation and identification. The plan shall be developed and implemented in accordance with Toxicity Reduction Evaluation Guidance for Municipal Wastewater Treatment Plants, EPA/833B-99/002, and shall include an evaluation to determine which chemicals have a potential for being discharged in the plant wastewater, a monitoring program to determine their presence or absence and to identify other compounds which are not being removed by treatment, and other measures as appropriate. The Permittee shall submit to the IEPA its plan within ninety (90) days following notification by the IEPA. The Permittee shall implement the plan within ninety (90) days of notification of the permittee above or other such date as is received by letter from IEPA.

The IEPA may modify this Permit during its term to incorporate additional requirements or limitations based on the results of the biomonitoring. In addition, after review of the monitoring results and toxicity reduction evaluation, the IEPA may modify this Permit to include numerical limitations for specific toxic pollutants and additional whole effluent toxicity monitoring to confirm the results of the evaluation. Modifications under this condition shall follow public notice and opportunity for hearing.

SPECIAL CONDITION 17. The Permittee shall monitor the wastewater effluent for Total Phosphorus, Dissolved Phosphorus, Nitrate/Nitrite, Total Kjeldahl Nitrogen (TKN), Ammonia, Total Nitrogen (calculated), Alkalinity and Temperature at least once a month beginning on the effective date of this permit. The results shall be submitted on Discharge Monitoring Report (DMR) Forms or NetDMRs to IEPA unless otherwise specified by the IEPA.

SPECIAL CONDITION 18. The Permittee shall participate in the Fox River Study Group (FRSG). The Permittee shall work with other watershed members of the FRSG to determine the most cost effective means to remove dissolved oxygen (DO) and offensive condition impairments in the Fox River. This Permit may be modified to include additional conditions and effluent limitations to include implementation measures based on the Fox River Implementation Plan (Implementation Plan). The following tasks will be completed during the life of this permit:

1. The Permittee shall prepare a phosphorus removal feasibility report specific to its plant(s) on the method, time frame and costs for reducing its loading of phosphorus to levels equivalent to monthly average discharges of 1 mg/L and 0.5 mg/L on a seasonal basis and on a year round basis. The feasibility report shall be submitted to the IEPA twelve (12) months from the effective date of the Permit. The feasibility report shall also be shared with the FRSG.
2. The Permittee shall submit the Fox River Study Group Watershed Investigation Phase III Report, which includes stream modeling, to the IEPA within 1 month of the effective date of this Permit.
3. The FRSG will complete an Implementation Plan that identifies phosphorus input reductions by point source discharges, non-point source discharges and other measures necessary to remove DO and offensive condition impairments in the Fox River. The Implementation Plan shall be submitted to the IEPA by December 31, 2015. The Permittee shall initiate the recommendations of the Implementation Plan that are applicable to said Permittee during the remaining term of this Permit. This Permit may be modified to include additional pollutant reduction activities necessary to implement the Implementation Plan.
4. In its application for renewal of this permit, the Permittee shall consider and incorporate recommended FRSG phosphorus input reduction implementation projects that the Permittee will implement during the next permit term.
5. The Permittee shall operate the existing facilities to optimize the removal of phosphorus.

SPECIAL CONDITION 19. A phosphorus limit of 1.0 mg/L (Annual Average) shall become effective four and one-half (4 1/2) years from the effective date of this Permit.

In order for the Permittee to achieve the above limit, it will be necessary to modify existing treatment facilities to include phosphorus removal, reduce phosphorus sources or explore other ways to prevent discharges that exceed the limit. The Permittee must implement the following compliance measures consistent with the schedule below:

- |  |   |
|--|---|
| 1. Interim Report on Phosphorus Removal Feasibility Report | 6 months from the effective date of this Permit |
|--|---|

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2. Phosphorus Removal Feasibility Report submitted	12 months from the effective date of this Permit
3. Progress Report on Phosphorus Input Reductions and Implementation Plan	18 Months from the effective date of this Permit
4. Progress Report on Recommendations of Implementation Plan	24 months from the effective date of this Permit
5. Plans and specifications submitted	30 months from the effective date of this Permit
6. Progress Report on Construction	36 months from the effective date of this Permit
7. Complete Construction	42 months from the effective date of this Permit
8. Progress Report on Optimizing Treatment System	48 months from the effective date of this Permit
9. Achieve Annual Concentration and Loading Effluent Limitations for Total Phosphorus	54 months from the effective date of this Permit

Compliance dates may be modified based on the results of the Phosphorus Removal Feasibility Report required by Special Condition 18 of this Permit. All modifications of this Permit must be in accordance with 40 CFR 122.62 or 40 CFR 122.63.

Reporting shall be submitted on the DMR's on a monthly basis.

REPORTING

The Permittee shall submit progress reports for items 1, 2, 3, 4, 6, 7, 8 and 9 of the compliance schedule indicating: a) the date the item was completed, or b) that the item was not completed, the reasons for non-completion and the anticipated completion date to the Agency Compliance Section.

SPECIAL CONDITION 20. The Agency shall consider all monitoring data submitted by the discharger in accordance with the monitoring requirements of this permit for all parameters, including but not limited to data pertaining to ammonia and dissolved oxygen for discharges from Discharge Number 001, to determine whether the discharges are at levels which cause, have the reasonable potential to cause or contribute to exceedances of water quality standards; and, if so, to develop appropriate water quality based effluent limitations. If the discharger wants the Agency to consider mixing when determining the need for and establishment of water quality based effluent limitations, the discharger shall submit a study plan on mixing to the Agency for the Agency's review and comment within two (2) months of the effective date of this Permit.

SPECIAL CONDITION 21. The Permittee shall work towards the goals of achieving no discharges from sanitary sewer overflows or basement backups and ensuring that overflows or backups, when they do occur do not cause or contribute to violations of applicable standards or cause impairment in any adjacent receiving water. In order to accomplish these goals, the Permittee shall develop, implement and submit to the IEPA a Capacity, Management, Operations, and Maintenance (CMOM) plan within twelve (12) months of the effective date of this Permit. The Permittee should work as appropriate, in consultation with affected authorities at the local, county, and/or state level to develop the plan components involving third party notification of overflow events. The Permittee may be required to construct additional sewage transport and/or treatment facilities in future permits or other enforceable documents should the implemented CMOM plan indicate that the Permittee's facilities are not capable of conveying and treating the flow for which they were designed.

The CMOM plan shall include the following elements:

a. Measures and Activities:

1. A complete map of the collection system owned and operated by the Permittee;
2. Schedules, checklists, and mechanisms to ensure that preventative maintenance is performed on equipment owned and operated by the Permittee;
3. An assessment of the capacity of the collection and treatment system owned and operated by the Permittee at critical junctions and immediately upstream of locations where overflows and backups occur or are likely to occur; and
4. Identification and prioritization of structural deficiencies in the system owned and operated by the Permittee.

b. Design and Performance Provisions:

1. Monitor the effectiveness of CMOM;
2. Upgrade the elements of the CMOM plan as necessary; and

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3. Maintain summary of CMOM activities.
- c. Overflow Response Plan:
    1. Know where overflows within the facilities owned and operated by the Permittee occur;
    2. Respond to each overflow to determine additional actions such as clean up; and
    3. Locations where basement back-ups and/or sanitary sewer overflows occur shall be evaluated as soon as practicable for excessive inflow /infiltration, obstructions or other causes of overflows or back-ups as set forth in the System Evaluation Plan.
  - d. System Evaluation Plan.
  - e. Reporting and Monitoring Requirements.
  - f. Third Party Notice Plan:
    1. Describes how, under various overflow scenarios, the public, as well as other entities, would be notified of overflows within the Permittee's system that may endanger public health, safety or welfare;
    2. Identifies overflows within the Permittee's system that would be reported, giving consideration to various types of events including events with potential widespread impacts;
    3. Identifies who shall receive the notification;
    4. Identifies the specific information that would be reported including actions that will be taken to respond to the overflow;
    5. Includes a description of the lines of communication; and
    6. Includes the identities and contact information of responsible POTW officials and local, county, and/or state level officials.

SPECIAL CONDITION 22. The Permittee may collect data in support of developing site-specific effluent limitations for ammonia nitrogen. In-stream monitoring for pH and temperature would be required. Samples should be taken downstream at a point representative of substantial mixing with the receiving stream and below the surface. A monitoring plan must be submitted to the Agency for approval which indicates the location, sample frequency and the duration of the monitoring program.

**Attachment H**  
**Standard Conditions**

**Definitions**

**Act** means the Illinois Environmental Protection Act, 415 ILCS 5 as Amended.

**Agency** means the Illinois Environmental Protection Agency.

**Board** means the Illinois Pollution Control Board.

**Clean Water Act** (formerly referred to as the Federal Water Pollution Control Act) means Pub. L 92-500, as amended. 33 U.S.C. 1251 et seq.

**NPDES** (National Pollutant Discharge Elimination System) means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 402, 318 and 405 of the Clean Water Act.

**USEPA** means the United States Environmental Protection Agency.

**Daily Discharge** means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in units of mass, the "daily discharge" is calculated as the total mass of the pollutant discharged over the day. For pollutants with limitations expressed in other units of measurements, the "daily discharge" is calculated as the average measurement of the pollutant over the day.

**Maximum Daily Discharge Limitation** (daily maximum) means the highest allowable daily discharge.

**Average Monthly Discharge Limitation** (30 day average) means the highest allowable average of daily discharges over a calendar month, calculated as the sum of all daily discharges measured during a calendar month divided by the number of daily discharges measured during that month.

**Average Weekly Discharge Limitation** (7 day average) means the highest allowable average of daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week.

**Best Management Practices** (BMPs) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of the State. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw material storage.

**Aliquot** means a sample of specified volume used to make up a total composite sample.

**Grab Sample** means an individual sample of at least 100 milliliters collected at a randomly-selected time over a period not exceeding 15 minutes.

**24-Hour Composite Sample** means a combination of at least 8 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over a 24-hour period.

**8-Hour Composite Sample** means a combination of at least 3 sample aliquots of at least 100 milliliters, collected at periodic intervals during the operating hours of a facility over an 8-hour period.

**Flow Proportional Composite Sample** means a combination of sample aliquots of at least 100 milliliters collected at periodic intervals such that either the time interval between each aliquot or the volume of each aliquot is proportional to either the stream flow at the time of sampling or the total stream flow since the collection of the previous aliquot.

- (1) **Duty to comply.** The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Act and is grounds for enforcement action, permit termination, revocation and reissuance, modification, or for denial of a permit renewal application. The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants within the time provided in the regulations that establish these standards or prohibitions, even if the permit has not yet been modified to incorporate the requirements.
- (2) **Duty to reapply.** If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. If the permittee submits a proper application as required by the Agency no later than 180 days prior to the expiration date, this permit shall continue in full force and effect until the final Agency decision on the application has been made.
- (3) **Need to halt or reduce activity not a defense.** It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.
- (4) **Duty to mitigate.** The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.
- (5) **Proper operation and maintenance.** The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with conditions of this permit. Proper operation and maintenance includes effective performance, adequate funding, adequate operator staffing and training, and adequate laboratory and process controls, including appropriate quality assurance procedures. This provision requires the operation of back-up, or auxiliary facilities, or similar systems only when necessary to achieve compliance with the conditions of the permit.
- (6) **Permit actions.** This permit may be modified, revoked and reissued, or terminated for cause by the Agency pursuant to 40 CFR 122.62 and 40 CFR 122.63. The filing of a request by the permittee for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.
- (7) **Property rights.** This permit does not convey any property rights of any sort, or any exclusive privilege.
- (8) **Duty to provide information.** The permittee shall furnish to the Agency within a reasonable time, any information which the Agency may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with the permit. The permittee shall also furnish to the Agency upon request, copies of records required to be kept by this permit.

(9) **Inspection and entry.** The permittee shall allow an authorized representative of the Agency or USEPA (including an authorized contractor acting as a representative of the Agency or USEPA), upon the presentation of credentials and other documents as may be required by law, to:

- (a) Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit;
- (b) Have access to and copy, at reasonable times, any records that must be kept under the conditions of this permit;
- (c) Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices, or operations regulated or required under this permit; and
- (d) Sample or monitor at reasonable times, for the purpose of assuring permit compliance, or as otherwise authorized by the Act, any substances or parameters at any location.

(10) **Monitoring and records.**

- (a) Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity.
- (b) The permittee shall retain records of all monitoring information, including all calibration and maintenance records, and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of this permit, measurement, report or application. Records related to the permittee's sewage sludge use and disposal activities shall be retained for a period of at least five years (or longer as required by 40 CFR Part 503). This period may be extended by request of the Agency or USEPA at any time.
- (c) Records of monitoring information shall include:
  - (1) The date, exact place, and time of sampling or measurements;
  - (2) The individual(s) who performed the sampling or measurements;
  - (3) The date(s) analyses were performed;
  - (4) The individual(s) who performed the analyses;
  - (5) The analytical techniques or methods used; and
  - (6) The results of such analyses.
- (d) Monitoring must be conducted according to test procedures approved under 40 CFR Part 136, unless other test procedures have been specified in this permit. Where no test procedure under 40 CFR Part 136 has been approved, the permittee must submit to the Agency a test method for approval. The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to ensure accuracy of measurements.

(11) **Signatory requirement.** All applications, reports or information submitted to the Agency shall be signed and certified.

- (a) **Application.** All permit applications shall be signed as follows:
  - (1) For a corporation: by a principal executive officer of at least the level of vice president or a person or position having overall responsibility for environmental matters for the corporation;
  - (2) For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or
  - (3) For a municipality, State, Federal, or other public agency: by either a principal executive officer or ranking elected official.
- (b) **Reports.** All reports required by permits, or other information requested by the Agency shall be signed by a person described in paragraph (a) or by a duly authorized representative of that person. A person is a duly

authorized representative only if:

- (1) The authorization is made in writing by a person described in paragraph (a); and
  - (2) The authorization specifies either an individual or a position responsible for the overall operation of the facility, from which the discharge originates, such as a plant manager, superintendent or person of equivalent responsibility; and
  - (3) The written authorization is submitted to the Agency.
- (c) **Changes of Authorization.** If an authorization under (b) is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of (b) must be submitted to the Agency prior to or together with any reports, information, or applications to be signed by an authorized representative.
- (d) **Certification.** Any person signing a document under paragraph (a) or (b) of this section shall make the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(12) **Reporting requirements.**

- (a) **Planned changes.** The permittee shall give notice to the Agency as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required when:
  - (1) The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source pursuant to 40 CFR 122.29 (b); or
  - (2) The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements pursuant to 40 CFR 122.42 (a)(1).
  - (3) The alteration or addition results in a significant change in the permittee's sludge use or disposal practices, and such alteration, addition, or change may justify the application of permit conditions that are different from or absent in the existing permit, including notification of additional use or disposal sites not reported during the permit application process or not reported pursuant to an approved land application plan.
- (b) **Anticipated noncompliance.** The permittee shall give advance notice to the Agency of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.
- (c) **Transfers.** This permit is not transferable to any person except after notice to the Agency.
- (d) **Compliance schedules.** Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.
- (e) **Monitoring reports.** Monitoring results shall be reported at the intervals specified elsewhere in this permit.
  - (1) Monitoring results must be reported on a Discharge Monitoring Report (DMR).

- (2) If the permittee monitors any pollutant more frequently than required by the permit, using test procedures approved under 40 CFR 136 or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR.
- (3) Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the Agency in the permit.
- (f) **Twenty-four hour reporting.** The permittee shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24-hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within 5 days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and time; and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the noncompliance. The following shall be included as information which must be reported within 24-hours:
- (1) Any unanticipated bypass which exceeds any effluent limitation in the permit.
  - (2) Any upset which exceeds any effluent limitation in the permit.
  - (3) Violation of a maximum daily discharge limitation for any of the pollutants listed by the Agency in the permit or any pollutant which may endanger health or the environment.  
The Agency may waive the written report on a case-by-case basis if the oral report has been received within 24-hours.
- (g) **Other noncompliance.** The permittee shall report all instances of noncompliance not reported under paragraphs (12) (d), (e), or (f), at the time monitoring reports are submitted. The reports shall contain the information listed in paragraph (12) (f).
- (h) **Other information.** Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application, or in any report to the Agency, it shall promptly submit such facts or information.
- (13) **Bypass.**
- (a) Definitions.
    - (1) Bypass means the intentional diversion of waste streams from any portion of a treatment facility.
    - (2) Severe property damage means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
  - (b) Bypass not exceeding limitations. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of paragraphs (13)(c) and (13)(d).
  - (c) Notice.
    - (1) Anticipated bypass. If the permittee knows in advance of the need for a bypass, it shall submit prior notice, if possible at least ten days before the date of the bypass.
    - (2) Unanticipated bypass. The permittee shall submit notice of an unanticipated bypass as required in paragraph (12)(f) (24-hour notice).
  - (d) Prohibition of bypass.
    - (1) Bypass is prohibited, and the Agency may take enforcement action against a permittee for bypass, unless:
      - (i) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
      - (ii) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and
      - (iii) The permittee submitted notices as required under paragraph (13)(c).
    - (2) The Agency may approve an anticipated bypass, after considering its adverse effects, if the Agency determines that it will meet the three conditions listed above in paragraph (13)(d)(1).
- (14) **Upset.**
- (a) Definition. Upset means an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
  - (b) Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology based permit effluent limitations if the requirements of paragraph (14)(c) are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
  - (c) Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
    - (1) An upset occurred and that the permittee can identify the cause(s) of the upset;
    - (2) The permitted facility was at the time being properly operated; and
    - (3) The permittee submitted notice of the upset as required in paragraph (12)(f)(2) (24-hour notice).
    - (4) The permittee complied with any remedial measures required under paragraph (4).
  - (d) Burden of proof. In any enforcement proceeding the permittee seeking to establish the occurrence of an upset has the burden of proof.
- (15) **Transfer of permits.** Permits may be transferred by modification or automatic transfer as described below:
- (a) Transfers by modification. Except as provided in paragraph (b), a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued pursuant to 40 CFR 122.62 (b) (2), or a minor modification made pursuant to 40 CFR 122.63 (d), to identify the new permittee and incorporate such other requirements as may be necessary under the Clean Water Act.
  - (b) Automatic transfers. As an alternative to transfers under paragraph (a), any NPDES permit may be automatically

transferred to a new permittee if:

