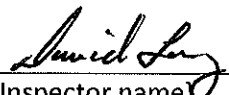
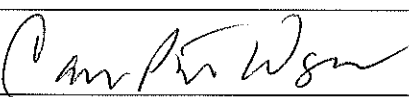


**Region 6 Compliance Assurance and Enforcement Division
INSPECTION REPORT**

Inspection Date(s):	04/06/2017		
Media:	Water		
Regulatory Program(s)	CWA 308[A][B]		
Company Name:	City of Roanoke		
Facility Name:	City of Roanoke Public Works Department		
Facility Physical Location:	245 Marshall Creek Road		
(city, state, zip code)	Roanoke, Texas 76062		
Mailing address:	245 Marshall Creek Road		
(city, state, zip code)	Roanoke, Texas 76062		
County/Parish:	Denton/Tarrant		
Facility Contact:	Shawn Wilkinson	Assistant Director of Public Works	
	Swilkinson@roanoketexas.com		
FRS Number:	110037938729		
Identification/Permit Number:	TXU000162		
Media Number:	NA		
NAICS:	221320		
SIC:	4952		
Personnel participating in inspection:			
David Long	USEPA/6EN-WM	Environmental Scientist	214.665.7323
Damon McElroy	USEPA/6EN-WM	Environmental Engineer	214.665.7159
Jeanne Eckhart	USEPA/6EN-WM	Inspector	214.665.8174
Jayson Albright	Public Works Department	Crew Leader	817.491.2411
Bobby Wallace	Public Works Department	Equipment Operator	817.491.2411
EPA Lead Inspector Signature/Date			11/29/2017
	{Inspector name}		Date
Supervisor Signature/Date			11/29/17
	{Supervisor name}		Date

Section I – INTRODUCTION

Section I - INTRODUCTION

PURPOSE OF THE INSPECTION

A U.S. Environmental Protection Agency (USEPA) program review inspection was conducted in the City of Roanoke Water Utility offices located at 245 Marshall Creek Road, Roanoke, Texas 76062. The inspection was conducted under the guidelines established by the USEPA under the National Pollutant Discharge Elimination System (NPDES) for wastewater collection systems. The purpose of this inspection was to inspect and review the City of Roanoke's current Sanitary Sewer Overflow (SSO) response protocols and their application of a Capacity, Management, Operations and Maintenance (CMOM) program and how the program is used to insure proper operation and maintenance of their collection system. An entry briefing was conducted by EPA-Region 6 inspectors David Long, Damon McElroy, and Jeanne Eckhart at 9:00 a.m. on April 6, 2017 at the City of Roanoke Wastewater Utilities offices. The inspectors met with Jayson Allbright, Public Works Department Crew Leader and Robby Wallace, Public Works Department Equipment. During the entry briefing, the EPA inspectors provided credentials and explained the purpose of the inspection, as well as set the timeline for the day and verified the availability of documents that had been requested the week before.

At the conclusion of the inspection, an exit briefing was conducted that explained the suggestions and areas of concerns noted during the inspection that are detailed in this report. This report is based on information supplied by the City representatives, observations made by the U.S. EPA inspectors, records and reports maintained by the City, the State of Texas and the USEPA.

PROGRAM DESCRIPTION

The City of Roanoke is approximately 5.3 square miles in size and includes a population of 6000 residents (approximately 2200 residential connections and 285 commercial connections) which are provided wastewater services through approximately 60 miles of sewer lines. Over 99 percent of the collection system has been updated since 2000 with PVC pipe. The remaining collection system is composed of vitrified clay. The wastewater collection system has six (6) lift stations and sewer pipes ranging in size from four to 54 inches in diameter. However, the city does not have a Supervisory Control and Data Acquisition (SCADA) system, nor cell based call out system on any of the lift stations. Each lift station does have onsite audible and visible alarms in case of overflow and each station is checked daily (seven days/week) to ensure proper operation during the day. Any issues occurring after regular business hours will be routed from the city switchboard to the on-call wastewater operator for investigation and repair. Only one lift station has a dedicated emergency generator in the event of an electric grid failure. However, the remaining lift stations can be hardwired for electric power supplied by portable generators. The City of Roanoke collection system has experienced only one SSO since 2014. Known problem areas of the collection system, where SSOs have occurred in the past are placed on a quarterly preventative maintenance schedule and cleaned to eliminate/reduce overflows. In addition, Roanoke budgets approximately \$50,000 per year to repair and maintain their collection system. Further, Roanoke does have a CCTV van to check collection system integrity in both public and privately owned sewer lines.

