

Guidelines for Parcels or Parcel Groups with Sewer Laterals Exceeding 1,000 Feet

These guidelines include information about what the owners of parcels or parcel groups with sewer laterals exceeding 1,000 feet need to do to comply with East Bay Regional Private Sewer Lateral (PSL) Program requirements.

EAST BAY REGIONAL PRIVATE SEWER LATERAL PROGRAM

Regional PSL Program Requirements Overview

Repairing or replacing old cracked sewer pipes ensures that rainwater does not enter sanitary sewer lines during storms. Too much rainwater can overwhelm the sanitary sewer system allowing partially treated sewage to flow into the Bay. Visit www.eastbaypsl.com for more information.

To address this problem, the Regional PSL Program requires property owners to obtain a Compliance Certificate from the East Bay Municipal Utility District (EBMUD) indicating that their PSLs have demonstrated compliance with applicable standards. The condition of each PSL must first be assessed to determine what work is required. Then the PSLs must be repaired or replaced, as necessary, and pass a Verification Test that is witnessed by an EBMUD inspector in order to obtain a Compliance Certificate.

The requirements of the Regional PSL Program are set forth in EBMUD's Regional PSL Ordinance. The current version of the Ordinance became effective on May 24, 2019.

What is a Private Sewer Lateral (PSL)?

The Regional PSL Program defines a private sewer lateral as a pipe or pipes and appurtenances that carry sewage and liquid waste from the structure or structures served to the sewer main. All sewer pipes and appurtenances upstream of the publicly owned sewer main, regardless of size, number, or length, including private mains and manholes, are considered private sewer laterals and are subject to program requirements, except in Albany and Alameda where a Compliance Certificate is required for the "upper" lateral only (as required by those cities' respective municipal sewer ordinances). The upper lateral is the portion of the PSL from the building down to the property line or curbside cleanout.

Special requirements apply to each parcel and "parcel group" served by more than 1,000 feet of PSLs. For purposes of the Regional PSL Program, a parcel group is a group of contiguous or directly adjacent parcels under common ownership. A licensed contractor or an engineer reviewing a map of your sewer system can help determine if your property is served by PSLs with a combined length exceeding 1,000 feet.

Where does the Regional Private Sewer Lateral Program apply?

The program applies to properties in EBMUD's wastewater service area in Alameda, Albany, Emeryville, Oakland, Piedmont, and the Stege Sanitary District which serves Kensington, El Cerrito and the Richmond Annex. These specific requirements apply to a property owner of a parcel or parcel group containing sewer laterals that collectively exceed 1,000 feet in length.

How do the requirements apply to HOAs responsible to maintain over 1,000 feet of PSLs?

HOAs responsible to maintain over 1,000 feet of PSLs must comply with the requirements and deadlines that apply to persons or entities who own property served by more than 1,000 feet of PSLs. Such HOAs must submit the plans described in these Guidelines and receive more time to certify PSLs than HOAs that maintain less than 1,000 feet. The amended Regional PSL Ordinance effective May 24, 2019 requires each Homeowners' Association (HOA) to submit a Statement of Responsibility (SOR) to EBMUD. This requirement applies to all HOAs, even those HOAs that have previously submitted a Letter of Responsibility to EBMUD. EBMUD uses the SOR to determine whether the HOA maintains more than

1,000 feet of PSLs. The deadline to provide the SOR is November 20, 2019 for HOAs that existed on or before May 24, 2019, or within 180 days of the formation of a new HOA. The HOA must include the following information in a SOR:

- A completed Statement of Responsibility form, available here: <http://www.eastbaypsl.com/eastbaypsl/guidelines.html>
- All of the addresses and parcel numbers covered by the HOA, including common area, if applicable (Alameda County parcel numbers can be retrieved here: http://gis.acgov.org/Html5Viewer/index.html?viewer=parcel_viewer. Contra Costa County parcel numbers can be retrieved here: <http://www.co.contra-costa.ca.us/4650/ParcelQuest-Disclaimer>)
- A description of how PSL maintenance responsibility is allocated between the HOA and property owners and the location of the boundary between their respective areas of responsibility.
- A copy of the relevant portions of the CC&Rs or other governing documents that include the date of formation of the Common Interest Development, the manner of allocating maintenance responsibility for PSLs, and citations to supporting provisions in the governing documents.
- A statement that the HOA has provided a copy of the SOR to each property owner within the Common Interest Development.

The Statement of Responsibility and all supporting documentation must be mailed to PSL Program at EBMUD P.O. Box 24055 MS#702 Oakland, CA 94623. It is requested that a courtesy electronic copy of the complete set of information also be emailed to psl@ebmud.com.

Once EBMUD has received the Statement of Responsibility form and supporting documentation from the HOA, staff will review for completeness and contact the HOA's designated agent to discuss planning the next steps toward compliance.

What plans must I submit, and when are the deadlines?