- (1) The current permittee notifies the Agency at least 30 days in advance of the proposed transfer date;
  - (2) The notice includes a written agreement between the existing and new permittees containing a specified date for transfer of permit responsibility, coverage and liability between the existing and new permittees; and
  - (3) The Agency does not notify the existing permittee and the proposed new permittee of its intent to modify or revoke and reissue the permit. If this notice is not received, the transfer is effective on the date specified in the agreement.
- (16) All manufacturing, commercial, mining, and silvicultural dischargers must notify the Agency as soon as they know or have reason to believe:
- (a) That any activity has occurred or will occur which would result in the discharge of any toxic pollutant identified under Section 307 of the Clean Water Act which is not limited in the permit, if that discharge will exceed the highest of the following notification levels:
    - (1) One hundred micrograms per liter (100 ug/l);
    - (2) Two hundred micrograms per liter (200 ug/l) for acrolein and acrylonitrile; five hundred micrograms per liter (500 ug/l) for 2,4-dinitrophenol and for 2-methyl-4,6 dinitrophenol; and one milligram per liter (1 mg/l) for antimony.
    - (3) Five (5) times the maximum concentration value reported for that pollutant in the NPDES permit application; or
    - (4) The level established by the Agency in this permit.
  - (b) That they have begun or expect to begin to use or manufacture as an intermediate or final product or byproduct any toxic pollutant which was not reported in the NPDES permit application.
- (17) All Publicly Owned Treatment Works (POTWs) must provide adequate notice to the Agency of the following:
- (a) Any new introduction of pollutants into that POTW from an indirect discharge which would be subject to Sections 301 or 306 of the Clean Water Act if it were directly discharging those pollutants; and
  - (b) Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit.
  - (c) For purposes of this paragraph, adequate notice shall include information on (i) the quality and quantity of effluent introduced into the POTW, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.
- (18) If the permit is issued to a publicly owned or publicly regulated treatment works, the permittee shall require any industrial user of such treatment works to comply with federal requirements concerning:
- (a) User charges pursuant to Section 204 (b) of the Clean Water Act, and applicable regulations appearing in 40 CFR 35;
  - (b) Toxic pollutant effluent standards and pretreatment standards pursuant to Section 307 of the Clean Water Act; and
  - (c) Inspection, monitoring and entry pursuant to Section 308 of the Clean Water Act.
- (19) If an applicable standard or limitation is promulgated under Section 301(b)(2)(C) and (D), 304(b)(2), or 307(a)(2) and that effluent standard or limitation is more stringent than any effluent limitation in the permit, or controls a pollutant not limited in the permit, the permit shall be promptly modified or revoked, and reissued to conform to that effluent standard or limitation.
- (20) Any authorization to construct issued to the permittee pursuant to 35 Ill. Adm. Code 309.154 is hereby incorporated by reference as a condition of this permit.
- (21) The permittee shall not make any false statement, representation or certification in any application, record, report, plan or other document submitted to the Agency or the USEPA, or required to be maintained under this permit.
- (22) The Clean Water Act provides that any person who violates a permit condition implementing Sections 301, 302, 306, 307, 308, 318, or 405 of the Clean Water Act is subject to a civil penalty not to exceed \$25,000 per day of such violation. Any person who willfully or negligently violates permit conditions implementing Sections 301, 302, 306, 307, 308, 318 or 405 of the Clean Water Act is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than one year, or both. Additional penalties for violating these sections of the Clean Water Act are identified in 40 CFR 122.41 (a)(2) and (3).
- (23) The Clean Water Act provides that any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than \$10,000, or by imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this paragraph, punishment is a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.
- (24) The Clean Water Act provides that any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non-compliance shall, upon conviction, be punished by a fine of not more than \$10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both.
- (25) Collected screening, slurries, sludges, and other solids shall be disposed of in such a manner as to prevent entry of those wastes (or runoff from the wastes) into waters of the State. The proper authorization for such disposal shall be obtained from the Agency and is incorporated as part hereof by reference.
- (26) In case of conflict between these standard conditions and any other condition(s) included in this permit, the other condition(s) shall govern.
- (27) The permittee shall comply with, in addition to the requirements of the permit, all applicable provisions of 35 Ill. Adm. Code, Subtitle C, Subtitle D, Subtitle E, and all applicable orders of the Board or any court with jurisdiction.
- (28) The provisions of this permit are severable, and if any provision of this permit, or the application of any provision of this permit is held invalid, the remaining provisions of this permit shall continue in full force and effect.

# ***Appendix B***

## ***Lift Stations Overview***

**APPENDIX B: LIFT STATION OVERVIEW**

City of St. Charles, Illinois

Lift Station Name	Connected To SCADA	Candidate For Rehab	Ground Elevation (ft)	Bottom Elevation (ft)	Force Main Size (in)	Force Main Length (ft)	Gravity Sewer Inv. (ft)	Gravity Sewer Diameter (in)	Year Constructed	Building	Generator Type	Bypass Capability	Pump Number	Pump Type	Pump Vendor	HP	TDH (ft)	Pump Rating (gpm)	Maintenance
Riverside	Yes	Yes	683.3	664.25	950' of 8" Main 885' of 10" Main 879' of 15" Main 930' of 16" Main			24", 27", 36"	1930	Yes	600kW Caterpillar Model D3508 w/ ATS	None	1	Submersible	Flygt	75	59	3,480	DAF = 1.97 MGD, PWWF = 28.2 MGD Control panel and generator are not in the same room as the wet well <b>Rehabbed in 2010</b> -There used to be a 20 HP pump which was removed from service. -Both 75 HP pumps were serviced, one had the motor stator replaced, one had the stator rewound <b>Issues with the station</b> -Ball check valve is likely the cause of former broken pipes and other issues, it needs to be replaced -Leaks reported in the pump check valves -Bridge crane hoist needs to be replaced and the integrity of the structure should be evaluated -Roof needs to be replaced -The generator room floor slab has settled about 2 inches from its original elevation -The underground diesel tank south of the station should be removed -The generator is beyond its service life and should be replaced -HVAC system should be replaced -SCADA should be modified -The whole lift station should be considered for replacement -Mains should be televised to investigate potential blockages -Mechanical fine screens do not operate efficiently -Both 75 HP pumps need to be replaced <b>Issues regarding the replacement of the pump</b> -Site constraints due to the Fox River and Route 25 -Groundwater concerns -Disposal of contaminated soils -Unknown bedrock conflicts -Traffic control, material and equipment storage, parking and access
													2	Submersible	Flygt	75	59	3,480	
													3	Submersible	Flygt	180	74	6,700	
													4	Submersible	Flygt	180	74	6,700	
East Side	Yes	No	705.7	681.07	16"	697	24" North, 21" East	24"; there is a 21" bypass	1973	Yes	250kW Generac Model 92A012113-3 w/ ATS	Automatic bypass to Riverside	1	Submersible	Flowserve	100	62	4,345	<b>Rehabbed in 2010</b> -Replacement of the existing 50 HP dry well pumps with 100 HP submersible pumps, installation of variable frequency drives and controls, replacement of the bar screen with a mechanical fine screen and washer/grinder/compactor -Rehab expanded the lift station's rated capacity to 14.0 MGD <b>Issues with the station</b> -The replacement of the current HVAC system to improve climate control is recommended. The current conditions promote mold growth. -The mechanical fine screen is causing much head loss and should be shipped back to the manufacturer in order to determine the problem -Maintenance of the washer/grinder/compactor -Space constraints should be reduced by modifying the walls of the station (and perhaps thusly the trolley beam) and/or modifying the orientation of the washer/grinder/compactor. -Roadway to the lift station should be widened -Slight difference in flow rate readings between the control panel and mag meter -Programming of the VFDs should be modified -Diesel generator and tank are old -Programming within SCADA should be modified
													2	Submersible	Flowserve	100	62	4,345	
													3	Submersible	Flowserve	100	62	4,345	
													4	Submersible	Flowserve	100	62	4,345	
7th & Division	No	Yes	Not Listed	721.5	6"	677'	726.5	8"	1974	No	50kW Kohler Model 50RZGB w/ ATS	6" OC Above Ground	1	Submersible	Gorman-Rupp	4	35	220	Has the ability to bypass flow. <b>Rehabbed in 2007</b> -Installation of a new precast concrete lids, pumps, flow meter, controls, generator, and transfer switch, pumps were installed <b>Rehabbed in 2009</b> -Pumps were replaced <b>Rehabbed in 2014</b> -Pumps were replaced <b>Issues with the Station</b> -Ragging and grease are a problem -Control panel is in poor condition, it is old and deteriorating -Rehab should convert the current two wet well system to a single wet well with a valve vault -Improve vehicle access, control systems, and integration into City's SCADA system.
													2	Submersible	Gorman-Rupp	4	35	220	
Washington Ave.	No	No	722.7	707	2, 2"	200	710.4 (8"West)	8"	1987	No	No Generator	None	1	Submersible	Meyers Grinder	2	15	22	This pump station only services 7 houses Located in a the front yard of a private residence It's been speculated that there are backups here, but the residents may not be reporting them. <b>Rehabbed at an unknown time</b> -Replacement of one pump -Replacement of the guiderail system <b>Issues with the station</b> -No major issues, one pump needs cleaning. -Needs a new hatch -No transducer, no bypass capabilities
													2	Submersible	Meyers Grinder	2	15	22	

Highlighted cells are in the process of being confirmed by the City

Lift Station Name	Connected To SCADA	Candidate For Rehab	Ground Elevation (ft)	Bottom Elevation (ft)	Force Main Size (in)	Force Main Length (ft)	Gravity Sewer Inv. (ft)	Gravity Sewer Diameter (in)	Year Constructed	Building	Generator Type	Bypass Capability	Pump Number	Pump Type	Pump Vendor	HP	TDH (ft)	Pump Rating (gpm)	Maintenance
Country Club	No	Yes	757.3	738	4"	1074'	744 (North)	two 8" pipes	1988	No	15kW Kohler Model 15REOZD w/ ATS	3" Male QC, No cap	1	Submersible	Meyers	5	47	80	<b>Issues with the station</b> -City would like to replace the current generator with a natural gas generator. -Not connected to SCADA -The existing wet well cover is fiberglass and has deteriorated from exposure to UV sunlight. A new cover is highly recommended for safety and liability purposes. -The vault valve is unusually shallow and routinely fills with ground water. Standing water has been noted by the staff in the valve vault above the piping. Maintenance requires installation of a sump pump prior to access and working room is limited. -A grease trap should be added prior to the lift station (there's a good amount of grease from the Country Club kitchens). It's likely that the grease is making it past the County Club's grease traps because the water is so hot when it leaves the site that it doesn't catch. The main is choked with grease and access to the force main is a concern. -The control panel and pumps are old
													2	Submersible	Meyers	5	47	80	
Pheasant Run Trails	No	Yes	761.3	739	Data Discrepancy: 6" according to data from Trotter Report 8" according to GIS data	1819'	744 (North)/(East)	two 8" pipes	1997	No	60kW Olympian Model 97A03119-S w/ ATS	6" 3-way Plug Valve w/ 4" bypass riser blind flanged	1	Submersible	Hydromatic	15	42	468	-Should be considered for rehab once the more critical lift stations have been rehabbed -They are currently building a car dealership near this site, after the construction is complete, they will have better access to the site. <b>Rehabbed in 2009</b> -All issues rehabbed were very minor <b>Issues with the station</b> -The influent line to the wet well deposits flow, including rags and grease, directly on top of one of the pumps. Debris builds up over time which makes the pumps difficult to remove for maintenance. The issue may be addressed by physically rotating the pumps and corresponding rails within the wet well. -To address excessive ragging, the City may install a pump that will pass larger solids, install a chopper pump to reduce the solid size, or require that the tributary users provide pretreatment screening. -Vehicle access is a concern -Fencing is broken in certain places and does not provide adequate protection - it should be replaced -Bypassing the lift station is difficult because the bypass connection is located in a confined space -Should be connected to SCADA
													2	Submersible	Hydromatic	15	42	468	
Royal Fox # 2	Yes	No	757.7	721.04	8"	2766'	729.45 (10"North)/(8" West)	8", 10"	1988	No	100kW Kohler Model 100RZG w/ ATS	4" Plug Valve w/ 4" Male Quick Connect	1	Submersible	4-inch ABS XFP 100 G CB1	28	95	650	This pump station has large amounts of I&I <b>Rehabbed in 2013</b> -Replacement of pumps, valves, and piping within the station -Replacement of the control systems and traffic box, rehabilitation of the lift station structure with a spray-applied structural lining, installation of a magnetic flow meter and bypass pump connection vault, installation of a new concrete lid, connection to the City SCADA, site improvements -Occasionally a pump will fail to start in automatic mode -Large amounts of tributary I&I
													2	Submersible	4-inch ABS XFP 100 G CB1	28	95	650	
Royal Fox # 1	No	No	743.9	723.97	6"	2206'	727.38 (8" East)	8"	1988	No	50kW Kohler Model 50RZGB w/ ATS	6" Cleanout at grade	1	Submersible	4-inch ABS XFPD 100E-CB1	10	60	200	The lift station has plenty of remaining lift capacity <b>Rehabbed in 2014</b> -Rehab included replacement of pumps, valves, and piping within the station, replacement of the control systems, and traffic box, rehabilitation of the lift station structure with a spray-applied structural lining, installation of above-grade bypass pump connection, installation of a new concrete lid, and site improvements. -Grease deposits were cleaned -Grease cleanout connections and structures were installed along the discharge force main <b>Issues with the station</b> -It is recommended that the discharge force main be fitted with pressure gauges to ensure that the pumps are operating within the safe operating range on the manufacturer's pump curve
													2	Submersible	4-inch ABS XFPD 100E-CB1	10	60	200	
Woods of Fox Glen	No	No	719.7	688	6"	3560'	692 (W)/708	two 8" pipes	1989	No	50kW Kohler Model 50RZGB w/ ATS	4" x 3" Tee w/ 3" Plug Valve & 3" Female QC	1	Submersible	Meyers	20	111	180	Station is in good condition - there are no issues that require immediate attention. The station has bypass capabilities The station is exceptionally deep <b>Rehabbed in 2009</b> <b>Rehabbed in 2013</b> <b>Issues with the station</b> -Station should be upgraded with a flow meter and connected to the City's SCADA system
													2	Submersible	Meyers	20	111	180	

Highlighted cells are in the process of being confirmed by the City

Lift Station Name	Connected To SCADA	Candidate For Rehab	Ground Elevation (ft)	Bottom Elevation (ft)	Force Main Size (in)	Force Main Length (ft)	Gravity Sewer Inv. (ft)	Gravity Sewer Diameter (in)	Year Constructed	Building	Generator Type	Bypass Capability	Pump Number	Pump Type	Pump Vendor	HP	TDH (ft)	Pump Rating (gpm)	Maintenance
Kingswood	No	No	770.7	745	6"	1091'	751.5 (8" East)	8"	1996	No	60kW Olympian Model 95A05229-S w/ ATS	6" 3-Way Plug Valve w/ 4" bypass riser blind flanged	1	Submersible	Hydromatic	15	50	400	Station is in excellent condition Bypass connection available but difficult to access <b>Issues with the Station</b> -Ragging is an issue, consider pumps that will pass larger solids or a chopper pump to reduce the solid size -Piping issues have been reported by operational staff -Not connected to SCADA
													2	Submersible	Hydromatic	15	50	400	
Wild Rose	No	Yes	701.1	679.88	4"	111'	683.88 (10" NE)	10"	1980	No	15kW Onan Model 20ES w/ ATS	4" Plug Valve - no by-pass per plan	1	Submersible	Hydromatic	5	25	106	<b>Rehabbed in 2011</b> -The height of the wet well was raised <b>Issues with the Station</b> -Not connected to SCADA -Pumps need to be upsized -Pumps are in good condition, but are nearing the end of their service and should be replaced -Grading around the lift station directs surface water into the well -Piping, valves, generator, control panel, lift station lid, access hatches, and control system should be replaced -The wet well is rusting through -Ragging and greasing is a problem -The City is considering paving the road leading to the station and raising the grade of the station.
													2	Submersible	Hydromatic	5	25	106	
Red Gate	No	No	708.9	691.63	6"	1939'	696.88	12", Also an abandoned 8"	1988	No	80kW Olympian Model G80F3 w/ ATS	6" x 4" Tee - Threaded Hose Connection w/Cap	1	Submersible	Hydromatic	20	66	506	This lift station has a significant amount of reserve capacity The station is in relatively good condition Station has bypass capabilities Upgraded in 1999 Replaced in 2006 -Was changed to a packaged system with 2 submersible pumps, valve vault and stand-by generator <b>Issues with the station</b> -There is a crack in the check valve in the valve vault -Control panel shuts off -Not connected to SCADA -Needs better traffic protection -Station frequently has issues with ragging and greasing <b>Verify Facility Plan Update Information</b>
													2	Submersible	Hydromatic	20	66	506	
Oak Crest	No	No	804.6	787.7	4"	458'	792.88 (8"NW)/792.88 (8" SW)	two 8" pipes	2000	No	30kW Olympian Model G30FIS w/ ATS	3-way 4" Plug Valve w/Bypass Riser	1	Submersible	Hydromatic	7.5	43	100	There is a replacement pump available in case of failure <b>Issues with the station</b> -There is a reported seal failure in one of the pumps, the pump continues to operate properly -Pumps, piping, and control system are nearing the end of their useful life -Traffic protection improvements needed -Should be connected with City's SCADA system
													2	Submersible	Hydromatic	7.5	43	100	
Pine Ridge	No	No	777.0	744.3	4"	910'	748.37	8"	2007	No	60kW Olympian Model G60F3 w/ ATS	4" Plug Valve w/ Bypass Riser	1	Submersible	Hydromatic	15	61	160	Station has bypass capabilities No significant I&I No significant issues with this pump station are noted <b>Issues with the station</b> -Not connected to SCADA
													2	Submersible	Hydromatic	15	61	160	
Renaux Manor	No	No	746.5	713.34	12"	1602'	719.67/735.03 (N)	8", 15"	1998	No	375kW Generac Model 98A02219-S w/ ATS	4" Plug Valve w/ QC for bypass	1	Submersible	Hydromatic	7.5	29	690	Station has bypass capabilities <b>Rehabbed in 2013</b> <b>Issues with the station</b> -Not connected to SCADA -Lock missing on an access hatch -One of the three pumps needs to be replaced -Decommissioned VFDs
													2	Submersible	Hydromatic	7.5	29	690	
													3	Submersible	Hydromatic	7.5	29	690	
Zylstra	No	No	782.0	761.9	4"	3403'	766.97	8"	2007	No	30kW Olympian Model G30F3 w/ ATS	4" Plug Valve w/ 4" Female QC Riser	1	Submersible	Hydromatic	15	87.6	150	Station has bypass capabilities No significant I&I <b>Issues with the pump</b> -Only one pump operational -Not connected to SCADA
													2	Submersible	Hydromatic	15	87.6	150	

a - Generator has recently failed and is in the process of being replaced  
Highlighted cells are in the process of being confirmed by the City

# ***Appendix C***

*City Code, Chapter 13.12 - Sewers*

Chapter 13.12

**SEWERS**

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### **13.12.100 Purpose and Policy**

This chapter sets forth uniform requirements for Users of the Publicly Owned Treatment Works for the purpose of enabling the City to comply with applicable State and Federal laws, including the Clean Water Act (33 United States Code § 1251 *et seq.*) and the General Pretreatment Regulations (40 Code of Federal Regulations Part 403). The objectives of this chapter are:

- A. To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will interfere with its operation;
- B. To prevent the introduction of pollutants into the Publicly Owned Treatment Works that will pass through the Publicly Owned Treatment Works, inadequately treated, into receiving waters, or otherwise be incompatible with the Publicly Owned Treatment Works;
- C. To protect both Publicly Owned Treatment Works personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- D. To promote reuse and recycling of industrial wastewater and sludge from the Publicly Owned Treatment Works;
- E. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the Publicly Owned Treatment Works; and
- F. To enable the City to comply with its National Pollutant Discharge Elimination System permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the Publicly Owned Treatment Works is subject.