The City of Roanoke has not developed a Wastewater Master Plan, Capital Improvement Plan, nor performed any Inflow/Infiltration studies to ensure capacity and condition of the collection system is being properly maintained. Further, due to the absence of overflows, the City of Roanoke is not a subscriber to the TCEQ Sanitary Sewer Overflow Initiative and, as such, has not developed various written protocols to meet the program's needs. These protocols include their CMOM, FOG (Fats, Oil, Grease) Ordinance to address grease waste from restaurants and private properties, PACP (Pipeline Assessment Certification Program) and a Sewer Overflow Response Plan (SORP).

Section II – OBSERVATIONS

Following the review of their SSO Program, the EPA inspectors requested site tours of Roanoke's lift stations and CCTV mobile unit used to video record the status of their wastewater collection system. A review of each of those sites revealed the following observations:

1. **Lift Stations:** Lift stations are physically visited every day and each station has a visual/audible alarm system, however, they lack connection to a cellular call out system to notify operators in the event of a lift station failure. While only one of the city's six lift stations have their own backup power source, the City of Roanoke demonstrated sufficient ability to prevent overflows via use of portable generators.
2. **CCTV Mobile Unit:** The City of Roanoke maintains one CCTV Mobile Unit, but was out for repairs on the day of inspection. Roanoke CCTV operators do not have a NASSCO (National Association of Sewer Service Companies) certifications to review the integrity of the sanitary sewer pipes in their collection system.

Section III – AREAS OF CONCERN

At the conclusion of the inspection, the EPA inspectors met with the representatives from the City of Roanoke for an exit interview at 1:30 p.m. on April 6, 2017. At that time, the inspectors provided details of the inspection and reviewed issues noted in the inspection that might require additional follow-up or correction. These issues included:

1. While the City of Roanoke does respond to all SSOs, formal reports are only kept on overflows which occur within city owned lines. SSO responses which require private citizen response (repair and/or cleanup) are not reported to the TCEQ and no formal record of the overflow is kept by the City of Roanoke. It was suggested by the EPA inspectors that while reporting the overflows from private lines is not required by the TCEQ, they may want to develop a formal method to track the number of overflows originating from private lines as well as the response and/or actual amounts of discharge to the waters of the U.S.
2. The City of Roanoke has not developed SOPs for the Call Center for SSO response, private lateral investigation and reporting and tracking. It was recommended by EPA staff that the development of such documents would benefit their program

The inspectors exited the site at 3:00 p.m.

Section IV – RECOMMENDATIONS and SUGGESTIONS

1. EPA recommends that the City update its Ordinances to address collection system O&M issues including private service laterals and restaurant collection system problems.
2. EPA suggests the City install a supervisory control and data acquisition (SCADA) system. SCADA would allow the City to implement a proactive requisite automated operation, maintenance, and emergency response process.
3. EPA suggests that the City implement a system specific CMOM program to maintain system sustainability. For further CMOM program guidance you may reference the web link: https://www3.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf.
4. EPA recommends that the City conduct hydraulic modeling, inflow and infiltration (I/I) characterization of City sub- basins, and a sanitary sewer condition assessment program to 1) create a Wastewater Master Plan and 2) identify future capacity improvements.
5. EPA recommends that the City implement a formal asset management process. An active asset management plan will support the City to manage and operate utility assets at a lowered cost as well as judiciously identify critical infrastructure rehabilitation or replacement projects.

Section V – FOLLOW UP

None required. A copy of the inspection report will be sent to the City of Roanoke contact, Shawn Wilkinson, Assistant Director of Public Works.