Section 12 of the Regional PSL Ordinance sets forth the compliance requirements for parcels and parcel groups served by PSLs with a combined length exceeding 1,000 feet. Regardless of the date a person first owns a parcel or parcel group served by greater than 1,000 feet, the owner will be required to submit a Condition Assessment Plan (CAP) and a Corrective Action Work Plan (CAWP).

- Persons or entities who owned a parcel or parcel group served by greater than 1,000 feet of PSLs *on or before July 12, 2016* must submit a CAP no later than **July 12, 2016**, and complete the condition assessment and submit a CAWP no later than **July 12, 2021**.
- Persons or entities who first own a parcel or parcel group served by greater than 1,000 feet of PSLs *after July 12, 2016* must submit a CAP no later than **November 20, 2019 or 180 days** after the property owner first acquired the eligible property (whichever is later), and complete the condition assessment and submit a CAWP no later than **July 12, 2021 or 24 months** after the property owner first acquired the eligible property (whichever is later).

Additional information about the purpose and required contents of the CAP and CAWP is provided below.

Deadlines for Completion of PSL Replacement/Repair Work

Persons or entities who own a parcel or parcel group served by greater than 1,000 feet of PSLs *on or before July 12, 2019* must complete all work described in the CAWP and obtain all required Compliance Certificate(s) no later than **July 12, 2026**. However, EBMUD may allow up to three additional years (until **July 12, 2029**) to obtain the Compliance Certificate if the parcel or parcel group has one or both of the following conditions:

- More than 5,000 feet of PSLs
- 50 percent of PSLs need replacement

Persons or entities who first owned a parcel or parcel group served by greater than 1,000 feet of PSLs *after July 12, 2019* must complete all work described in the CAWP and obtain all required Compliance Certificate(s) no later than **seven years** after the date the person or entity first acquired that parcel or parcel group. Property owners whose parcel or parcel group satisfies either of the two conditions stated above apply may receive up to **ten years** to comply.

Guidelines for Preparing Condition Assessment Plans

A Condition Assessment Plan (CAP) includes information about the PSLs on a parcel or parcel group, and a description of how and when a property owner will assess the condition of all of the PSLs. A CAP template is provided by EBMUD. Each CAP must include the following items:

1. A list of all parcels by Assessor's Parcel Number
2. A map drawn to scale which shows the approximate location, length, and diameter of all PSLs within the parcel or parcel group. (If the CAP is submitted by a Homeowners' Association responsible to maintain over 1,000 feet of PSLs within a Common Interest Development, the map should depict all PSLs maintained by the HOA.)
3. A schedule for the performance testing to assess the condition of all PSLs.

Guidelines for Preparing Corrective Action Work Plans

A Corrective Action Work Plan (CAWP) includes information about the results of the condition assessment and the work that will be performed to bring all PSLs on a parcel or parcel group into compliance with applicable standards. A CAWP template is provided by EBMUD. The following items must be included:

1. Summarize results of the condition assessment
2. Identify and describe the location, length, and material of all sewer lateral pipe which requires repair or replacement to meet the standards of the Regional PSL Program
3. Describe the type of work to be performed to bring the pipe into compliance with the standards of the Regional PSL Program and of the applicable city or local sewer district, including the method of pipe replacement and method of addressing manholes
4. Include a schedule for completion of listed tasks
5. Include a bid price or contractor's estimate for the required work

Sewer Lateral Work, Permits, Inspection and Certification

In performing PSL work, it is important to keep in mind the following:

1. Work and Permits

Appropriate building and/or sewer permits must be obtained before beginning PSL repair or replacement to ensure that work is performed in accordance with Local Ordinance Requirements. The City of Emeryville requires property owners within its jurisdiction to obtain a city permit before a Compliance Certificate is obtained even if no repair or replacement work will be performed.

City of Alameda	(510) 747-6830
City of Albany	(510) 528-5760
City of Emeryville	(510) 596-4310
City of Oakland	(510) 238-3891
City of Piedmont	(510) 420-3050
Stege Sanitary District	(510) 524-4668

2. Scheduling an Inspection and Paying Fees

All PSLs associated with a parcel or parcel group must pass a Verification Test before EBMUD will issue a Compliance Certificate. See Guidelines for Contractors at www.eastbaypsl.com/eastbaypsl/doc/PSLContractorGuidelines.pdf for details.

Contact the EBMUD Regional PSL Program scheduling desk directly at (510) 287-1599 to schedule a special inspection for the parcel or parcel group and to discuss fees and payment. Do not schedule an appointment for online for a greater-than-1,000-foot property, since inspections for these parcels typically take more time and require additional EBMUD planning.

3. Certification

A Compliance Certificate for the property will be issued when all of the PSLs associated with the applicable parcel(s) have been certified as compliant with applicable standards by a passing result on a Verification Test witnessed by EBMUD. The Compliance Certificate is valid for 20 years. Upon expiration of the compliance certificate, a property owner must obtain new compliance certificate(s).