This chapter shall apply to all Users of the Publicly Owned Treatment Works. The chapter authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires User reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

### **13.12.110 Administration**

Except as otherwise provided herein, the Director of Public Works shall administer, implement, and enforce the provisions of this chapter. Any powers granted to or duties imposed upon the Director of Public Works may be delegated by the Director of Public Works to other City personnel.

### **13.12.120 Abbreviations**

The following abbreviations, when used in this chapter, shall have the designated meanings:

- BOD - Biochemical Oxygen Demand
- CFR - Code of Federal Regulations
- COD - Chemical Oxygen Demand
- EPA - U.S. Environmental Protection Agency
- FOG - Fats, oil and grease

- GPD - gallons per day
- IEPA - Illinois Environmental Protection Agency
- MG/L - milligrams per liter
- NPDES- - National Pollutant Discharge Elimination System
- POTW - Publicly Owned Treatment Works
- RCRA - Resource Conservation and Recovery Act
- SIC - Standard Industrial Classification
- TSS - Total Suspended Solids
- U.S.C. - United States Code

### 13.12.130 Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this chapter, shall have the meanings hereinafter designated.

1. Accidental Discharges. Unplanned release of substances either directly or indirectly in such magnitude to cause substantial effects on receiving systems or treatment processes. Release is the result of accident, act of nature or operational malfunctions.
2. Act or "the Act." The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. § 1251 *et seq.*
3. Administrator. The Administrator of the United States Environmental Protection Agency.
4. Applicable Pretreatment Standards. For any specified pollutant, the prohibitive discharge standards, specific limitations on discharge, the State of Illinois pretreatment standards or the National Categorical Pretreatment Standards (when effective), whichever standard is most stringent.
5. Approved. Item or procedure must meet the conditions of and be accepted by the City of St. Charles.
6. Approval Authority. USEPA
7. Authorized Representative.
  - a. If the User is a corporation:
    - 1) The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or
    - 2) The manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five (25) million dollars (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
  - b. If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.
  - c. If the User is a federal, state or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
  - d. If the User is a limited liability partnership, limited liability company, or any other entity not previously described:
    - 1) a person in charge of principal business functions or any other person who performs similar policy or decision-making functions for the entity; or
    - 2) the manager of one or more manufacturing, production, or operation facilities employing more than two hundred-fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five (25) million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with the entity's procedures; or

- 3) any person having written authorization satisfying the requirements of paragraph e from such entity.
- e. The individuals described in paragraphs a through d, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City.
- f. If an authorization under paragraph e is no longer accurate because a different individual or position has responsibility for the overall operation of the facility or overall responsibility for the environmental matters for the company, a new authorization satisfying the requirements of paragraph e must be submitted to the City prior to or together with any reports to be signed by an authorized representative.
8. Biochemical Oxygen Demand or BOD. The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20° centigrade, usually expressed as a concentration (e.g., mg/l).
9. Building Sanitary Sewer. A sewer, which carries only sewage and industrial wastes from the building plumbing to the public sanitary sewer.
10. Building Storm Sewer. A sewer, which carries storm drainage, surface water, foundation drainage and roof drainage but excludes sewage and industrial wastes from the building plumbing to a public storm sewer or natural outlet.
11. Bypass. The intentional diversion of waste streams from any portion of a User's treatment facility.
12. Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the Act (33 U.S.C. § 1317) which apply to a specific category of Users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
13. Carbonaceous Biochemical Oxygen Demand or CBOD. The quantity of oxygen utilized in the biochemical oxidation of organic matter, excluding the quantity of oxygen utilized for nitrogenous oxygen demand.
14. City. The City of St. Charles, Kane and DuPage Counties, Illinois.
15. Compatible Pollutant. Biochemical oxygen demand, suspended solids, FOG, pH and fecal coli form bacteria.
16. Composite Sample. Sample of wastewater based on a flow proportional or time proportional method.
17. Concentration Limitations. The limits imposing the amount of a given substance in a discrete unit volume of a solution or applied to a unit weight of solid.
18. Control Authority. The City of St. Charles.
19. Cooling Water. The water discharged from any use such as air conditioning, cooling or refrigeration, to which the only pollutant added is heat.
20. Director of Public Works. The Director of Public Works of the City, or his authorized deputy, agent or representative.
21. Discharge. The discharge of treated or untreated wastewater to the POTW.
22. Discharger. Any person, firm, establishment, or institution, which discharges wastewater, excluding inflow and infiltration, to a sanitary sewer, which eventually leads into a City-owned sanitary sewer or treatment plant. Each single connection is a separate discharge by a discharger. "User" is used interchangeably with "Discharger".
23. Easement. An acquired legal right for the specific use of land owned by others.
24. Environmental Protection Agency or EPA. The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director of Public Works, or other duly authorized official of said agency.

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25. Environmental Remediation Water. Discharges from soil and/or groundwater remediations.
26. Existing Source. Any source of discharge, the construction or operation of which commenced prior to the publication by EPA of proposed categorical pretreatment standards, which will be applicable to such source if the standard is thereafter promulgated in accordance with Section 307 of the Act.
27. FOG. Any hydrocarbons, fatty acids, soaps, fats, waxes, oils, and any other material that is extracted by freon solvent.
28. Garbage. Solid wastes from the preparation, cooking and dispensing of food and from the handling, storage and sale of produce.
29. General Pretreatment Regulations. The General Pretreatment Regulations for Existing and New Sources, 40 CFR Part 403, as amended.
30. Grab Sample. A sample, which is taken from a waste stream with no regard to the flow in the waste stream and over a period of time not to exceed fifteen (15) minutes.
31. Hazardous Waste. Any substance which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261.
32. Illinois Act. The Environmental Protection Act, as amended 415 ILCS 5/1 et seq.
33. Indirect Discharge or Discharge. The introduction of pollutants into the POTW from any nondomestic source regulated under Section 307(b), (c), or (d) of the Act.
34. Incompatible Pollutant. Any pollutant which is not a compatible pollutant as defined in this section.
35. Industrial User. A source of indirect discharge, including but not limited to, a manufacturing, commercial or process facility, or other facility engaged in the purchase or sale of goods, transaction of business or who otherwise renders services to the public.
36. Industrial Wastes. The liquid wastes from industrial processes as distinct from sanitary sewage.
37. Instantaneous Maximum Allowable Discharge Limit. The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.
38. Interference. A discharge, which, 1) alone or in conjunction with a discharge or discharges from other sources, inhibits or disrupts a POTW, its treatment processes or operations or its sludge processes, use or disposal; and, 2) therefore, is a cause of a) a violation of any NPDES permit or other permit of the City issued by any State or Federal agency or b) of the prevention of sewage sludge use or disposal in compliance with any of the following statutory provisions and regulations or of permits issued thereunder, or of any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.
39. Local Limits. Limits on discharges established by the City in Section 13.12.430.
40. Mass Limitation. Limits imposed upon a discharger based upon volumes or concentrations that are converted to weight units.
41. Medical Waste. Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
42. Milligrams per liter. A unit of the concentration of water or wastewater constituent. It is 0.001 grams of the constituent in one thousand milliliters of water.
43. National Pretreatment Standard. Any regulation containing pollutant discharge limits promulgated by the USEPA in accordance with Section 307(b) and (c) of the Act, which

applies to Industrial Users. This term includes prohibitive discharge limits established pursuant to 40 CFR Section 403.5.

44. Natural outlet. Any outlet into watercourse, pond, ditch, lake or other body of surface water or groundwater.
45. New Source.
- (1) Any building, structure, facility, or installation from which there is or may be a discharge of pollutants, the construction of which commenced after the publication in the Code of Federal Regulations of proposed pretreatment standards under Section 307(c) of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that Section 307(c), provided that:
    - (a) The building, structure, facility, or installation is constructed at a site at which no other source is located; or
    - (b) The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or
    - (c) The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.
  - (2) A site at which an existing source is located and where construction results in a modification rather than a source as defined in Paragraph 43(1) above, provided the construction does not create a new building, structure, facility, or installation meeting the criteria of Paragraph 43 (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.
  - (3) A site where construction has commenced, including where the owner or operator has:
    - (a) Begun, or caused to begin, as part of a continuous onsite construction program,
      - (i) any placement, assembly, or installation of facilities or equipment; or
      - (ii) site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which are necessary for the placement, assembly, or installation of new source facilities or equipment; or
    - (b) Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts which can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.
46. Non-Residential Dischargers. All dischargers excluding residential dischargers.
47. Noncontact Cooling Water. Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
48. NPDES Permit. Any permit or equivalent document or requirements issued by the Administrator or, where appropriate, by the Director of the IEPA, after enactment of the Federal Water Pollution Control Amendments of 1972, to regulate the discharge of pollutants pursuant to Section 402 of the Act.
49. Pass Through. A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of violation of any requirement of a City NPDES Permit, including an increase in the magnitude or duration of a violation.
50. Person. Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, limited liability company, limited liability partnership,

- governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.
51. pH. A measure of the acidity or alkalinity of a solution, expressed in standard units.
  52. Pollutant. Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, or odor).
  53. Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.
  54. Pretreatment Requirements. Any substantive or procedural requirement related to pretreatment imposed on a User, other than a pretreatment standard.
  55. Pretreatment Standards. Prohibited discharge standards, categorical standards, and local limits.
  56. Prohibited Discharge Standard. Any regulation developed under the authority of Section 307 (b) of the Act and 40 CFR Part 403.5.
  57. Prohibited Discharges. Absolute prohibitions against the discharge of certain substances; such prohibitions appear in Section 13.12.400.
  58. Publicly Owned Treatment Works or POTW. A “treatment works,” as defined by Section 212 of the Act (33 U.S.C. §1292) which is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances which convey wastewater to a treatment plant owned by the City.
  59. RCRA. The Resource Conservation and Recovery Act, Public Law 94-482 including all subsequent amendments and applicable regulations promulgated pursuant thereto.
  60. Required. That the tasks stated must be done.
  61. Residential User or Commercial User. A nonindustrial User and means any User of the treatment works not classified as an Industrial User or excluded as an Industrial User by this Chapter.
  62. Shall and May. shall is required; may is permissive.
  63. Septic Tank Waste. Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.
  64. Sewage. Human excrement and gray water (household showers, dishwashing operations, etc.).
  65. Significant Industrial User.
    - (1) A User subject to categorical pretreatment standards; or
    - (2) A User that:
      - (a) Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
      - (b) Contributes a process waste stream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant;
      - (c) Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
    - (3) Upon a finding that a User meeting the criteria in paragraph (2) above has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a

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petition received from a User, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such User should not be considered a Significant Industrial User.

66. Slug Load or Slug. Any discharge at a flow rate or concentration which potentially would cause interference with the POTW and/or a violation of the prohibited discharge standards in Section 13.12.400. Any discharge of water, sewage, or industrial waste which, in concentration of any given constituent or in quantity of flow, exceeds, for any period or duration longer than fifteen minutes, more than five times the average twenty-four hour concentration of flows during normal operation and in no event more than five times the allowable concentration of constituents set forth in this Chapter or the User's permit or any pollutant, including oxygen demanding pollutants (BOD, etc.) released in a discharge at a flow rate and/or pollutant concentration which potentially will cause interference with the POTW and/or violate prohibited discharge standards in Section 13.12.400.
67. Solid Wastes. Any trash, ashes, rags, bottles, tin cans, tree limbs, manure of domestic animals, offal, dead animals or portions thereof, foodstuffs, and wastes thereof other than normally contained in sanitary sewage and any and all other solid objects, materials, refuse or debris. The term ashes shall include the residuum resulting from the combustion of coal, coke, wood or any other material or substance and shall include soot, cinders, slag, and charcoal.
68. Standard Industrial Classification (SIC) Code. A classification pursuant to the *Standard Industrial Classification Manual* issued by the United States Office of Management and Budget.
69. Storm Water. Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.
70. Suspended Solids. The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and which is removable by laboratory filtering. Non-filterable solids expressed in milligrams per liter, contained in wastewater and measured by the methods set forth in "Standard Methods for the Examination of Water and Wastewater" or such other method as approved by the United States Environmental Protection Agency.
71. SWDA. The Solid Waste Disposal Act, 42 U.S.C. §6901 et seq.
72. TSS. Solids that either float on the surface of, or are in suspension in, water, sewage, or other liquids, and which are removable by laboratory filtering.
73. Toxic Pollutants. Any pollutant or combination of pollutants listed in regulations promulgated by the Administrator under provision of the Act.
74. Unpolluted Water. Water of quality equal to or better than effluent criteria in effect, or water that would not cause violation of receiving stream quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.
75. User. A source of indirect discharge.
76. User Severe Property Damage. Substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
77. Wastewater. Liquid and water-carried industrial wastes and sewage from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.
78. Wastewater Treatment Plant or Treatment Plant. That portion of the POTW which is designed to provide treatment of municipal sewage and industrial waste.
79. Watercourse. A channel in which a flow of water occurs, either continuously or intermittently.
80. Utility Services – Electric, water, sewer, yard waste, and refuse services that are provided by the City or its designated provider.

(Ord. 2010-M-9 § 1.)

**13.12.200 Sewer engineering and installation.**

All sanitary and storm sewer systems shall be engineered and installed in accordance with Chapter 16, Subdivisions and Land Improvement and 18, Flood Damage Protection, respectively, of the St. Charles Municipal Code.

**13.12.201 Overhead Sanitary Sewers**

- A. All building sewers shall be overhead sewers, and are required where the subdivision's preliminary plan was approved after the effective date of this Chapter. No building sewers shall be laid parallel to or within three feet (3') of any bearing wall which might thereby be weakened. The depth shall be sufficient to afford protection from frost. The building sewer shall be laid at uniform grade in a straight alignment insofar as possible. Changes in direction shall be made only with properly curved pipe and fittings.
- B. An overhead sewer shall be required to be constructed in the lowest level of all new structures where the lowest level is three feet below the elevation of the crown of the street adjacent to the structure when such structures contain a toilet or shower facility within the lowest level. Plumbing fixtures to be served by an overhead sewer shall drain into an ejection pit with pump and tight seal lid which meets the requirements of the Illinois State Plumbing Code. The ejector pit shall be properly sealed, vented and located to receive sewage by gravity flow from which the liquid shall be lifted and discharged into the sanitary sewer service. The discharge size of the pump shall be a minimum of two inches, and discharge line shall be equipped with a backwater check valve, and ball valve. Plumbing fixtures above the aforesaid elevation shall drain entirely by gravity and shall not be drained through the ejection pit.
- C. Where an overhead sanitary sewer system is not required by this Section, a threaded floor drain and plug shall be required to be constructed in the basement of any structure with a level lower than three feet below the elevation of the crown of the street adjacent to the residence.
- D. Where an overhead sanitary sewer system is not required by this Section, a manual shutoff valve will be required for all utility tubs which are installed in the basement of any structure with a level lower than three feet below the elevation of the crown of the adjacent street.

(Ord. 1997-M-135 § 1.)

**13.12.202 Connection permit requirements - Application and issuance.**

- A. It is unlawful to make any connection with any City sewer without first having obtained a permit therefore.
- B. Applications for connection permits shall be made to the Building Commissioner and shall be accompanied by a statement setting forth the purpose of connecting to a City sewer, the premises to be served, the specifications of the sewer pipe to be connected and the drain from the house to the sewer pipe.
- C. No permit for connection to any City sewer shall be issued by the Building Commissioner unless it is determined that all applicable ordinances of the City are complied with including all applicable state and federal requirements.
- D. No unauthorized person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the Building Commissioner.

**13.12.205 Discharge of stormwater and other unpolluted drainage to sanitary sewer prohibited.**

- A. No person owning, or in possession of real estate, shall discharge, or cause or permit to be discharged any stormwater, surface water, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water or unpolluted waters to any sanitary sewer.
- B. All downspouts, outside stairwells and roof drains shall discharge onto the ground or be connected to storm sewers, drainage ditches or storm drainage systems. Footing drains shall be connected to sump

pumps and discharge shall be made into storm sewers, sewer lines connected to storm sewers, drainage ditches or storm drainage systems. Sump pumps installed to receive and discharge groundwaters or surface waters shall be connected to a storm sewer or into a drainage ditch or storm drainage system. Sump pumps installed to receive and discharge building floor drain flow, laundry tubs or other wastewater shall be connected to the sanitary sewers pursuant to Section 15.04.050. Each individual sump pump shall be used for one function only, either the discharge of uncontaminated storm related groundwaters or the discharge of wastewater.

**13.12.210 Unlawful use or construction of private sewage disposal systems.**

It is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage except as provided in Section 13.12.235.