Section V – LIST OF APPENDICES

Appendix 1 – Photo Log

Appendix 2 – City of Roanoke SSO Inspection Checklist

Appendix 3 - Meeting/Inspection Attendee List

Appendix 4 – City of Roanoke Supplied Documents

- A. Grease Trap Ordinance
- B. SSO Response Plan
- C. TCEQ SSO Reports 2013 – 2014
- D. Lift Station Site Visit Report

Appendix 1

Photo Log

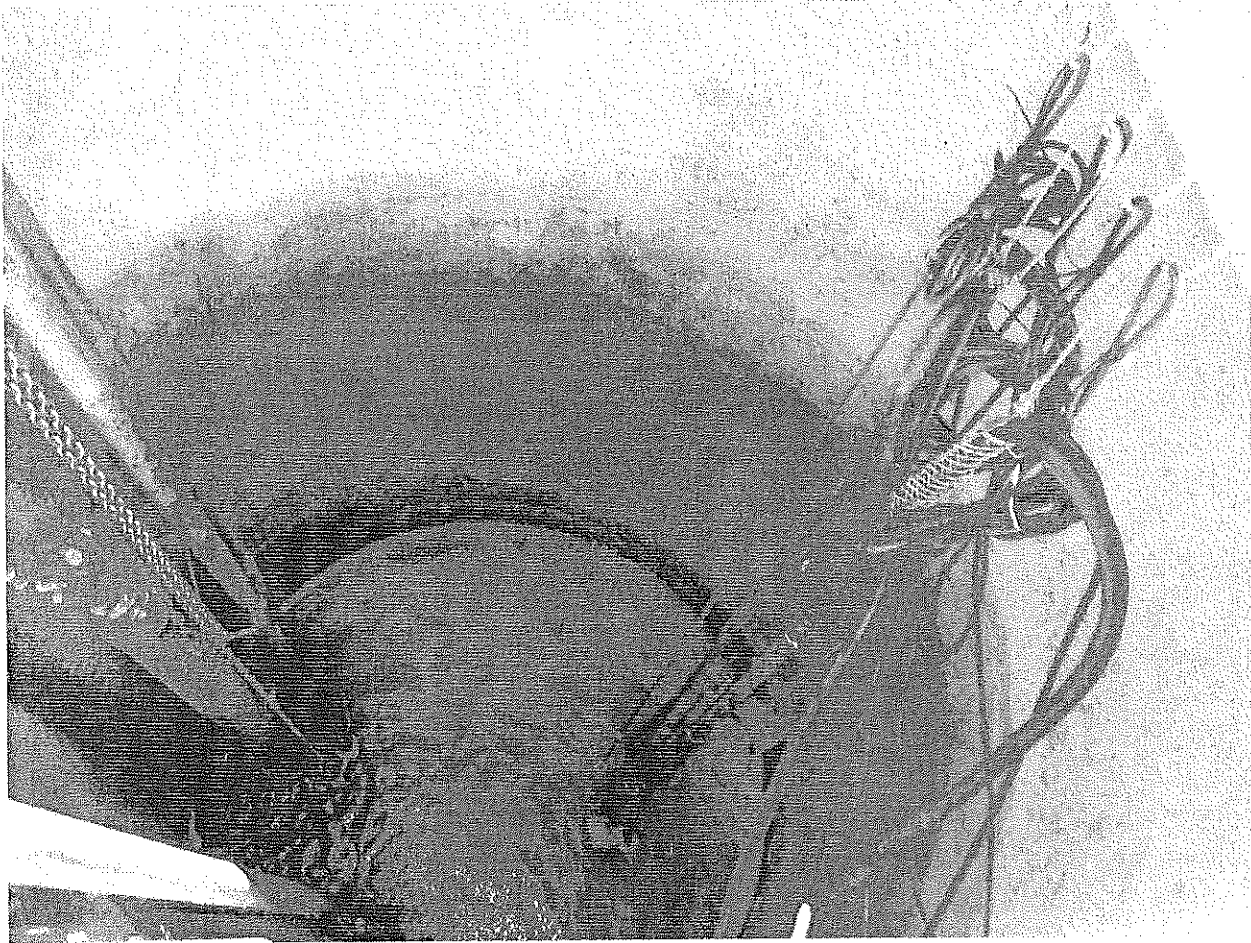


Photo File Name: P4060546.JPG

Date of Photo: April 6, 2017

Time of Photo: 11:13 a.m.

Photographer: David Long

Description: Wet well at New Lift Station

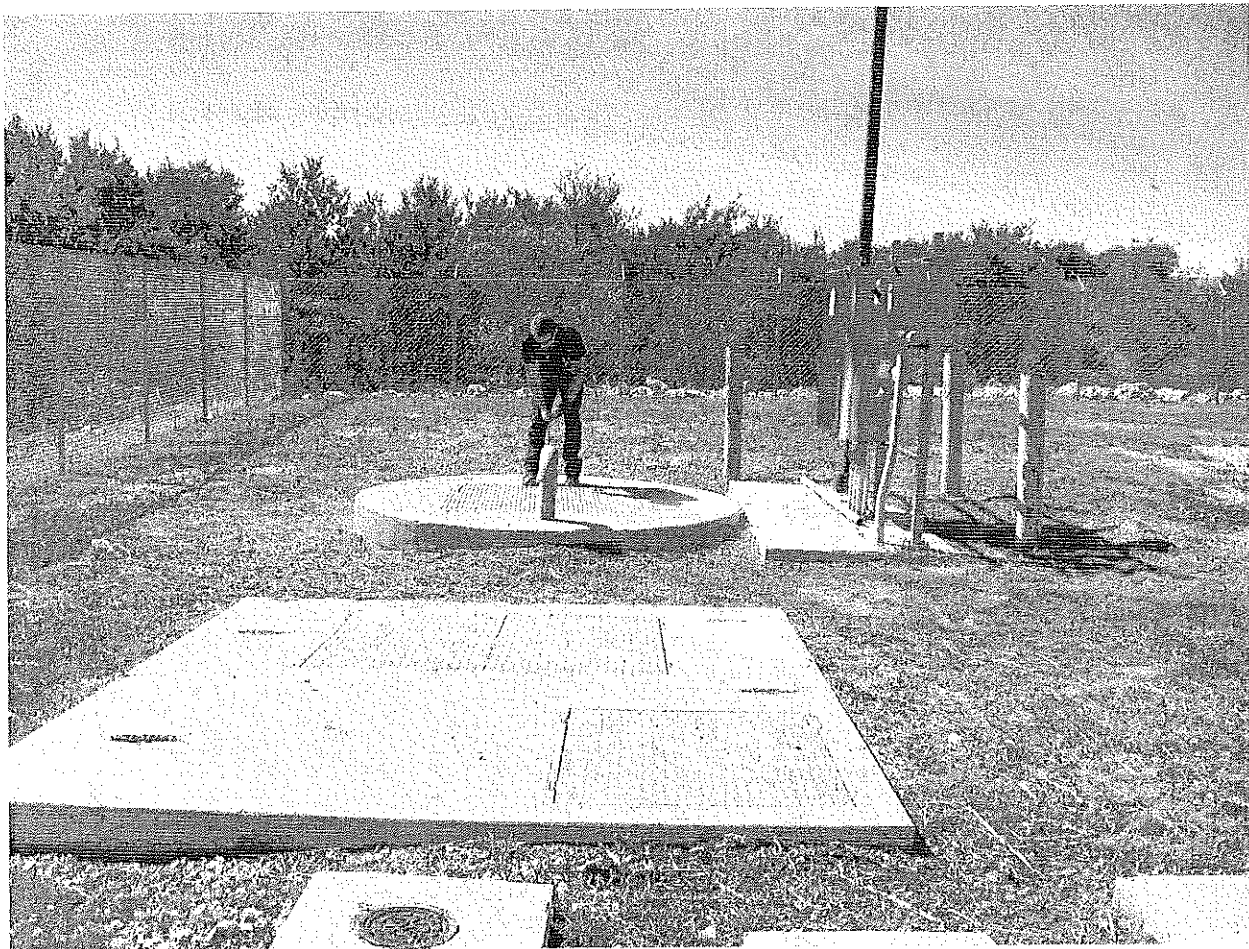


Photo File Name: P4060545.JPG

Date of Photo: April 6, 2017

Time of Photo: 11:12 a.m.