**13.12.215 Connection of certain sewers to public sanitary sewer prohibited.**

It is unlawful for any person owning or in possession of real estate to connect, permit to be connected or permit to remain connected any sewer to a public sanitary sewer which sewer receives roof drainage, foundation drainage, surface water or groundwater.

**13.12.220 Construction of combined sewers prohibited.**

It is unlawful to construct combined sewers or other facilities intended to receive both runoff and sewage. Separate sanitary sewers and separate storm sewers shall be provided.

**13.12.225 Installation of toilet facilities required by owner.**

The owners of all houses, buildings or properties used for human occupancy, employment, recreation or other purpose, situated in the City and abutting on any street, alley, right-of-way, or easement in which there is now located, or may in the future be located, a public sanitary sewer of the City, are required at their expense to install suitable toilet facilities connecting directly with the proper public sewer in accordance with the provisions of this Chapter, within ninety days after date of official notice to do so; provided, that said public sewer is within one hundred feet of the property line and any downstream portion of the wastewater facilities has sufficient capacity to handle the additional flow.

**13.12.230 Unauthorized destruction or defacement of sewage equipment prohibited.**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenances, or equipment which is a part of the City sewage works.

**13.12.235 Private sewage disposal systems requirements generally.**

- A. Where a public sanitary sewer is not available under the provisions of this Chapter, the building sanitary sewer shall be connected to a private sewage disposal system complying with the provisions of the section.
- B. Permit and Fee. No construction shall be permitted for any private sewage disposal system or for any building to be served by a private sewage disposal system, within the City limits, unless a permit for private sewage disposal system has first been obtained from Kane or DuPage Counties. In addition, no permit will be issued unless the construction is to be done by an Illinois Department of Public Health licensed private sewage disposal system contractor. All percolation tests and private sewage disposal system plans shall be completed in conformance with Kane or DuPage County regulations, based on location of property and shall conform to City ordinances. No criteria shall be less stringent than the criteria of the Illinois State Plumbing Code, 225 ILCS 320/1 and the Private Sewage Disposal Licensing Act, 225 ILCS 225/1. Percolation tests shall be conducted and evaluated under the supervision of a registered professional engineer licensed to practice in Illinois.
- C. Adoption of Code. There is adopted by the City Council those certain codes, three copies of which have been and are now on file in the Office of the Clerk of the City, which are known as the Illinois

State Plumbing Code and the Private Sewage Disposal Licensing Act, the same being hereby adopted and incorporated as fully as if set out at length herein.

- D. Inspections and Cleaning. All private sewage disposal systems installed and operated within the City limits may be subject to inspection by the City, to determine if the system is functioning properly and which determination shall include, but not be limited to, a finding concerning the following:
1. Contaminated surface or ground water;
  2. Odorant production;
  3. Depth of sludge in the septic tank;
  4. Clogged seepage field;
  5. Improper draining of the plumbing fixtures as a result of clogged septic tank and/or seepage field;
  6. Contaminated footing drain sump water.
- If, after inspection, it is determined that the private sewage system is not functioning properly, the owner and/or occupant shall be notified in writing to have the necessary work performed to correct the malfunction. If modifications to the system are required and are allowable, pursuant to the Illinois State Plumbing Code and the Private Sewage Disposal Licensing Act and Code, both as modified herein, said modifications shall be done by a licensed private sewage disposal contractor. The owner and/or occupant shall be given a reasonable amount of time. It is the responsibility of the property owner and occupant to have the septic tank cleaned no less than once every five years. The City may require the property owner to submit a copy of the paid bill for such cleaning and services rendered by a licensed private sewage disposal contractor. The City may maintain a file system to inform property owners and occupants of the necessity for cleaning the septic tank.
- E. In the event the malfunction cannot be corrected by cleaning and the property is within one hundred (100) feet of an accessible public sewer system, the private system shall be disconnected and connection made to the public sewer system.

**13.12.240 Building sewers - Requirements generally.**

- A. A separate and independent building sanitary sewer shall be provided for every building. The sanitary sewer service shall be installed to within ten (10) feet of the center of each lot or as otherwise approved by the Building Commissioner. A building having one common wall with another building is considered a separate building and shall have its own sanitary sewer.
- B. Existing building sanitary sewers and/or storm sewers may be used in connection with new buildings only when they are found on examination and test by the Building Commissioner to meet all requirements of this chapter.
- C. New building sanitary and/or storm sewers shall be installed in accordance with the standards and procedures set forth in Chapter 16.

**13.12.245 Building sewers - Owner and Occupant responsibility for cost of installation and connection.**

All costs and expense incidental to the installation and connection of the building sewers shall be borne by the owner and occupant jointly and severally. The owner shall indemnify and hold the City harmless from any liability or loss including reasonable attorney's fees arising out of or in connection with the installation of the sewer for a building, except, to the extent prohibited by law.

**13.12.250 Owner and Occupant Responsibility for Maintenance**

The owner and occupant of the premises served by the public sewer system shall jointly and severally properly maintain and operate a building service sewer, house connection or sanitary sewer line to the point of connection to the City sewer system. Maintenance means keeping the sanitary sewer connection, sewer lines and other sewer facilities in satisfactory working condition and in a good state of repair (including but not limited to preventing any obstruction of extraneous material or flows from entering said facilities,

protecting said facilities from any damage and keeping same free from defects or malfunctions), and making necessary provisions and taking necessary precautions to assure that said sewer facilities are at all times capable of satisfactorily performing the services and adequately discharging the facilities are intended to perform, discharge or produce.

**13.12.265 Inspections of residences to be connected to sewer system.**

- A. Upon payment of the permit fee, the Building Commissioner shall make the following inspections of each residence to be connected to the sewage system:
  - 1. An inspection shall be made at the time the sewer ditch is opened and the connection is made to the sewer system to determine that there is proper grade and connection.
  - 2. An inspection shall be made before the fill is put around the foundation and while the tile is still exposed around the foundation to see that there has been no connection of such drain tile with the sanitary sewer system. The second inspection shall also include the inspection of rough plumbing on the inside of the residence.
  - 3. A third and final inspection shall be made after the eaves-troughs and downspouts have been installed to see that there is no connection of the aforesaid with the sanitary sewer. This final inspection shall also include an inspection of the fixture connections within the residence.
- B. The provisions of the St. Charles Municipal Code relating to excavations in streets shall be complied with in making excavations in streets or other public places for sewer connections.

**13.12.300 Use of storm sewers.**

Stormwater and all other unpolluted drainage shall be discharged to such sewers as are specifically designated as storm sewers, or to an outlet approved by the Director of Public Works. Industrial cooling water or unpolluted water may be discharged, upon approval of the Director of Public Works, to a storm sewer, or natural outlet, subject however, to the delivery of a copy of all necessary State and Federal Permits to the Director of Public Works.

**13.12.310 Unlawful discharge of polluted substances into natural outlets.**

It is unlawful to discharge into any natural outlet within the City, or in any area under the jurisdiction of the City, any sanitary sewage, industrial wastes, or any other polluted water, except where suitable treatment has been provided in accordance with the provisions of this Chapter.

**13.12.320 Connection of devices discharging polluting substances to stormwater drains prohibited.**

It is unlawful for any person, firm, or corporation to connect or cause to be connected, any drain carrying, or to carry, any toilet sink, basement, septic tank, cesspool, industrial waste, or any fixture or device discharging polluting substances, to any stormwater drain.

**13.12.330 Maintenance of stormwater detention and retention basins.**

- A. Maintenance. The owner or person in possession, if not the owner, of a detention or retention basin shall maintain the same as follows:
  - 1. Control the growth of noxious weeds;
  - 2. Control the creation of conditions which support the growth of mosquitoes and other insects;
  - 3. Control the decrease in available storage by accumulated sediments; and
  - 4. Clean up accumulated debris, flotsam and other materials after run off events have subsided.The City may accept maintenance assignments of basins, but only through specific acceptance and approval by resolution of the City Council.
- B. Inspections. All privately owned detention and retention basins installed and operated within the City limits shall be subject to inspection by the City to determine the physical conditions of required storage capacity and the operational conditions of key elements of the basin and appurtenances.

- C. **Corrective Measures.** If, after inspection, it is determined that the basin and appurtenances are not functioning properly, the owner and person in possession, if not the owner, shall be notified in writing to have the necessary work performed to eliminate the malfunctions. If modifications to the basin and appurtenances are required, they shall be completed in accordance with the provisions of Sections 18.34.52 through 18.34.53 of the St. Charles Municipal Code. The owner and occupant shall be given a reasonable amount of time. The City shall maintain a file system to inform the owner or person in possession, if not the owner, of the necessity for cleaning the basin and appurtenances. The failure of the City to maintain such file system or failure to notify an owner or person in possession shall be no defense to an action taken pursuant to this section.

### **13.12.400 Prohibited Discharge Standards**

- A. **General Prohibitions.** No User shall introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. These general prohibitions and the specific prohibitions in paragraph B of this section apply to all Users of the POTW whether or not they are subject to categorical pretreatment standards or any other Federal, State, or local pretreatment standards or requirements.
- B. **Specific Prohibitions.** No User shall introduce or cause to be introduced into the POTW the following pollutants, substances, or wastewater:
- (1) Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140°F (60°C) using the test methods specified in 40 CFR 261.21;
  - (2) Wastewater having a pH less than 5.5 or more than 9, or otherwise causing corrosive structural damage to the POTW or equipment;
  - (3) Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference but in no case solids greater than one-half inch (1/2") or 1.27 centimeters;
  - (4) Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW;
  - (5) Wastewater having a temperature greater than 157°F (65°C), or which will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater which causes the temperature at the introduction into the treatment plant to exceed 104°F (40°C);
  - (6) Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through;
  - (7) Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
  - (8) Trucked or hauled pollutants;
  - (9) Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
  - (10) Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby causing a violation of a City NPDES permit;
  - (11) Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations;
  - (12) Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the Director of Public Works in a wastewater discharge permit;

- (13) Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- (14) Medical wastes, except as specifically authorized by the Director of Public Works in a wastewater discharge permit;
- (15) Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail a toxicity test;
- (16) Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
- (17) Fats, oils, or greases of animal or vegetable origin in concentrations greater than 100 mg/l.
- (18) Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than five percent (5%) or any single reading over ten percent (10%) of the Lower Explosive Limit of the meter;
- (19) Hazardous Waste.

Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

#### **13.12.410 National Categorical Pretreatment Standards**

The categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471, as published in the Code of Federal Regulations, revised as of July 1, 1994, published by the Office of the Federal Register, National Archives and Records Administration are hereby incorporated by reference.

- (1) Where a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the Director of Public Works may impose equivalent concentration or mass limits in accordance with 40 CFR 403.6(c).
- (2) When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the Director of Public Works shall impose an alternate limit using the combined waste stream formula in 40 CFR 403.6(e).
- (3) A User may obtain a variance from USEPA, or if authorized, IEPA of a categorical pretreatment standard if the User can prove, pursuant to the procedural and substantive provisions in 40 CFR 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- (4) A User may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR 403.15.
- (5) The User shall identify the Pretreatment Standards applicable to each regulated process.

#### **13.12.420 State Pretreatment Standards**

State pretreatment standards located at Title 35: Subtitle C, Chapter 1, Section 302 are hereby incorporated by reference.

#### **13.12.430 Local Limits**

The following pollutant limits are established to protect against pass through and interference. No person shall discharge wastewater containing pollutants in excess of the following:

<u>62.0</u>	mg/L	Ammonia
<u>0.69</u>	mg/L	Arsenic
<u>2.00</u>	mg/L	Barium
<u>574</u>	mg/L	CBOD
<u>0.85</u>	mg/L	Cadmium
<u>0.50</u>	mg/L	Chromium (hex)
<u>3.00</u>	mg/L	Chromium
<u>1.00</u>	mg/L	Chromium (tri)
<u>1000</u>	mg/L	COD

<u>1.00</u>	mg/L	Copper
<u>0.50</u>	mg/L	Cyanide
<u>123</u>	mg/L	FOG
<u>45.0</u>	mg/L	Fluoride
<u>3.00</u>	mg/L	Iron (dissolved)
<u>32.0</u>	mg/L	Iron
<u>0.50</u>	mg/L	Lead
<u>4.00</u>	mg/L	Manganese
<u>0.0005</u>	mg/L	Mercury
<u>3.00</u>	mg/L	Nickel
<u>0.80</u>	mg/L	Phenols
<u>1.00</u>	mg/L	Selenium
<u>0.20</u>	mg/L	Silver
<u>3500</u>	mg/L	Total Dissolved Solids
<u>540</u>	mg/L	Total Suspended Solids
<u>7.50</u>	mg/L	Zinc

The above limits apply at the point where the wastewater is discharged to the POTW. All concentrations for metallic substances are for “total” metal unless indicated otherwise. The Director of Public Works may impose mass limitations in addition to, or in place of, the concentration based limitations above.

(Ord. 1996-M-72 § 1.)

#### **13.12.440 The City's Right of Revision**

The City reserves the right to establish, by chapter or in wastewater discharge permits, more stringent standards or requirements on discharges to the POTW.

#### **13.12.450 Dilution**

No User shall ever increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable pretreatment standard or requirement. The Director of Public Works may impose mass limitations on Users who are using dilution to meet applicable pretreatment standards or requirements, or in other cases when the imposition of mass limitations is appropriate.

#### **13.12.460 Pretreatment Facilities**

Users shall provide wastewater treatment as necessary to comply with this chapter and shall achieve compliance with all categorical pretreatment standards, local limits, and the prohibitions set out in this chapter including Sections 13.12.400, 13.12.410, 13.12.420, and 13.12.430 within the time limitations specified by EPA, the State, or the Director of Public Works, whichever is more stringent. Any facilities necessary for compliance shall be provided, operated, and maintained at the User's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the Director of Public Works for review, and shall be approved in writing by the Director of Public Works before such facilities are constructed. The review of such plans and operating procedures shall in no way relieve the User from the responsibility of modifying such facilities as necessary to produce a discharge acceptable to the City under the provisions of this chapter.

#### **13.12.470 Additional Pretreatment Measures**

- A. Whenever deemed necessary, the Director of Public Works may require Users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate sewage waste streams from industrial

waste streams, and such other conditions as may be necessary to protect the POTW and determine the User's compliance with the requirements of this chapter.

- B. The Director of Public Works may require any User discharging into the POTW to install and maintain, on the User's property and at the User's expense, a suitable storage and flow-control facility to ensure equalization of flow. A wastewater discharge permit may be issued solely for flow equalization.
- C. Grease, oil, and sand interceptors shall be provided when, in the opinion of the Director of Public Works, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand; except that such interceptors shall not be required for residential Users. All interception units shall be of type and capacity approved by the Director of Public Works and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the User at the User's expense.
- D. Users with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

#### **13.12.480 Accidental Discharge/Slug Control Plans**

At least once every two (2) years, the Director of Public Works shall evaluate whether each Significant Industrial User needs an accidental discharge/slug control plan. The Director of Public Works may require any Significant Industrial User to develop, submit for approval, and implement such a plan. An accidental discharge/slug control plan shall address, at a minimum, the following:

- A. Description of discharge practices, including nonroutine batch discharges;
- B. Description of stored chemicals;
- C. Procedures for immediately notifying the Director of Public Works of any accidental or slug discharge, as required by Section 13.12.570; and
- D. Procedures to prevent adverse impact from any accidental or slug discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response.

#### **13.12.485 Accidental Discharges**

Each User shall provide protection from an accidental discharge of prohibited materials, regulated materials or any other substances regulated. Where necessary, facilities to prevent an accidental discharge of the above mentioned materials shall be provided and maintained at the User's own cost and expense. Detailed plans showing facilities and operating procedures to the city for review, and shall be approved by the city before construction and operation of the facility. Review and approval of such plans and operating procedures shall not relieve the User from the responsibility to modify the User's facility as necessary to meet all the requirements.

Users shall notify the City immediately upon knowing of the discharge of substances prohibited or regulated by this chapter. Notification shall include location of discharge, date and time thereof, type of waste, concentrations and volume, and corrective actions to be taken. The User shall be required to submit a written explanation of any "slug loads" or accidental discharges within five working days after the first notification.

Signs shall be permanently posted in conspicuous places advising employees whom to call in the event of an accidental spill of prohibited materials. In lieu of using signs, User may use an alternative method for training employees in the procedures for reporting of accidental discharges.

Follow up reports may be required as needed. Such report, or reports, shall not relieve the User of any expense, loss, damage or other liability which may be incurred as a result of damage to the POTW, fish kills, or any other damage to person or property; nor shall such report relieve the User of any fines, civil penalties, or other liability which may be imposed by this chapter or otherwise. Failure to report accidental

or deliberate discharges may, in addition to any other remedies available, result in the revocation of the discharger's wastewater permit.

#### **13.12.500 Wastewater Discharge Permit Requirement**

- A. No Significant Industrial User shall discharge wastewater into the POTW without first obtaining a wastewater discharge permit from the Director of Public Works, except that a Significant Industrial User that has filed a timely application pursuant to Section 13.12.540 of this chapter may continue to discharge for the time period specified therein, provided the discharge in all other respects does not violate any provision of this chapter.
- B. The Director of Public Works may require other Users as well as Significant Industrial Users to obtain wastewater discharge permits as necessary to carry out the purposes of this chapter.
- C. Any violation of the terms and conditions of a wastewater discharge permit shall be deemed a violation of this chapter and subjects the wastewater discharge permittee to the sanctions set forth in this Chapter. Obtaining a wastewater discharge permit does not relieve a permittee of its obligation to comply with all Federal and State pretreatment standards or requirements and local limits or with any other requirements of Federal, State, and local law.

#### **13.12.505 Wastewater Analysis**

When requested by the Director of Public Works, a User shall submit information on the nature and characteristics of its wastewater within thirty (30) days of the request. The Director of Public Works is authorized to prepare a form for this purpose and may periodically require Users to update this information.

#### **13.12.510 Industrial User Wastewater Discharge Permit Application.**

- A. Applications for discharge permits shall be made to the Director of Public Works and shall be accompanied by a statement setting forth the purpose of connecting to a City sewer, the premises to be served, the specifications of the sewer pipe to be connected and the drain or drains from the structure to the sewer pipe.
- B. Industrial Users, when issued a wastewater discharge permit by the City shall pay a fee of \$100.00. Such fee is due and payable prior to the discharge permit being issued, modified or renewed.