Photographer: David Long

Description: Controller and wet wells at New Lift Station

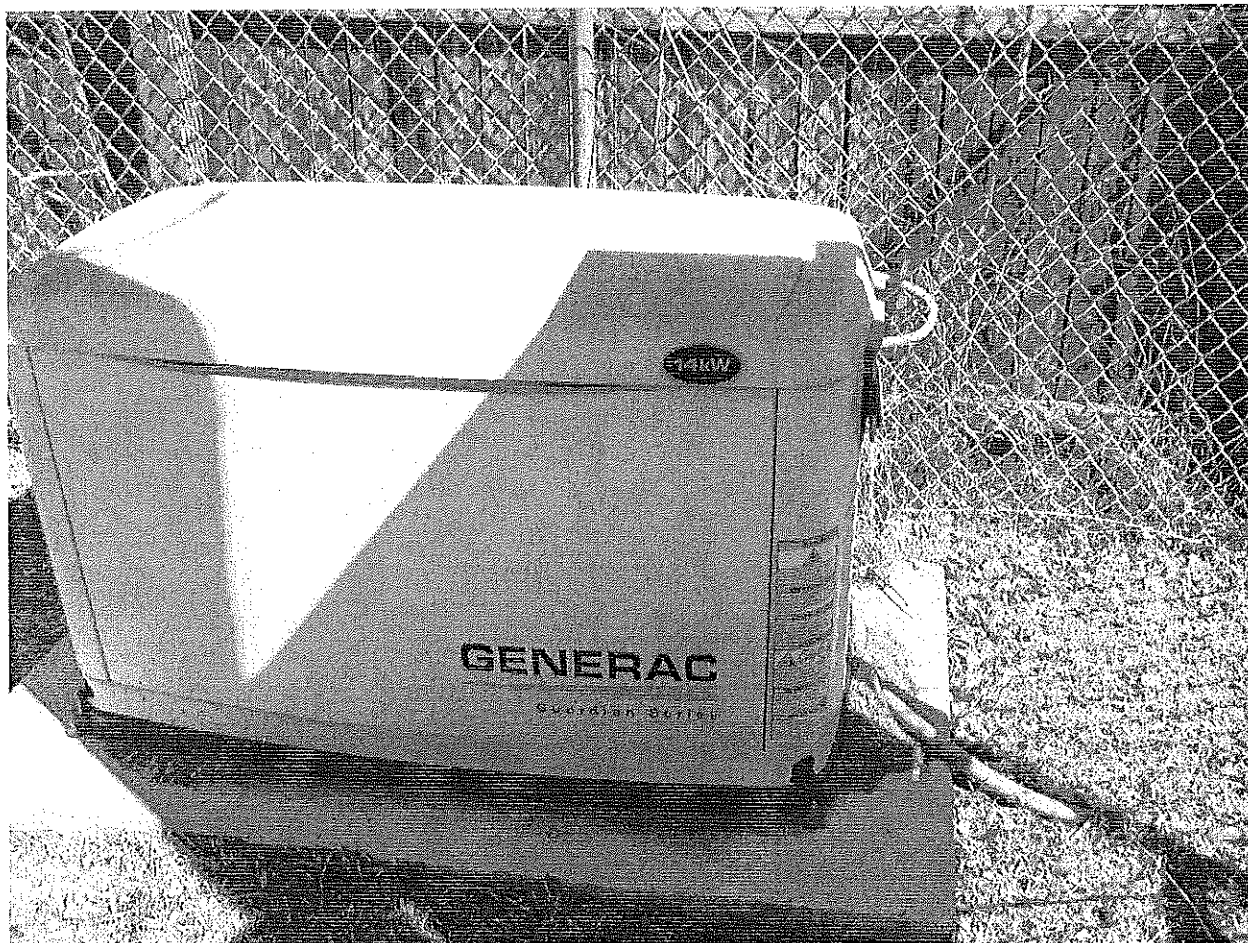


Photo File Name: P4060544.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:57 a.m.

Photographer: David Long

Description: Emergency backup generator at Misty View Lift Station



Photo File Name: P4060543.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:56 a.m.

Photographer: David Long

Description: Wet well at Misty View Lift Station



Photo File Name: P4060542.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:56 a.m.

Photographer: David Long

Description: Exterior of Misty View Lift Station



Photo File Name: P4060541.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:43 a.m.