#### **13.12.520 Wastewater Discharge Permitting: Existing Source**

Any User required to obtain a wastewater discharge permit who was discharging wastewater into the POTW prior to May 25, 1995 and who wishes to continue such discharges in the future, shall, within ninety (90) days after May 25, 1995, apply to the Director of Public Works for a wastewater discharge permit in accordance with Section 13.12.540 of this chapter, and shall not cause or allow discharges to the POTW to continue after one hundred eighty (180) days of the effective date of this chapter except in accordance with a wastewater discharge permit issued by the Director of Public Works.

#### **13.12.530 Wastewater Discharge Permitting: New Source**

Any User required to obtain a wastewater discharge permit who proposes to begin or recommence discharging into the POTW shall obtain such permit prior to the beginning or recommencing of such discharge. An application for this wastewater discharge permit, in accordance with Section 13.12.540 of this chapter, shall be filed at least one hundred eighty (180) days prior to the date upon which any discharge will begin or recommence.

#### **13.12.540 Wastewater Discharge Permit Application Contents**

All Users required to obtain a wastewater discharge permit shall submit a permit application. The Director of Public Works may require all Users to submit as part of an application the following information:

- A. All information required by Section 13.12.600(B);

- B. Description of activities, facilities, and plant processes on the premises, including a list of all raw materials and chemicals used or stored at the facility which are, or could accidentally or intentionally be, discharged to the POTW;
- C. Number and type of employees, hours of operation, and proposed or actual hours of operation;
- D. Each product produced by type, amount, process or processes, and rate of production;
- E. Type and amount of raw materials processed (average and maximum per day);
- F. Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, floor drains, and appurtenances by size, location, and elevation, and all points of discharge;
- G. Time and duration of discharges; and
- H. Any other information as may be deemed necessary by the Director of Public Works to evaluate the wastewater discharge permit application.

Incomplete or inaccurate applications will not be processed and will be returned to the User for revision.

#### **13.12.550 Application Signatories and Certification**

All wastewater discharge permit applications and User reports shall be signed by an authorized representative of the User and contain the following certification statement:

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

#### **13.12.560 Wastewater Discharge Permit Decisions**

The Director of Public Works will evaluate the data furnished by the User and may require additional information. A wastewater discharge permit application shall be deemed complete when the Director of Public Works has received all such data and additional information required, if any. Within ninety (90) days of receipt of a complete wastewater discharge permit application, the Director of Public Works will determine whether or not to issue a wastewater discharge permit. The Director of Public Works may deny any application for a wastewater discharge permit. No permit shall issue without the specific approval of the Director of Public Works.

#### **13.12.565 Wastewater Discharge Permit Duration**

A wastewater discharge permit shall be issued for a specified time period, not to exceed five (5) years from the effective date of the permit. A wastewater discharge permit may be issued for a period less than five (5) years, at the discretion of the Director of Public Works. Each wastewater discharge permit will indicate a specific date upon which it will expire.

#### **13.12.570 Wastewater Discharge Permit Contents**

A wastewater discharge permit shall include such conditions as are deemed reasonably necessary by the Director of Public Works to prevent pass through or interference, protect the quality of the water body receiving the treatment plant's effluent, protect worker health and safety, facilitate sludge management and disposal, and protect against damage to the POTW.

- A. Wastewater discharge permits shall contain the following matters; provided, however, a failure to include any such matter shall not invalidate or limit the requirements of such permit:
  - (1) A statement that indicates wastewater discharge permit duration, which in no event shall exceed five (5) years;

- (2) A statement that the wastewater discharge permit is nontransferable;
  - (3) Effluent limits based on applicable pretreatment standards;
  - (4) Self-monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law; and
  - (5) A statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
  - (6) Notification requirement to report to the City either orally or in writing, any violation of applicable pretreatment standards within twenty-four (24) hours of occurrence.
- B. Wastewater discharge permits may contain, but need not be limited to, the following conditions:
- (1) Limits on the average and/or maximum rate of discharge, time of discharge, and/or requirements for flow regulation and equalization;
  - (2) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
  - (3) Requirements for the development and implementation of spill control plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
  - (4) Development and implementation of waste minimization plans to reduce the amount of pollutants discharged to the POTW;
  - (5) The unit charge or schedule of User charges and fees for the management of the wastewater discharged to the POTW;
  - (6) Requirements for installation and maintenance of inspection and sampling facilities and equipment;
  - (7) A statement that compliance with the wastewater discharge permit does not relieve the permittee of responsibility for compliance with all applicable Federal, State and local pretreatment standards, including those which become effective during the term of the wastewater discharge permit;
  - (8) Notification requirement to report to the City, either orally or in writing any slug load discharges into the POTW, within 24 hours of occurrence; and
  - (9) Other conditions as deemed appropriate by the Director of Public Works to ensure compliance with this chapter, and State and Federal laws, rules, and regulations.

### **13.12.575 Wastewater Discharge Permit Appeals**

The Director of Public Works shall provide public notice of the issuance of a wastewater discharge permit. Any person, including the User, may petition the Director of Public Works to reconsider the terms of a wastewater discharge permit within thirty (30) days of notice of its issuance.

- A. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
- B. In its petition, the appealing party shall indicate the wastewater discharge permit provisions objected to, the reasons for this objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- C. The effectiveness of the wastewater discharge permit shall not be stayed pending the appeal.
- D. If the Director of Public Works fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit shall be considered final administrative actions for purposes of judicial review.
- E. Aggrieved parties seeking judicial review of the final administrative wastewater discharge permit decision shall do so by filing a complaint with the Circuit Court for Kane County within thirty-five

(35) days of the date of the final administrative wastewater discharge permit decision. Such proceeding shall be in accordance with the applicable statutes for judicial review of administrative decisions, or declaratory judgement, whichever applies.

### **13.12.580 Wastewater Discharge Permit Modification**

The Director of Public Works may modify a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. To incorporate any new or revised Federal, State, or local pretreatment standards or requirements;
- B. To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance;
- C. A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- D. Information indicating that the permitted discharge poses a threat to the City's POTW, City personnel, or the receiving waters;
- E. Violation of any terms or conditions of the wastewater discharge permit;
- F. Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;
- G. Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13;
- H. To correct typographical or other errors in the wastewater discharge permit; or
- I. To reflect a transfer of the facility ownership or operation to a new owner or operator.

### **13.12.585 Wastewater Discharge Permit Revocation**

The Director of Public Works may revoke a wastewater discharge permit for good cause, including, but not limited to, the following reasons:

- A. Failure to notify the Director of Public Works of significant changes to the wastewater prior to the changed discharge;
- B. Failure to provide prior notification to the Director of Public Works of changed conditions pursuant to Section 13.12.620;
- C. Misrepresentation or failure to fully disclose all relevant facts in the wastewater discharge permit application;
- D. Falsifying self-monitoring reports;
- E. Tampering with monitoring equipment;
- F. Refusing to allow the Director of Public Works timely access to the facility premises and records;
- G. Failure to meet effluent limitations;
- H. Failure to pay fines;
- I. Failure to pay sewer charges;
- J. Failure to meet compliance schedules;
- K. Failure to complete and submit a wastewater survey or the wastewater discharge permit application;
- L. Failure to provide advance notice of the transfer of business ownership of a permitted facility;
- M. Violation of any pretreatment standard or requirement, or any terms of the wastewater discharge permit or this chapter.
- N. Violation of this chapter, its permit, the Illinois Act or the Act, or regulations promulgated under either act.
- O. Failure of a User to factually report the wastewater constituents and characteristics of its discharge as determined by the User's or City's analysis.
- P. Failure to report an accidental discharge of a pollutant.
- Q. Failure to report an upset of User's treatment facilities.

Wastewater discharge permits automatically expire upon cessation of operations or transfer of business ownership, unless a transfer is authorized by the Director of Public Works pursuant to Section 13.12.587.

All wastewater discharge permits issued to a particular User automatically expire and are void upon the issuance of a new wastewater discharge permit to that User.

### **13.12.586 Procedures for Revocation**

- A. The Director of Public Works may order any User who causes or allows any action relative to a permit which is subject to revocation under Section 13.12.585 above to show cause before a hearing officer designated by the Mayor with advice and consent of the City Council why the permit should not be revoked. A notice shall be served on the User specifying the time and place of a hearing to be held by such hearing officer regarding the violation, the reasons why the action is to be taken, the proposed action, and directing the User to show cause before the hearing why its permit should not be revoked. The notice of the hearing shall be served personally or by registered or certified mail, return receipt requested, except where the Director of Public Works determines an emergency exists, at least ten (10) days before the hearing. Service may be made on any agent or officer of a User.
- B. The City Council may itself conduct the hearing and take the evidence, or may designate any of its members, its attorney or other person as a hearing officer to:
  - 1. Issue in the name of the City notices of hearings requesting the attendance and testimony of witnesses and the production of evidence relevant to any matter involved in such hearing;
  - 2. Take the evidence;
  - 3. Transmit a report of the evidence and hearing, including transcripts and other evidence, together with recommendation to the City Council for action thereon.
- C. At any hearing held pursuant to this chapter, testimony taken shall be under oath and recorded. The transcript, so recorded, will be made available to any party to the hearing upon payment of the usual copying charges therefore.
- D. After the City Council has reviewed the evidence, it may issue an order to the User responsible for the discharge directing:
  - 1. that the discharge permit be revoked and the service be disconnected;
  - 2. that following a specified time the permit shall be revoked and sewer service discontinued unless adequate treatment facilities, devices or other related appurtenances have been installed and operated properly to comply with the discharge permit;
  - 3. direct the User to cease the unauthorized discharge effective after a specified period of time; or
  - 4. that such other relief as deemed necessary by the City Council to abate the discharge be granted. Further orders and directives as are necessary may be issued.
- E. Following an order of revocation, the User shall cease discharging to the City's POTW. Failure to do so shall be evidence of continuing harm to the City and provide grounds for the granting of injunctive relief or temporary restraining orders.

### **13.12.587 Transfer of Permits**

- A. The Director of Public Works may authorize a transfer of a wastewater discharge permit upon application, providing notice of proposed transfer of business ownership has been given him which contains such information the Director of Public Works may require.
- B. At a minimum, the Director of Public Works will require the new owner or operator to provide a written certification that:
  - (1) states that the new owner or operator has no immediate intent to change the facility's operations and processes;
  - (2) identifies the specific date on which the transfer is to occur; and
  - (3) acknowledges full responsibility for complying with the existing wastewater discharge permit.

### **13.12.590 Wastewater Discharge Permit Reissuance**

A User with an expiring wastewater discharge permit shall apply for wastewater discharge permit reissuance by submitting a complete permit application, in accordance with Section 13.12.510, a minimum of one hundred eighty (180) days prior to the expiration of the User's existing wastewater discharge permit.

### **13.12.600 Baseline Monitoring Reports**

- A. Within either one hundred eighty (180) days after the effective date of a categorical pretreatment standard, or the final administrative decision on a category determination under 40 CFR 403.6(a)(4), whichever is later, any existing categorical User currently discharging to or scheduled to discharge to the POTW shall submit to the Director of Public Works a report which contains the information listed in paragraph B, below. At least ninety (90) days prior to commencement of its discharge, a new source, or source that becomes a categorical User subsequent to the promulgation of an applicable categorical standard, shall submit to the Director of Public Works a report which contains the information listed in paragraph B, below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also shall give estimates of its anticipated flow and quantity of pollutants to be discharged.
- B. Users described above shall submit the information set forth below.
- (1) Identifying Information. The name and address of the facility, including the name of the operator and owner.
  - (2) Environmental Permits. A list of any environmental control permits held by or for the facility.
  - (3) Description of Operations. A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such User. This description should include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
  - (4) Flow Measurement. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
  - (5) Measurement of Pollutants.
    - (a) The categorical pretreatment standards applicable to each regulated process.
    - (b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the Director of Public Works, of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.12.645.
    - (c) Sampling shall be performed in accordance with procedures set out in Section 13.12.645.
  - (6) Certification. A statement, reviewed by the User's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.
  - (7) Compliance Schedule. If additional pretreatment and/or O&M will be required to meet the pretreatment standards, the shortest schedule by which the User will provide such additional pretreatment and/or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section shall meet the requirements set out in Section 13.12.605.
  - (8) Signature and Certification. All baseline monitoring reports shall be signed and certified in accordance with Section 13.12.550.

### **13.12.605 Compliance Schedule Progress Reports**

The following conditions shall apply to the compliance schedule required by Section 13.12.600.

- A. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the User to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation);
- B. No increment referred to above shall exceed nine (9) months;
- C. The User shall submit a progress report to the Director of Public Works no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the User to return to the established schedule; and
- D. In no event shall more than nine (9) months elapse between such progress reports to the Director of Public Works.

### **13.12.610 Reports on Compliance with Categorical Pretreatment Standard Deadline**

Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any User subject to such pretreatment standards and requirements shall submit to the Director of Public Works a report containing the information described in Section 13.12.615. For Users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR 403.6(c), this report shall contain a reasonable measure of the User's long-term production rate. For all other Users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period. All compliance reports shall be signed and certified in accordance with Section 13.12.550.

### **13.12.615 Periodic Compliance Reports**

- A. All Significant Industrial Users shall, at a frequency determined by the Director of Public Works but in no case less than twice per year (in June and December), submit a report indicating the nature and concentration of pollutants in the discharge which are limited by pretreatment standards and the measured or estimated average and maximum daily flows for the reporting period. All periodic compliance reports shall be signed and certified in accordance with Section 13.12.550.
- B. Such reports shall contain:
  - (1) **Flow Measurement.** Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
  - (2) **Measurement of Pollutants.**
    - (a) The categorical pretreatment standards applicable to each regulated process.
    - (b) The results of sampling and analysis identifying the nature and concentration, and/or mass, where required by the standard or by the Director of Public Works, of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, where required, shall be reported. The sample shall be representative of daily operations and shall be analyzed in accordance with procedures set out in Section 13.12.645.
    - (c) Sampling shall be performed in accordance with procedures set out in Section 13.12.650.
  - (3) **Certification.** A statement, reviewed by the User's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements.

- C. All wastewater samples shall be representative of the User's discharge. Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of a User to keep its monitoring facility in good working order shall not be grounds for the User to claim that sample results are unrepresentative of its discharge.
- D. If a User subject to the reporting requirement in this section monitors any pollutant more frequently than required by the Director of Public Works, using the procedures prescribed in Section 13.12.650, the results of this monitoring shall be included in the report.

#### **13.12.620 Reports of Changed Conditions**

Each User shall notify the Director of Public Works of any planned significant changes to the User's operations or system which might alter the nature, character, or volume of its wastewater at least thirty (30) days before the change.

- A. The Director of Public Works may require the User to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application under Section 13.12.540.
- B. The Director of Public Works may issue a wastewater discharge permit under Section 13.12.570 or modify an existing wastewater discharge permit under Section 13.12.580 in response to changed conditions or anticipated changed conditions.
- C. For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty percent (20%) or greater, and the discharge of any previously unreported pollutants.

#### **13.12.625 Reports of Potential Problems**

- A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, or a slug load, that may cause potential problems for the POTW, the User shall immediately telephone and notify the Director of Public Works of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the User.
- B. Within ten (10 days) following such discharge, the User shall, unless waived by the Director of Public Works, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the User to prevent similar future occurrences. Such notification shall not relieve the User of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the User of any fines, penalties, or other liability which may be imposed pursuant to St. Charles Municipal Code.
- C. A notice shall be permanently posted on the User's bulletin board or other prominent place advising employees whom to call in the event of a discharge described in paragraph A, above. Employers shall ensure that all employees, who may cause such a discharge to occur, are advised of the emergency notification procedure.

#### **13.12.630 Reports from Unpermitted Users**

All Users not required to obtain a wastewater discharge permit shall provide appropriate reports to the Director of Public Works as the Director of Public Works may require.

#### **13.12.635 Notice of Violation/Repeat Sampling and Reporting**

If sampling performed by a User indicates a violation, the User shall notify the Director of Public Works within twenty-four (24) hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Director of Public Works within thirty (30) days after becoming aware of the violation. The User is not required to resample if the Director of Public Works monitors at the User's facility at least once a month, or if the Director of Public Works

samples between the User's initial sampling and when the User receives the results of this sampling unless the Director of Public Works requires otherwise.

#### **13.12.645 Analytical Requirements**

All measurements, tests and analyses of the characteristics of water and wastes to which reference is made in Sections 13.12.400, 13.12.430, 13.12.460 and 13.12.600 shall be determined in accordance with 40 CFR Part 136 and amendments thereto or any other test procedures approved by the Administrator.

#### **13.12.650 Sample Collection**

- A. Except as indicated in Paragraph B, below, the User shall collect wastewater samples using flow proportional composite collection techniques. In the event flow proportional sampling is not feasible, the Director of Public Works may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the User demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.
- B. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds shall be obtained using grab collection techniques. A minimum of four (4) grab samples are required.

#### **13.12.655 Timing**

Written reports will be deemed to have been submitted on the date received.

#### **13.12.660 Record Keeping**

Users subject to the reporting requirements of this chapter shall retain, and make available for inspection and copying, all records of information obtained pursuant to any monitoring activities required by this chapter and any additional records of information obtained pursuant to monitoring activities undertaken by the User independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. Such records shall be retained and made available for a period of at least three (3) years. Such period shall be automatically extended for the duration of any litigation concerning the User or the City, or where the User has been specifically notified of a longer retention period by the Director of Public Works.

#### **13.12.670 Falsification**

Any person who knowingly makes any false statement, representation or certification in any application, record, report, plan or other document filed or required to be maintained pursuant to this chapter or General and/or Supplemental Wastewater Discharge Permit, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter, shall be subject to the penalties and costs provided in Section 13.12.750 and shall in addition be guilty of a misdemeanor and upon conviction, be punished by a fine of not more than one thousand dollars (\$1000.00) or shall be incarcerated in a penal institution other than the penitentiary for a period not to exceed six (6) months.