Photographer: David Long

Description: Dormand Lift Station located behind City of Roanoke welcome sign

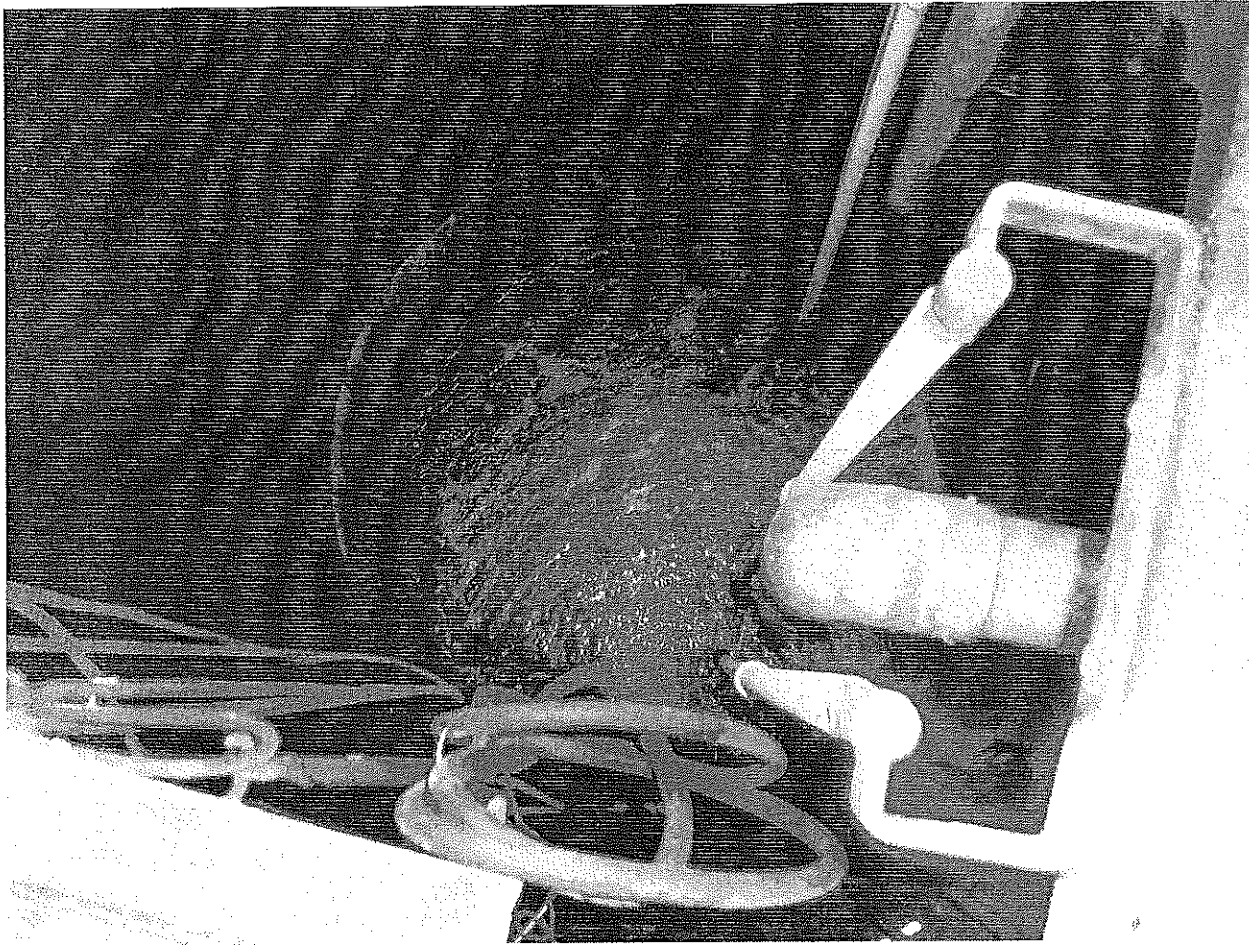


Photo File Name: P4060540.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:43 a.m.

Photographer: David Long

Description: Wet well at Dormand Lift Station

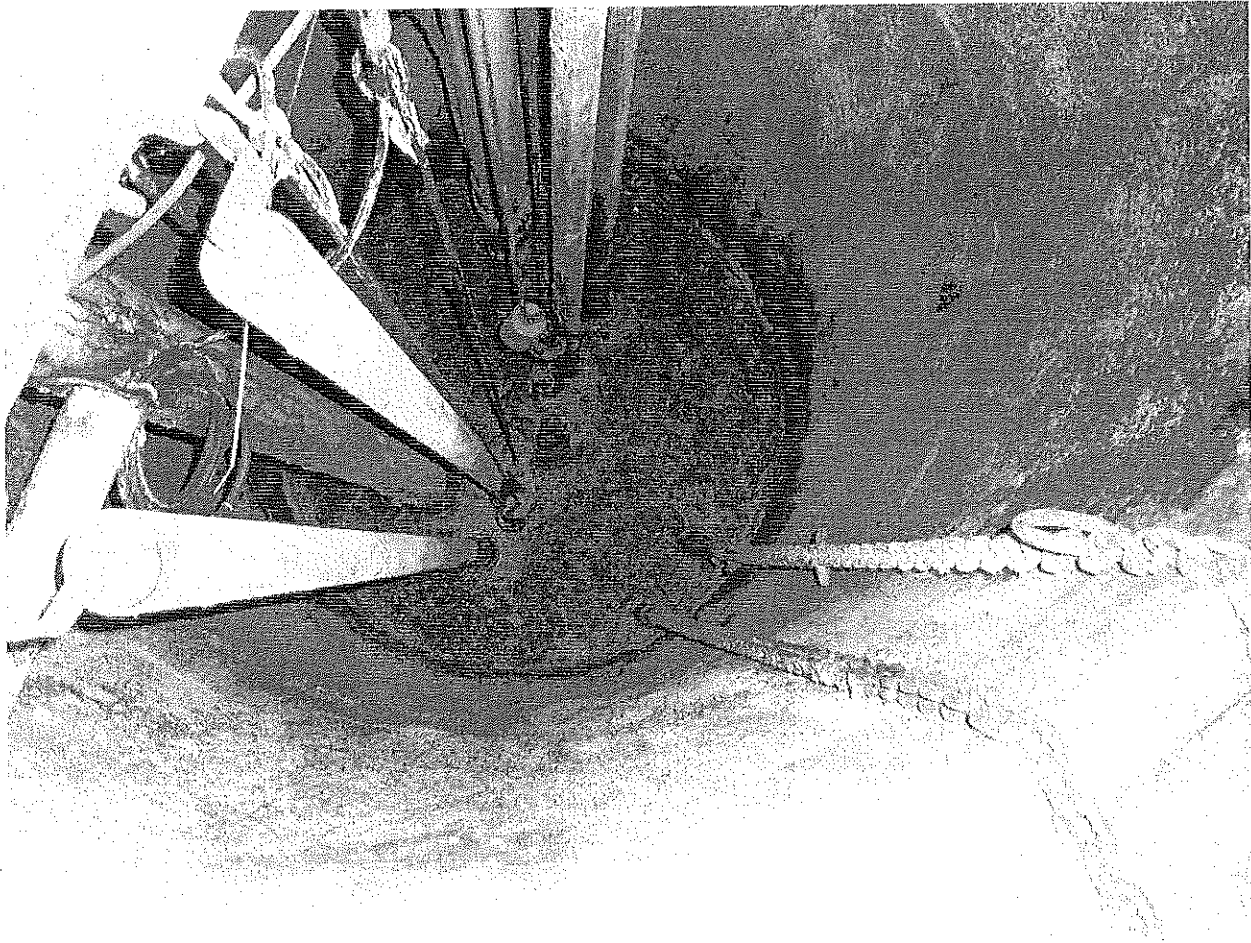


Photo File Name: P4060538.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:31 a.m.

Photographer: David Long

Description: Wet well at Ashley Lift Station



Photo File Name: P4060537.JPG

Date of Photo: April 6, 2017

Time of Photo: 10:31 a.m.

Photographer: David Long

Description: Ashley Lift Station wet well entrance and pumps

Appendix 2
City of Roanoke SSO Inspection Checklist

EPA
SSO Inspection Checklist

Name of Municipality CITY OF ROANOKE

Collection System Description

1. Describe the collection system. COLLECTION SYSTEM IS MADE UP OF 6 LIFT STATIONS, MAJORITY OF COLLECTION LINES ARE PVC & DISCHARGES TO TRA FOR TREATMENT.