#### **13.12.690 Confidential Information**

Information and data on a User obtained from reports, surveys, wastewater discharge permit applications, wastewater discharge permits, and monitoring programs, and from the Director of Public Works' inspection and sampling activities, shall be available to the public without restriction, unless the User specifically requests, and is able to demonstrate to the satisfaction of the Director of Public Works, that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable State law. Any such request shall be asserted at the time of submission of the information or data. When requested and demonstrated by the User furnishing a report

that such information should be held confidential, the portions of a report which might disclose trade secrets or secret processes shall not be made available for inspection by the public, but shall be made available immediately upon request to governmental agencies for uses related to the NPDES program or pretreatment program, and in enforcement proceedings involving the person furnishing the report. Wastewater constituents and characteristics and other "effluent data" as defined by 40 CFR 2.302 will not be recognized as confidential information and will be available to the public without restriction.

#### **13.12.700 Public Notification of Significant Non-Compliance**

The Director of Public Works shall publish annually, in the largest daily newspaper published in the City, a list of the Users which, during the previous twelve (12) months, were in significant noncompliance with applicable pretreatment standards and requirements. The term "significant noncompliance" shall mean:

- A. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of wastewater measurements taken during a six-(6) month period exceed the daily maximum limit or average limit for the same pollutant parameter by any amount;
- B. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a six- (6-)month period equals or exceeds the product of the daily maximum limit or the average limit multiplied by the applicable criteria (1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH);
- C. Any other discharge violation that the Director of Public Works believes has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public;
- D. Any discharge of pollutants that has caused imminent endangerment to the public or to the environment, or has resulted in the Director of Public Works' exercise of his or her emergency authority to halt or prevent such a discharge;
- E. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance;
- F. Failure to provide within thirty (30) days after the due date, any required reports, including baseline monitoring reports, reports on compliance with categorical pretreatment standard deadlines, periodic self-monitoring reports, and reports on compliance with compliance schedules;
- G. Failure to accurately report noncompliance; or
- H. Any other violation(s) which the Director of Public Works determines will adversely affect the operation or implementation of the City pretreatment program.

#### **13.12.705 Notice of Violation**

When the Director of Public Works or his/her authorized designee finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director of Public Works or designee may serve upon that User a written Notice of Violation. Within ten (10) days of the receipt of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the User to the Director of Public Works. Submission of this plan in no way relieves the User of liability for any violations occurring before or after receipt of the Notice of Violation. Nothing in this section shall limit the authority of the Director of Public Works to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

#### **13.12.710 Consent Orders**

The Director of Public Works or his/her authorized designee may enter into Consent Orders, assurances of voluntary compliance, or other similar documents establishing an agreement with any User responsible for noncompliance. Such documents will include specific action to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the

same force and effect as the administrative orders issued pursuant to Sections 13.12.720 and 13.12.725 and shall be judicially enforceable. Issuance of a consent order shall not be a bar against, or a prerequisite for, taking any other action against the User.

#### **13.12.715 Show Cause Hearing**

The Director of Public Works may order a User which has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, to appear before the Director of Public Works and show cause why the proposed enforcement action should not be taken. Notice shall be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least three (3) days prior to the hearing, unless the Director of Public Works determines an emergency exists and less time is warranted. Such notice may be served on any authorized representative of the User. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the User.

#### **13.12.720 Compliance Orders**

When the Director of Public Works finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director of Public Works may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a pretreatment standard or requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the User.

#### **13.12.725 Cease and Desist Orders**

When the Director of Public Works or his/her authorized designee finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, or that the User's past violations are likely to recur, the Director of Public Works may issue an order to the User directing it to cease and desist all such violations and directing the User to:

- A. Immediately comply with all requirements; and
- B. Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and/or terminating the discharge.

Issuance of a cease and desist order shall not be a bar against, or a prerequisite for, taking any other action against the User.

#### **13.12.730 Administrative Settlement in Lieu of Civil Penalty**

- A. When the Director of Public Works finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director of Public Works may upon agreement of the User, enter an order of administrative settlement in lieu of civil penalty against such User in an amount not to exceed \$1000.00. Such settlements shall be assessed on a per violation, per day basis. In the case of monthly or other long term average discharge limits, administrative settlements in lieu of civil penalty shall be assessed for each day during the period of violation.

- B. Users desiring to dispute such settlements shall file a written request for the Director of Public Works to reconsider the administrative settlements in lieu of civil penalty along with full payment of the administrative settlement in lieu of civil penalty amount within ten (10) days of being notified of the administrative settlement in lieu of civil penalty. Where a request has merit, the Director of Public Works may convene a hearing on the matter. In the event the User's appeal is successful, the payment, together with any interest accruing thereto, shall be returned to the User. The Director of Public Works may add the costs of preparing administrative enforcement actions, such as notices and orders, to the administrative settlement in lieu of civil penalty.
- C. Issuance of an administrative settlement in lieu of civil penalty shall not be a bar against, or a prerequisite for, taking any other action against the User.

#### **13.12.735 Emergency Suspensions**

The Director of Public Works or his/her authorized designee may immediately suspend a User's discharge, after informal notice to the User, whenever such suspension is necessary to stop an actual or threatened discharge which reasonably appears to present or cause an imminent or substantial endangerment to the health or welfare of persons. The Director of Public Works or designee may also immediately suspend a User's discharge, after notice and opportunity to respond, that threatens to interfere with the operation of the POTW, or which presents, or may present, an endangerment to the environment.

- A. Any User notified of a suspension of its discharge shall immediately stop or eliminate its contribution. In the event of a User's failure to immediately comply voluntarily with the suspension order, the Director of Public Works may take such steps as deemed necessary, including immediate severance of the sewer connection, to prevent or minimize damage to the POTW, its receiving stream, or endangerment to any individuals. The Director of Public Works may allow the User to recommence its discharge when the User has demonstrated to the satisfaction of the Director of Public Works that the period of endangerment has passed, unless the termination proceedings in Section 13.12.740 are initiated against the User.
- B. A User that is responsible, in whole or in part, for any discharge presenting imminent endangerment shall submit a detailed written statement, describing the causes of the harmful contribution and the measures taken to prevent any future occurrence, to the Director of Public Works prior to the date of any show cause or termination hearing under Sections 13.12.715 or 13.12.740.

Nothing in this section shall be interpreted as requiring a hearing prior to any emergency suspension under this section.

#### **13.12.740 Termination of Discharge**

In addition to the provisions in Section 13.12.585, any User who violates the following conditions is subject to discharge termination:

- A. Violation of wastewater discharge permit conditions;
- B. Failure to accurately report the wastewater constituents and characteristics of its discharge;
- C. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
- D. Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or
- E. Violation of the pretreatment standards in Sections 13.12.410, 13.12.420 and 13.12.430.

Such User will be notified of the proposed termination of its discharge and be offered an opportunity to show cause under Section 13.12.715 of this chapter why the proposed action should not be taken. Exercise of this option by the Director of Public Works shall not be a bar to, or a prerequisite for, taking any other action against the User.

#### **13.12.745 Injunctive Relief**

When the Director of Public Works finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, the Director of Public Works may petition the Circuit Court through the City's Attorney for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the wastewater discharge permit, order, or other requirement imposed by this chapter on activities of the User. The Director of Public Works may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against a User.

#### **13.12.750 Civil Penalties/Penalties and costs.**

Any User who is found to have violated an order of the City Council or who has failed to comply with any provision of this chapter, any rules and regulations, permits or orders issued hereunder, shall be fined in an amount not less than five dollars (\$5.00) nor more than one thousand dollars (\$1000.00). For the purpose of this section, each day in which any such violation shall occur or continue, shall be deemed a separate violation, and a separate violation shall be deemed to have occurred for each constituent found to exceed the limits established in this chapter during any such day. For each separate violation, each such person shall be fined an amount not to exceed one thousand dollars (\$1000.00). In addition to the penalties provided in this Chapter, the City may recover reasonable attorney's fees, court costs, court reporter fees and other expenses of litigation by appropriate suit against the person found to have violated this chapter or the rules, regulations, permits or orders issued hereunder.

#### **13.12.755 Criminal Prosecution**

- A. A User who willfully or negligently violates any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than \$1000.00 per violation, or imprisonment for not more than six (6) months, or both. Each day on which a violation occurs or continues shall be deemed a separate violation.
- B. A User who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a penalty of not more than \$1000.00, or be subject to imprisonment for not more than six (6) months, or both. Each day on which a violation occurs or continues shall be deemed a separate violation. This penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.
- C. A User who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this chapter, wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this chapter shall, upon conviction, be punished by a fine of not more than \$1000.00 per violation, or imprisonment for not more than six (6) months, or both.
- D. In the event of a second conviction, a User shall be punished by a fine of not more than \$1000.00 per violation, or imprisonment for not more than six (6) months, or both. Each day on which a violation occurs or continues shall be deemed a separate violation.

#### **13.12.760 Remedies Nonexclusive**

The remedies provided for in this chapter are not exclusive. The Director of Public Works may take any, all, or any combination of these actions against a noncompliant User. Enforcement of pretreatment violations will generally be in accordance with the City's enforcement response plan; provided, however, the Director of Public Works may take other action against any User when the circumstances warrant. Further,

the Director of Public Works is empowered to take more than one enforcement action against any noncompliant User.

**13.12.770 Performance Bonds**

The Director of Public Works may decline to issue or reissue a wastewater discharge permit to any User who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless such User first files a satisfactory bond, payable to the City, in a form and of a sum not to exceed a value determined by the Director of Public Works to be necessary to achieve consistent compliance.

**13.12.777 Liability Insurance**

The Director of Public Works may decline to issue or reissue a wastewater discharge permit to any User who has failed to comply with any provision of this chapter, a previous wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, unless the User first submits proof that it has obtained liability insurance or provides financial assurances sufficient to restore or repair any damage to the POTW it may cause by its discharge.

**13.12.780 Water Supply Severance**

Whenever a User has violated or continues to violate any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement, water service to the User may be severed. Service will only recommence, at the User's expense, after it has satisfactorily demonstrated its ability to comply.

**13.12.783 Public Nuisances**

A violation of any provision of this chapter, a wastewater discharge permit, or order issued hereunder, or any other pretreatment standard or requirement is hereby declared a public nuisance and shall be corrected or abated as directed by the Director of Public Works. Any person(s) creating a public nuisance shall be subject to the provisions governing such nuisances, including reimbursing the City for any costs incurred in removing, abating, or remedying said nuisance.

**13.12.785 Disqualification Contractor Listing**

Users which have not achieved compliance with applicable pretreatment standards and requirements may not be eligible to receive a contractual award for the sale of goods or services to the City.

**13.12.786 Disconnect Notice Fee**

If it is determined that a notice of disconnection of service shall be issued to a customer due to utility charges being over 30 days past due, a payment being returned unpaid by a bank, a deposit not being paid by the due date, and/or a violation of the terms of this Code, an additional fee (a disconnect notice fee) will be charged. This fee will escalate based on the number of disconnect notices previously issued to the customer in the last twelve months. The disconnect notice fee schedule is \$20.00 for the first notice, \$35.00 for the second notice and \$50.00 for any subsequent notices.  
(Ord. 2011-M-32 § 1.)

**13.12.787 Right of cut-off service - Reconnection procedure for non-payment.**

A. The City shall have the right to discontinue any utility service provided to the customer on due notice and to remove its property from the customer's premises whenever monthly City bills, or a portion thereof, remain unpaid for 30 days after the due date specified, or in case the customer fails to comply with, or perform, any of the conditions or obligations of this chapter.  
(Ord. 2010-M-4 § 1.)

- B. A customer's service so discontinued shall be connected after the customer has made settlement for City utility bills in arrears, plus any current amount outstanding at the City Clerk's office, or has, to the City's satisfaction, complied with or performed such other conditions or obligations which were in default, as the case may be. A minimum fee shall be charged equal to two times one and one-half the midpoint of the wage rate for a meter technician at the time of reconnection. In the event the City incurs expense for labor in excess of the average cost of reconnection, the City may charge that additional cost for disconnection and reconnection to the customer.  
(Ord. 2010-M-4 § 1.)

**13.12.788 Lien rights.**

- A. Whenever a bill for sewer service, including any charge, penalty or fine pursuant to this chapter, remains unpaid sixty days after it has been rendered, the City Attorney shall file with the Recorder of Deeds of the appropriate county a statement of lien claim. This statement shall contain a legal description of the premises served, the amount of the unpaid bill, and a notice that the City claims a lien for such amount as well as for all charges for sewer service subsequent to the period covered by the bill.
- B. If the customer whose bill is unpaid is not the owner of the premises, the City Clerk shall notify the owner of the premises if his address is known to the Clerk, whenever such bill remains unpaid for a period of ninety days after it has been rendered.
- C. The failure of the City Attorney to record such lien claim or to mail such notice, or the failure of the owner to receive such notice shall not affect the right to foreclose the lien for unpaid sewer bills mentioned in subsection D of this Section.
- D. Property subject to a lien for unpaid sewer service charges shall be sold for nonpayment of the same, and the proceeds of the sale shall be applied to pay the charges, after deducting costs as is the case in the foreclosure of statutory liens. Such foreclosure shall be by bill in equity or other appropriate proceeding in the name of the City. The City Attorney is authorized and directed to institute such proceedings in the name of the City in any court having jurisdiction over such matters against any property for which the bill for sewer service has remained unpaid ninety days after it has been rendered:

**13.12.790 Affirmative Defense - Upset**

- A. For the purposes of this section, "upset" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards because of factors beyond the reasonable control of the User. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- B. An upset shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of paragraph (C), below, are met.
- C. A User who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
- (1) An upset occurred and the User can identify the cause(s) of the upset;
  - (2) The facility was at the time being operated in a prudent and workman-like manner and in compliance with applicable operation and maintenance procedures; and
  - (3) The User has submitted the following information to the Director of Public Works within twenty-four (24) hours of becoming aware of the upset if this information is provided orally, a written submission shall be provided within five (5) days:
    - (a) A description of the indirect discharge and cause of noncompliance;
    - (b) The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue; and

- (c) Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
- D. In any enforcement proceeding, the User seeking to establish the occurrence of an upset shall have the burden of proof.
- E. Users will have the opportunity for a judicial determination on any claim of upset only in an enforcement action brought for noncompliance with categorical pretreatment standards.
- F. Users shall control production of all discharges to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternative method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.

### **13.12.795 Affirmative Defense to Prohibited Discharge Standards**

A User shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general prohibitions in Section 13.12.400 or the specific prohibitions in Sections 12.12.410, 13.12.420, and 13.12.430 if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- A. A local limit exists for each pollutant discharged and the User was in compliance with each limit directly prior to, and during, the pass through or interference; or
- B. No local limit exists, but the discharge did not change substantially in nature or constituents from the User's prior discharge when the City was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.

### **13.12.799 Bypass**

- A. A User may allow any User Bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it also is for essential maintenance to assure efficient operation. Such User Bypasses are not subject to the provision of paragraphs (C) and (D) of this section.
- B.
  - (1) If a User knows in advance of the need for a User Bypass, it shall submit prior notice to the Director of Public Works, at least ten (10) days before the date of the User Bypass, if possible.
  - (2) A User shall submit oral notice to the Director of Public Works of an unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours from the time it becomes aware of the User Bypass. A written submission shall also be provided within five (5) days of the time the User becomes aware of the User Bypass. The written submission shall contain a description of the User Bypass and its cause; the duration of the bypass, including exact dates and times, and, if the User Bypass has not been corrected, the anticipated time it is expected to continue; and steps taken or planned to reduce, eliminate, and prevent reoccurrence of the User Bypass. The Director of Public Works may waive in writing the written report on a case-by-case basis if the oral report has been received within twenty-four (24) hours.
- C.
  - (1) User Bypass is prohibited, and the Director of Public Works may take an enforcement action against a User for a bypass, unless
    - (a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;
    - (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and

- (c) The User submitted notices as required under paragraph (C) of this section.
- (2) The Director of Public Works may approve an anticipated User Bypass, after considering its adverse effects, if the Director of Public Works determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

### **13.12.800 Pretreatment Charges and Fees**

The City may adopt reasonable fees for reimbursement of costs of setting up and operating the City of St. Charles's Pretreatment Program which may include:

- A. Fees for wastewater discharge permit applications including the cost of processing such applications;
- B. Fees for monitoring, inspection, and surveillance procedures including the cost of collection and analyzing a User's discharge, and reviewing monitoring reports submitted by Users;
- C. Fees for reviewing and responding to accidental discharge procedures and construction;
- D. Fees for filing appeals; and
- E. Other fees as the City may deem necessary to carry out the requirements contained herein. These fees relate solely to the matters covered by this chapter and are separate from all other fees, fines, and penalties collectable by the City.
- F. Fees for sampling and testing as described in Section 13.12.900 are as follows:

Sample Collection	\$13.00/sampling
Heavy Metal Analysis	\$10.00/test
Acid Digestion	\$10.00/sample
Biological Oxygen Demand	\$ 6.00/sample
Fats, oils, and grease	\$ 6.00/sample
Fluoride	\$ 6.00/sample
Total Dissolved Solids	\$ 6.00/sample
pH	\$ 2.00/sample
Nitrogen, ammonia	\$10.00/sample
Nitrogen, ammonia distillation	\$10.00/sample
Chemical Oxygen demand	\$10.00/sample
Total Suspended Solids	\$ 6.00/sample

Bills for monitoring services shall be sent out monthly for all customers and shall be due and payable thirty days from the billing date. An additional charge of ten percent shall be made on all bills which have not been paid when due, except that one late payment shall be allowed within each calendar year at no increase in cost.

### **13.12.810 Surcharge to Industrial Users for Discharge of Compatible Pollutants**

- A. All Users shall comply with the limits imposed upon the discharge of Compatible Pollutants. Upon written request by a User, the Director of Public Works may, in his or her sole discretion, approve the discharge of such pollutants in excess of the stated concentration limits, provided that such User shall pay a surcharge calculated in accordance with this Section 13.12.810. Approval of such discharge and the surcharge requirement shall be set forth in the User's wastewater discharge permit.
- B. Users permitted to discharge Compatible Pollutants in excess of the stated limits, either singly or collectively, shall pay a surcharge according to the following schedule:
  - \$0.49 for every pound of BOD discharged above the stated limits
  - \$0.37 for every pound of TSS discharged above the stated limits
  - \$0.17 for every pound of FOG discharged above the stated limits
 The following formula shall be used for calculating the pounds of excess in the User's discharge:  
 (actual concentration {mg/L}-Code limit {mg/L})

(8.34 lbs./gal.)(Volume of discharge)"

(Ord. 2015-M-31§ 1; Ord. 2014-M-11 § 1; Ord. 2013-M-33 § 1; Ord. 2012-M-17 § 1.)

- C. All measurements, tests, and analysis of the characteristics of the wastewater to determine the User surcharge shall be conducted as under Sections 13.12.645 and 13.12.690.
- D. All Industrial Users shall be charged for sample collection and laboratory analysis in accordance with Section 13.12.800.
- E. Environmental Remediation  
Surcharge: \$0.10 per gallon of discharge  
(Ord. 1998-M-12 § 1.)
- F. Charge for Use Outside of City Limits: Any customer discharging Compatible Pollutants into the sewer system at a service location outside the corporate limits of the City of St. Charles shall pay an additional charge of 20% of all user surcharges imposed by Section 13.12.810B. above unless the customer has a sewer service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.  
(Ord. 2013-M-33 § 1.)

### 13.12.820 Connection fees.

- A. The fees for each permit allowing connection with the City sewer systems and tributary to the Fox River Wastewater Treatment Facility located along IL Route 25 shall be as follows:
1. Residential Dwelling Units  
Single and multiple family dwelling units.

<u>Class</u>	<u>Description</u>	<u>Square Feet</u>	<u>Connection Fee</u>
1	Dwelling Unit	Over 1,000	\$1,520
2	Dwelling Unit	Under 1,000	\$1,120
3	Dwelling Unit	800 Maximum	\$1,000
  2. Other Uses
    - a. All Users other than residential dwelling units, described above, shall pay a connection fee based upon the estimated daily maximum (i.e., peak) water usage as determined by the City Engineer. The Building Commissioner and/or City Engineer may require the applicant to provide an estimate certified to by an engineer licensed in the state of Illinois. The charge per gallon of the daily maximum (i.e., peak) water usage for calculating the connection fee is \$4.30. In no case shall the connection fee be less than the fee for a Class 1 dwelling unit.
    - b. Once the actual usage begins and it is determined that the actual daily maximum (i.e., peak) water usage is larger than the estimated daily maximum (i.e., peak) water usage, there will be an additional fee for the gallons per day over the original estimated daily maximum (i.e., peak) water usage based on \$4.30 per gallon. There will be no rebates if the actual daily maximum (i.e., peak) water usage falls below the estimated daily maximum (i.e., peak) water usage.
- B. The fees for each permit allowing connection with the City sewer systems and tributary to the West Side Wastewater Treatment Facility located along IL Route 38 shall be as follows:
1. Residential Dwelling Units  
Single and multiple family dwelling units.

<u>Description</u>	<u>Connection Fee</u>
Single Family Detached	\$2,985.50
Single Family Attached	\$2,559.00
  2. Public Land District – Correctional Facility
    - a. A Public Land District – Correctional Facility shall pay a connection fee based upon fifty percent (50%) of the estimated daily wastewater discharge as determined by the City Engineer. The Building Commissioner and/or City Engineer may require the applicant to provide an estimate certified to by an engineer licensed in the state of

Illinois. The charge per gallon of the daily wastewater discharge for calculating the connection fee is \$8.53.

- b. After twelve (12) months of full occupancy the balance of the connection fee shall be paid based on the actual daily wastewater discharge at the facility. The charge per gallon of the daily wastewater discharge is \$8.53.
3. Other Uses
    - a. All Users other than residential dwelling units and public land district – correctional facility described above, shall pay a connection fee based upon the estimated daily maximum (i.e. peak) water usage, as determined by the City Engineer. The Building Commissioner and/or City Engineer may require the applicant to provide an estimate certified to by an engineer licensed in the state of Illinois. The charge per gallon of the daily maximum (i.e. peak) water usage for calculating the connection fee is “\$8.53. In no case shall the connection fee be less than the fee for a single-family detached dwelling unit.
    - b. Once the actual usage begins and it is determined that the actual daily maximum (i.e. peak) water usage is larger than the estimated daily maximum (i.e. peak) water usage, there will be an additional fee for the gallons per day over the original estimated daily maximum (i.e. peak) water usage based on \$8.53 per gallon. There will be no rebates if the actual daily maximum (i.e. peak) water usage falls below the estimated daily maximum (i.e. peak) water usage.

(Ord. 2008-M-23 § 1; Ord. 2000-M-3 § 1; Ord. 1998-M-117§1; Ord. 1998-M-30§1; Ord. 1997-M-65 § 1; Ord. 1996-M-36 § 1; Ord. 1995-M-18 § 1.)

### **13.12.830 Charges for Residential Users**

- A. The residential sewer user charge shall be as follows:
  1. The following rate shall be charged for sewer service to all residential users of City sewers based upon metered water consumption: fifteen dollars and seventy nine (\$15.79) demand charge per month plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of water used with a maximum sewer charge not to exceed 130% of a residential user’s winter quarter water usage average. The residential user’s “winter quarter” water usage shall be defined as the water that is billed to the user in the months of January, February, and March. When the 130% calculation produces a fractional result, the customer maximum will be raised to the next whole number.”  
(Ord. 2015-M-31§ 1; Ord. 2014-M-11 § 1; Ord. 2013-M-33 § 1; Ord. 2012-M-16 § 1; Ord. 2011-M-19 § 1; Ord. 2010-M-32 § 1.)
  2. Residential users in a building with more than one dwelling unit and with each unit having a sewer connection but no city water meter shall be charged the existing residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing residential sewer rate per one thousand gallons.
  3. Residential users in a building with only one dwelling unit with sewer connection but no city water purchases shall be charged for eight thousand gallons of usage at the existing residential rate per one thousand gallons plus the existing demand charge per month.
  4. For new or recently constructed residential buildings or other customers which have a water meter and an incomplete history of water consumption during a winter quarter, the existing residential rate per thousand gallons plus the existing demand charge per month shall be applied to their metered water consumption until the completion of a winter quarter.
  5. Charge for Use outside of City Limits: Any customer receiving sewer service at a location outside the corporate limits of the City of St. Charles shall pay an additional charge of 20% of all user charges imposed for sewer service unless the customer has a sewer service agreement

with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.

(Ord. 2013-M-33 § 1.)

(Ord. 2009-M-24 § 1; Ord. 2008-M-30 § 1; Ord. 2007-M-40 § 1; Ord. 2005-M-19 § 1; Ord. 2002-M-28 § 1; Ord. 2000-M-44 § 1; Ord. 1999-M-34 § 1; Ord. 1998-M-30 § 2; Ord. 1997-M-82 § 1; Ord. 1997-M-18; Ord. 1996-M-80 § 1; Ord. 1996-M-79 § 1; Ord. 1996-M-36 § 1; Ord. 1995-M-18 § 1.)

### **13.12.840 User Charges for Metered Water Consumption and Nonresidential Use**

A. The non-residential sewer user charge shall be as follows:

1. The following rate shall be charged for sewer service to all non-residential users of City sewers based upon metered water consumption: fifteen dollars and seventy nine cents (\$15.79) demand charge per month plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of water used.

(Ord. 2015-M-31§ 1; Ord. 2014-M-11 § 1; Ord. 2013-M-33 § 2; Ord. 2012-M-17 § 1; Ord. 2011-M-19 § 1; Ord. 2010-M-32 § 1.)

2. The following rate shall be charged for sewer service to all non-residential users of City sewers where water consumption does not reflect the actual quantity of wastewater tributary to the wastewater treatment works: fifteen dollars and seventy nine cents (\$15.79) demand charge plus four dollars and seventy nine cents (\$4.79) per one thousand gallons of wastewater actually discharged into the sewer system.”

(Ord. 2015-M-31§ 1; Ord. 2014-M-11§ 1; Ord. 2013-M-33 § 1; Ord. 2012-M-17 § 1; Ord. 2011-M-19 §1; Ord. 2010-M-32 § 1.)

3. Non-residential users in a building with more than one non-residential unit and with each unit having a sewer connection but no city water meter shall be charged the existing non-residential sewer demand charge per month. Sewer usage charge shall be billed to the customer billed for the water service and shall be based on the water used at the existing non-residential sewer rate per one thousand gallons.
4. Non-residential users in a building with no water purchases and a sewer connection without flow measurement equipment shall be charged the existing non-residential sewer demand charge per month, plus a user charge equivalent to six thousand gallons of usage at the existing non-residential sewer use rate per one thousand gallons. Non-residential users may be required to install flow measurement equipment pursuant to the conditions set forth in Section 13.12.940B.

5. Charge for Use Outside of City Limits: Any customer receiving sewer service at a location outside the corporate limits of the City of St. Charles shall pay an additional charge of 20% of all user charges imposed for sewer service unless the customer has a sewer service agreement with the City that was in existence prior to May 6, 2013 that provides for a different additional charge.

(Ord. 2013-M-33 § 1.)

(Ord. 2010-M-32 § 1; Ord. 2009-M-24 § 2; Ord. 2008-M-30 § 2; Ord. 2007-M-39 § 1; Ord. 2005-M-19 § 2; Ord. 2002-M-28 § 2; Ord. 1999-M-34 § 2; Ord. 1998-M-118 § 1; Ord. 1998-M-30 § 3; Ord. 1998-M-8 § 1; Ord. 1997-M-65 § 1; Ord. 1996-M-80 § 2; Ord. 1996-M-79 § 2; Ord. 1996-M-36 § 1; Ord. 1995-M-18 § 1.)

### **13.12.850 Bills - When due and payable and charge for late payment.**

Bills for sewer service shall be sent out monthly for all customers and shall be due and payable no less than eighteen days from the billing date. An additional charge of ten percent shall be made on all bills which have not been paid when due except that one late payment shall be allowed within each calendar year at no increase in cost.

**13.12.900 Monitoring program by City.**

The Director of Public Works shall maintain a program of monitoring Industrial User discharges; provided, that any Significant Industrial User shall be monitored no less than twelve times annually and any Industrial User that has a population equivalent, as determined by Section 13.12.810, equal to or greater than one hundred shall be monitored no less than once annually. All other Industrial Users shall be monitored at such frequency as deemed necessary by the Director of Public Works. Monitoring shall consist of the taking and testing of grab samples or twenty-four hour composite samples as deemed reasonably necessary by the Director of Public Works for determination of the population equivalent of the industrial User. The monitoring data collected shall be used to determine the population equivalent in accordance with Section 13.12.810. In the event that a sampling manhole does not exist, the "sampling manhole" shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected, until such time as the sampling manhole has been constructed. Industrial Users shall be subject to fees for sampling and testing of their discharge as it pertains to the City's monitoring program.

Where required by the City, additional control manholes or sampling chambers shall be provided at the end of each industrial process within an Industrial User's facility suitable for the determination of compliance with pretreatment standards.

**13.12.910 Right of Entry: Inspection and Sampling**

The Director of Public Works or his/her authorized designee shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this chapter and any wastewater discharge permit or order issued hereunder. Users shall allow the Director of Public Works or designee ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

- A. Where a User has security measures in force which require proper identification and clearance before entry into its premises, the User shall make necessary arrangements with its security guards so that, upon presentation of suitable identification, the Director of Public Works or designee will be permitted to enter without delay for the purposes of performing specific responsibilities.
- B. The Director of Public Works or his/her authorized designee shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations.
- C. The industrial User may request that the representative of the City state the purpose of any inspection, and further, may request that such representative abide by reasonable safety and hygiene requirements.
- D. The Director of Public Works may require the User to install monitoring equipment as necessary in accordance with Section 13.12.690. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the User at its own expense. All devices used to measure wastewater flow and quality shall be calibrated bi-annually to ensure their accuracy.
- E. Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the User at the written or verbal request of the Director of Public Works and shall not be replaced. The costs of clearing such access shall be borne by the User.
- F. Nothing herein shall be construed to limit or restrict any User from exercising any right it may have to object to the nature and extent of any inspection access request or to object to any inspection access request as not necessary to carry out the purposes of the City pursuant to this chapter.
- G. Unreasonable delays in allowing the Director of Public Works or his/her authorized designee access to the User's premises shall be a violation of this chapter.

**13.12.920 Search Warrants**

If the Director of Public Works or his/her authorized designee has been refused access to a building, structure, or property, or any part thereof, and is able to demonstrate probable cause to believe that there may be a violation of this chapter, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program of the City designed to verify compliance with this chapter or any permit or order issued hereunder, or to protect the overall public health, safety and welfare of the community, then the Director of Public Works or his/her authorized designee may seek issuance of a search warrant from the Circuit Court.

**13.12.940 Control manhole device and sampling requirements: Location, construction, maintenance and facility monitoring**

- A. When required by the Director of Public Works, the owner and/or occupant of any property served by a building sanitary sewer carrying industrial waste shall install a suitable control manhole in the building sanitary sewer to facilitate observation, sampling and measurement of the wastes. Such manhole, when required, shall include but not be limited to being accessible, safely located, and provide for 110 volt hookup and shall be constructed in accordance with plans approved by the Director of Public Works. The manhole shall be installed by the owner and/or occupant at his expense, and shall be maintained by him so as to be safe and accessible to the City at all times.
- B. When in the judgment of the Director of Public Works there exists sufficient volumes and/or quantities of contaminants that may interfere with the performance of the City sewage system, the Director of Public Works may require the owner and/or occupant of any property and/or an Industrial User served by a building sanitary sewer carrying industrial wastes to install composite sampling equipment and/or flow measurement equipment. Said composite sampling and flow measurement equipment shall be installed by the property owner and/or occupant at its expense and shall be maintained by it as to be functional at all times, safe and accessible to the City.
- C. The owner and/or occupant shall be responsible for monitoring its effluent to insure that its discharge meets City chapters, state and federal law. It is also responsible for having knowledge of the contaminants in its wastewater and the specific limitations relative to its discharge. Records shall be kept by the owner and/or occupant of the results of all sampling and/or flow measurements. Such documentation shall be available to appropriate City personnel at all reasonable times. Records shall be kept by the owner and/or occupant no less than three years or longer if required by state or federal laws prior to discard or if an enforcement action is pending.
- D. Where composite sampling equipment is available, the City shall utilize such composite samples for purposes of calculating surcharges pursuant to Section 13.12.810. The average of all composite samples during the monitoring period shall be used to determine the multiplier. Should the composite sampling equipment malfunction or if it does not exist, the City shall use composited grab samples of not less than four aliquots in a 24 hour period, unless the User agrees to less than four grab samples in a 24 hour period, to determine surcharges as set forth in Section 13.12.810. The average of all grab samples taken by the City during the billing period shall be used for the multiplier. Where nonfunctional composite equipment exists and at such time that a grab sample exceeds the limitations specified in Section 13.12.400 hereof for total suspended solids, C.B.O.D., ammonia, phosphorous or grease, the City and waste generator shall split grab samples no less than five samples per week until the composite sampler is once again functional. Should the composite sampler become functional prior to the end of the billing period, composite samples shall be taken no less than five per week for the remainder of the billing period for computing the average of the grab and composite samples to determine the billing multiplier. The Director of Public Works shall decide the time when split sampling will be taken. Should there be a significant discrepancy

between the owner's and/or occupant's test results and the City's test results on split samples, the owner and/or occupant may request billing to be based upon testing results from an independent testing laboratory. Upon investigation by the Director of Public Works as to the reasons for the discrepancy in sample results, the Director of Public Works shall take appropriate corrective actions and/or authorize in writing the terms of using a certified independent testing laboratory. The choice of independent laboratory shall be at the discretion of the Director of Public Works. All expenses incurred for monitoring by an independent certified laboratory shall be at the expense of the owner and/or occupant.

- E. In the event that no special manhole is available, the control manhole shall be considered to be the downstream manhole in the public sewer nearest to the point at which the building sanitary sewer is connected.
- F. Should the Director of Public Works find violations of standards set forth in this Chapter including Section 13.12.410, Section 13.12.420, and/or Section 13.12.430, the Director of Public Works may require the owner and/or occupant to provide access for the use of laboratory testing equipment or to contract for laboratory testing services and provide the City with a copy of the test results of the constituent(s) monitored. Upon review of the products and by products of the owner and/or occupant operation and the type of wastewater that is indigenous to the operation, the Director of Public Works shall also stipulate what constituents are to be monitored to insure proper performance by the City sewerage system in compliance with this Chapter, state and federal law.
- G. Where nonfunctional or malfunctioning flow measurement equipment exists, the waste generator and/or Industrial User shall notify the Director of Public Works within twenty-four hours of his or her knowledge of the malfunction so appropriate interim measurement arrangements can be made.

#### **13.12.950 Severability**

If any provision of this chapter is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect."  
(Ord. 1995-M-15 § 1.)

#### **13.12.960 Deposit – Required – Refund – Exemption.**

- A. Deposit shall be charged to any customer, whether owner or non-owner, at any time if such customer meets any of the following criteria:
  1. The customer pays late four times during the prior twelve-month period, or
  2. The utility has disconnected service within the last twelve-month period for violation of the provisions of the St. Charles Municipal Code, or
  3. The utility finds out that the application for service was falsified, or
  4. The customer has two or more checks returned unpaid by the bank during the prior twelve-month period.

The deposit charged shall be in the amount equal to the aggregate of the two highest monthly billings for the twelve-month period ending immediately prior to the request for the deposit; or if a twelve-month period is unavailable, then any portion thereof, which amount shall be reduced by the amount of the deposit on hand.

The deposits set forth above shall be repaid to such applicant when the City has discontinued or refused the service for which such application was made and when all bills have been paid in full; provided, however, that if the applicant has not paid all bills owing the City for such service within thirty days after such service has been discontinued, then the Finance Department shall deduct the amount of the bills so owing from the deposit and remit the balance, if any, to such applicant.

- B. All deposits made by applicants as provided in subsection A of this section who are not delinquent shall be refunded by the City after one year of continuous service during which the applicant has not paid late more than one time during the latest twelve-month period and has received no

## SEWERS

disconnection notice during that same twelve-month period. Such a deposit may be returned by crediting the customer's utility bill for the amount of deposit at the discretion of the City Finance Director.

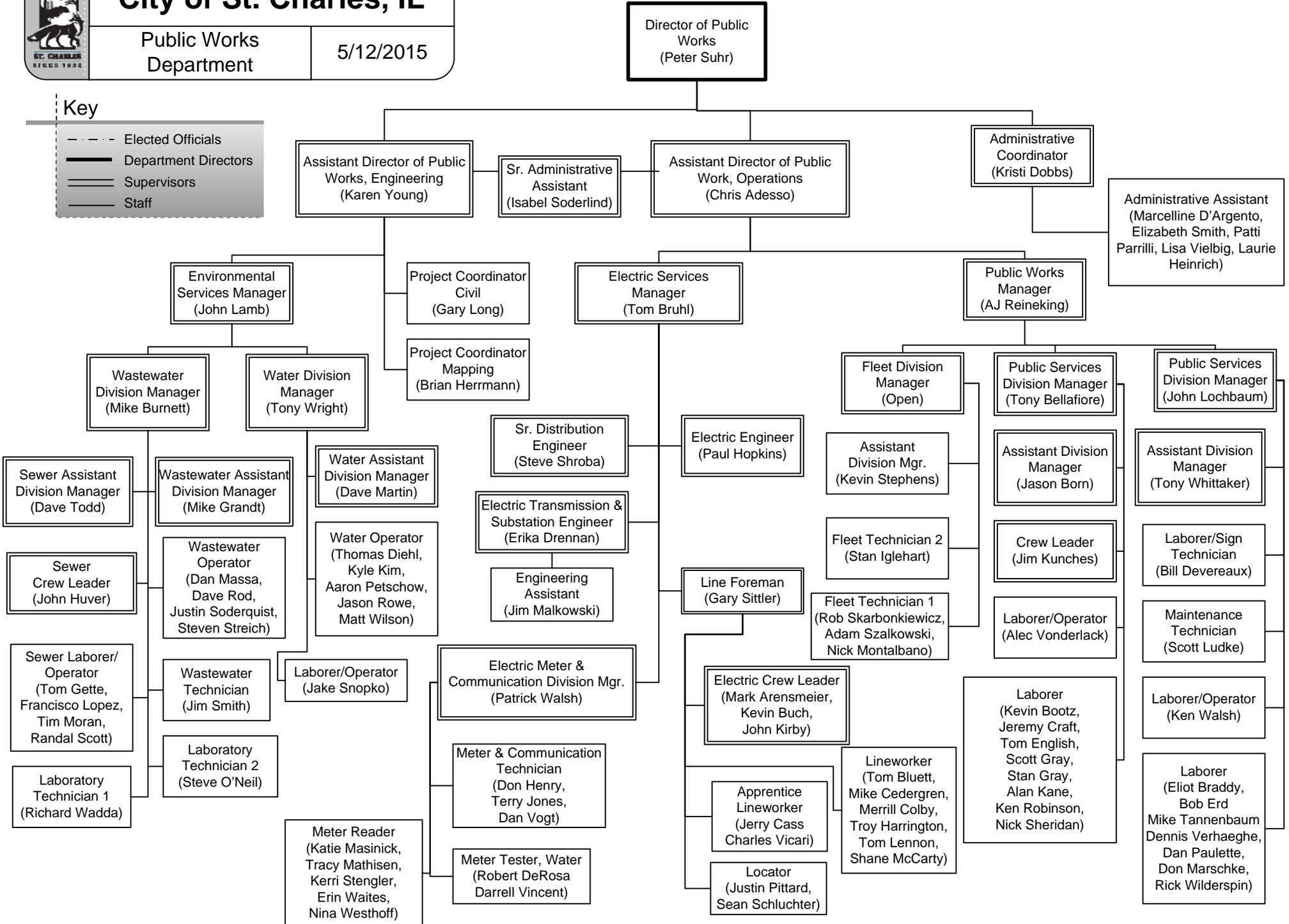
(Ord. 2010-M-12 § 1.)

# ***Appendix D***

## ***Public Works Organizational Chart***

**Key**

- Elected Officials
- Department Directors
- Supervisors
- Staff



# ***Appendix E***

## ***SSO Notification Reporting Policy***



**City of St. Charles  
Environmental Services Division  
Sanitary Sewer Overflow Notification and Reporting Policy**

The following policy is to be implemented when City staff determines a sanitary sewer overflow (SSO) situation exists. It is imperative this policy is followed so the City adheres to regulatory requirements of the Illinois Environmental Protection Agency (IEPA) and to ensure downstream users are notified of any discharge to the Fox River.

**Notification**

After an SSO has been discovered City staff should contact the following City Managers in the order listed. If the first person cannot be reached continue on to the next person.

If an SSO is discharging to the Fox River, a stream tributary to, or land adjacent to the Fox River **the City of Aurora Water Department must be contacted immediately**. It will be the responsibility of the Manager to contact the external agencies listed, unless Managerial personnel cannot be reached.

**Administrative Staff**

Michael Burnett	Environmental Services Division Manager	Office Cell	630-443-3925 630-816-6303
John Lamb	Environmental Services Manager	Office	630-377-4918
Christopher Adesso	Asst. Director Public Works - Operations	Office Cell	630-377-4459 630-770-6475
Peter Suhr	Director of Public Works	Office Cell	630-377-4916 630-667-6430

**External Agencies**

Illinois Environmental Protection Agency (IEPA)	
Emergency Response Unit – Springfield	217-782-3637
Des Plaines Regional Office	847-294-4000
Illinois Emergency Management Agency (IEMA)	800-782-7860
City of Aurora Water Department	
General Water Treatment Plant	630-256-3250
Operator I – Control Room	630-256-3264
Operator II – Control Room	630-256-3265
Operator I – mobile phone	630-327-6058
Operator II – mobile phone	630-327-1887

**The IEPA Regional Office must be notified within 24 hours of any SSO occurrence. Call this office at any time, if staff is not available leave detailed voice mail with date and time of SSO occurrence and date and time of call.**

### **Reporting**

Complete the attached SSO Incident Form for each SSO that occurs. If there are multiple locations during a storm event fill out separate forms for each location.

IEPA reports will be completed by the Environmental Services Manager or Division Manager and must be submitted to IEPA within five days of the overflow incident.

Use the data recorded on the SSO Incident Form to assist with completing the **IEPA SSO Reporting Form**, which is available on the IEPA website under the forms tab. (<http://www.epa.state.il.us/water/forms.html>). These forms must be submitted to the IEPA within five (5) days of the event.

In addition to submitting the corresponding IEPA SSO Reporting form to the IEPA, please attach a copy of the completed IEPA SSO Report to the City's SSO Incident form for the City's records. The City's SSO Incident Form as well as the IEPA SSO Reporting Form should be filed in the Sewer Assistant Division Manager's Office, in the binder designated for these reports. The forms should be kept for a minimum of five (5) years after the event.



**City of St. Charles  
Environmental Services Division  
Sanitary Sewer Overflow (SSO) Incident Form**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Location: \_\_\_\_\_

Address: \_\_\_\_\_

Intersection: \_\_\_\_\_

Other reference for area: \_\_\_\_\_

Start Date and Time of Pumping: \_\_\_\_\_

Finish Date and Time of Pumping: \_\_\_\_\_

Total Pump Time: \_\_\_\_\_ Pump Information: gpm: \_\_\_\_\_

Total Volume Pumped: \_\_\_\_\_

**Type of SSO:**

Surcharging Manhole: \_\_\_\_\_

Lift Station Discharge: \_\_\_\_\_

Other: \_\_\_\_\_

**Cause for SSO:**

Equipment failure: \_\_\_\_\_

Charged sanitary line: \_\_\_\_\_

Other: \_\_\_\_\_

Rainfall (if known): \_\_\_\_\_ Rainfall Duration: \_\_\_\_\_

\* File form, along with correlating IEPA SSO Report, in the Sewer Assistant Division Manager's Office, in the binder designated for these reports. The forms should be kept for a minimum of five (5) years after the event.



# Illinois Environmental Protection Agency

Bureau of Water • 1021 North Grand Avenue East • P.O. Box 19276 • Springfield • Illinois • 62794-9276

## Sanitary Sewer Overflow or Bypass Notification Summary Report

- Within 24 hours of the occurrence, notify the Illinois EPA regional wastewater staff by telephone, FAX, email or voice mail, if staff are unavailable.
- Within 5 days of the occurrence, provide a written report describing the overflow or bypass, including all information requested on this form. The permittee is required to submit this form or other equivalent written notification to the Illinois EPA at:

Bureau of Water/Compliance Assurance Section - MC #19  
 1021 North Grand Avenue East  
 P.O. Box 19276  
 Springfield, IL 62794-9276

NOTE: You may complete this form online, save a copy locally, print, sign and submit it to the BOW/CAS MC #19, at the above address. You may also print the form before completing it by hand, signing and submitting it.

Failure to notify the Illinois EPA as specified may result in fines up to \$10,000 for each day of violation.

Instructions: Use this form to report all unscheduled sanitary sewer overflow or bypass occurrences. Attach additional information as necessary to explain or document the overflow or bypass. For the purpose of this report, an overflow or bypass is defined as the discharge of untreated sewage from the sanitary sewer collection system to a surface water and/or ground due to circumstances such as those identified by the check boxes in the overflow or bypass details section of this form.

Use one form per occurrence. A single occurrence may be more than one day if the circumstances causing the overflow or bypass results in a discharge duration of more than 24 hours. If there is a stop and restart of the overflow or bypass within 24 hours, but it is caused by the same circumstances, report it as one occurrence. If the discharges are separated by more than 24 hours, they should be reported as separate occurrences.

### 24 Hour Notification Information

Permittee (Municipality or Facility Name): \_\_\_\_\_ Permit Number: \_\_\_\_\_ Person Representing Permittee Who Contacted IEPA: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM  IEPA Office Contacted: \_\_\_\_\_ Name of IEPA Employee Contacted: \_\_\_\_\_

### Sanitary Sewer Overflow or Bypass Details

Date and Duration of Overflow or Bypass Occurrence (complete a separate form for each occurrence):

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM  Duration of the overflow or bypass (hours and minutes): \_\_\_\_\_

Estimated Volume of Wastewater Discharged (gallons): \_\_\_\_\_ WWTP Flow During bypass (report in MGD): Not applicable for a collection system SSO. \_\_\_\_\_ Location of the Overflow or Bypass: \_\_\_\_\_

### Circumstances Causing the Overflow or Bypass (check all that apply)

- WPC 733  
11/2011
- Rain  Power Outage  Equipment Failure  Other (explain below)  
 Snow Melt  Broken Sewer  Widespread Flooding

Provide a narrative description to further explain why the overflow or bypass occurred. For example, describe what equipment failed. What caused the power outage, or what plugged the sewer. Flooding should only be indicated, as a cause if there is significant flooding that is caused by high river, stream, or lake water levels, not just localized high water in the street.

**Wet Weather (if applicable)**

Date(s) and Duration of Rainfall:

Start Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM \_\_\_\_\_ End Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM \_\_\_\_\_ Amount of Rainfall (inches) \_\_\_\_\_ Amount of Snow Melt (inches) \_\_\_\_\_

Contributing Soil Conditions (saturated, frozen, soil type) \_\_\_\_\_

**Where Did the Discharge from the Overflow or Bypass Go? (check all that apply)**

Provide the name of the local receiving water that the wastewater enters, which could be a nearby stream, river, lake, or wetland. If discharge does not enter directly into surface water, but indirectly by way of a ditch or storm sewer, trace the path of the ditch or storm sewer to find the receiving water.

- Runs on ground and absorbs into the soil
- Ditch: Name of surface water it drains to: \_\_\_\_\_
- Storm Sewer: Name of surface water it drains to: \_\_\_\_\_
- Surface water direct discharge: \_\_\_\_\_
- Basement Back-ups, (Number & use (i.e.residential, commercial) of buildings affected): \_\_\_\_\_
- Other, describe: \_\_\_\_\_

**Actions to Correct This Occurrence and Prevent Future Owerflows or Bypasses**

Describe what actions were taken to minimize the volume of wastewater discharged from the overflow or bypass reported on this form. Also describe what actions are planned to prevent or minimize future overflows or bypasses. Illinois law and NPDES permits prohibit overflows or bypasses, unless certain specified conditions are met. Sanitary sewer overflows and bypasses may be the subject of enforcement action.

**Report Completed By**

Contact Person: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
County: \_\_\_\_\_

**Authorized Representative Contact Information**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
PO Box: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
County: \_\_\_\_\_

**Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))**

Authorized Representative Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

# ***Appendix F***

## ***Homeowner Sewer Assistance Policy***

Title Homeowner Sewer Assistance Policy

Policy # 2010-01

Approval Date October 4, 2010

Revision Date



**Sections:**

- Introduction
- Program Criteria
- Application Process
- Reimbursement Process

**Exhibits:**

- Application Form
- Reimbursement Form

**I. INTRODUCTION**

The City of St. Charles offers financial assistance to residents that may experience flooding problems inside a home due to either sanitary sewer back up or storm water leaking in. The City Homeowner Sewer Assistance Program will reimburse property owners fifty percent (50%) of total project cost with a maximum contribution amount of twenty-five hundred dollars (\$2,500.00). The City has a limited dollar amount in the City budget for this program, therefore eligibility is on a first come first serve basis.

Examples of eligible projects for sanitary sewer back ups are; installation of overhead sewers, stand pipes or backflow prevention devices. Storm water projects examples may be; foundation water proofing, re-grading for improved drainage, drain tile and foundation wall repairs, private storm sewer repairs.

**II. PROGRAM CRITERIA**

To qualify a homeowner must have experienced either sanitary sewer backup or storm water infiltration in the interior of residence and provide documentation of the event. One or more of the following items must be submitted as documentation:

1. Copy of insurance company claim.
2. Copy of receipt from cleaning company. (Ex: ServiceMaster)
3. Photographs of backup.
4. Confirmed through a meeting with a City of St. Charles' representative.

Only costs related to the following devices or work are eligible for reimbursement. Paint, wall, floor coverings or other associated cosmetic costs are not eligible.

Standpipe	Water Proofing
Backflow Valve	Foundation wall, drain tile repair
Overhead Sewer	Drainage improvements

### III. APPLICATION PROCESS

If resident meets the established criteria an application shall be submitted to the Director of Public Works or designee for prior approval. The application is available at the City Department of Public Works, the Building & Code Enforcement Office and on the City of St. Charles' website.

**An application must be filed within six (6) months of the event and the work completed within one year of the application date.**

The application shall contain the following information:

1. Applicant name, property address and Property Index Number (PIN).
2. Description of work, devices to be installed.
3. Projected date of start of work and completion.
4. Copies of quotes from minimum of two licensed and bonded contractors.

The applicant may use any qualified contractor, however the City of St. Charles reimbursement amounts will be based on the lowest quote.

Two weeks should be allowed for review and pre-approval of application. In addition the applicant must also:

1. Sign a waiver indemnifying the City of any liability.
2. Obtain applicable permits for the City of St. Charles Building and Code Enforcement Office.

### IV. REIMBURSEMENT PROCESS

**Reimbursement is for fifty percent (50%) of the total cost with a maximum amount of twenty-five hundred dollars (\$2,500.00). The City of St. Charles shall make payments to applicants only, not to contractors or suppliers once the work is completed.**

After work is completed the resident shall notify the City of St. Charles Building and Code Enforcement Office to schedule a final inspection. After the inspection the resident must submit the following documentation to receive reimbursement:

1. Reimbursement form.
2. Copies of paid receipts for all work included in project.
3. Copy of approved application.
4. Copy of approved City permits and final inspections.

Once reimbursement form is submitted the resident should allow approximately two weeks for processing and payment. Homeowners are limited to a one-time only reimbursement.



### Homeowner Sewer Assistance Policy Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Index Number: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

email: \_\_\_\_\_

Do you own this home? Yes \_\_\_\_\_ No \_\_\_\_\_

Is this your permanent residence (more than 9 months of the year)? Yes \_\_\_\_\_ No \_\_\_\_\_

How many times have you experienced sanitary sewer back-ups into your home?

\_\_\_\_\_

Do you recall the date(s) of the back-ups? Please document.

\_\_\_\_\_

Where is the point of entry of the sanitary back-up into your home?

\_\_\_\_\_

This home has neither illegal sump pump nor any foundation drain connections to the sanitary collection system to my knowledge. \_\_\_\_\_ (initials)

To qualify for reimbursement a homeowner must provide documentation of the event. A copy of one or more of the following items must be submitted as documentation.

1. Copy of insurance company claim.
2. Copy of receipt from cleaning company. (Ex: ServiceMaster)
3. Photographs of backup.
4. Confirmed through a meeting with a City of St. Charles' representative.

Is one or more of the above items included with the application? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes which ones? \_\_\_\_\_

Only costs related to the following devices are eligible for reimbursement. Paint, wall, floor coverings or other associated cosmetic costs are not eligible.

Standpipe  
Backflow Valve

Water Proofing  
Foundation wall, drain tile repair

Overhead Sewer  
Drainage improvements

Description of work to be done, devices to be installed.

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Projected dates of start of work and completion. Start \_\_\_\_\_ Completion: \_\_\_\_\_

***NOTE: An application must be filed within six months of the most recent back-up and the work completed within one year of the application date.***

Please attach quotes from a minimum of two licensed and bonded contractors.

The applicant may use any qualified contractor, however the City of St. Charles reimbursement amount will be based on the lowest quote.

Additional information:

- Applicant should allow two weeks for review and approval of application.
- Applicant must obtain applicable permits and inspections for the work from the City of St. Charles Building and Code Enforcement Office. Required for reimbursement.
- Applicant must sign attached waiver indemnifying the City of St. Charles of an liability.
- The City of St. Charles assumes no responsibility for any defective work or other damage, injury or loss resulting in any act of negligence by the property owner or their contractor while installing, operating, or maintaining the devices installed.

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Signature of Applicant (must be property owner)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

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**City of St. Charles Office Use**

**Project #:** \_\_\_\_\_

This application has been:      Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

The following information / corrections need to be completed prior to re-applying.

---

---

**City of St. Charles  
Public Works Department  
Environmental Services Office  
Homeowner Sewer Assistance Policy Reimbursement Form**



Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Index Number: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_

Cell: \_\_\_\_\_

email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date Project Completed: \_\_\_\_\_

Copy of Approved Application Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of Paid Receipts / Invoices Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of Permit for Work Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Copy of Final Inspection Attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant (must be property owner)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Date: \_\_\_\_\_

**City of St. Charles Office Use**

**Project #:** \_\_\_\_\_

This reimbursement has been: Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

The following information / corrections need to be completed prior to re-submittal.

\_\_\_\_\_  
\_\_\_\_\_