2. What is the population of the service area:

- Number of residents 5,910
- Commercial connections 285
- Any septic systems? YES If yes, how many? 5

3. How many miles of sanitary sewer mains are in the collection system? Approx. 60 miles

4. What is the age of collection system? 99% REPLACED SINCE 2000

%VC ≈ 1% (approx. 200')

%DI ≈ 0%

%PVC ≈ 99%

%Other ≈ 0%

5. Does the collection system experience problems during dry weather? No

Describe or provide documentation: _____

6. Does the collection system experience problems during wet weather?

Describe or provide documentation: NO, HOWEVER PRIOR TO THE EXPANSION OF THE TRA PLANT THERE WERE OCCASIONS OF OVERFLOWS CAUSED BY INCREASED FLOW AT THE PLANT.

7. What is your sanitary sewer overflow (SSO) notification procedure? NOTIFY TCEQ WITHIN 24 HOURS, NOTIFY IMPACTED CUSTOMERS & SEND WRITTEN REPORT TO TCEQ.

What is reported? LOCATION, APPROX AMOUNT OF OVERFLOW, CLEAN UP, WHAT IS BEING DONE TO PREVENT FUTURE OVERFLOWS.

8. Are all SSOs reported, regardless of size? YES. If no, why not? _____

EPA
SSO Inspection Checklist

Performance Indicators

1. Summarize the Capacity, Management, Operations, and Maintenance (CMOM) components utilized by the facility and satellite systems, if applicable: _____

2. Does the utility participate in the TCEQ Sanitary Sewer Overflow Initiative (SSOi)? No
 - If yes, please provide the latest SSOi Annual Report.
 - If no, why not? WE HAVE MADE GREAT EFFORTS TO REPLACE THE MAJORITY OF OUR SYSTEM WHICH HAS ELIMINATED PAST TROUBLE SPOTS
3. What Standard Operational Procedures (SOP) are developed and used?

• <u>SCADA?</u>	• ☒ Valve maintenance?
• ☒ Routine Inspections/Maintenance?	• ☒ Fleet Management?
• ☒ Root Control?	• ☒ Clean-up?
• ☒ Lift/Pump Stations?	• <u>Other?</u>
4. Has an infiltration & inflow (I/I) analyses or sanitary system evaluation survey been performed? No
 - If yes, describe (and provide a copy of any associated reports) _____

 - Smoke Testing?
 - Dye Testing?
 - CCTV?
 - Peaking Factors?
 - If not, why not? THE MAJORITY OF OUR SYSTEM HAS BEEN REPLACED & REDUCED PAST TROUBLE SPOTS.
5. Describe the sewer cleaning and inspection goals. VISUAL INSPECTION FOR GREASE BUILD UP IN LIFT STATIONS IS DONE DAILY & DEGREASER IS USED ROUTINELY TO PREVENT BUILD UP. VISUAL INSPECTION DETERMINES CLEANING PRIORITY IN COLLECTION SYSTEM.
 - Hot Spots? ARE RAN QUARTERLY
 - Annual Goals? TO CLEAN & INSPECT ENTIRE SYSTEM.
6. Describe any training for receiving, documenting, and responding to sewer calls.
 - Discharge Estimates? _____
 - Safety/Confined Space? _____
 - Lockout/Tagout? _____
 - Reporting? _____
 - Treatment/Clean-up? _____
 - Other? TYPICAL TCEQ LICENSE TRAINING.

Appendix 3
Meeting/Inspection Attendee List

Appendix 4A
Grease Trap Ordinance

- **ARTICLE 11.700 - SEWER USE REGULATIONS**

- Sec. 11.702. - Use of Public Sewers Required.
- Sec. 11.703. - Building Sewers and Connections.
- Sec. 11.704. - Prohibited Discharges.
- Sec. 11.711. - Impairment of Facilities.
- Sec. 11.723. - Authority to Disconnect Service.
- Sec. 11.724. - Notice.
- Sec. 11.725. - Continuing Prohibited Discharges.
- Sec. 11.726. - Penalty.

- **Sec. 11.702. - Use of Public Sewers Required.**

(a)

It shall be unlawful for any person to place, deposit, or permit to be deposited in any unsanitary manner on public or private property within the City of Roanoke, or in any area under the jurisdiction of said City, any human or animal excrement, garbage or other objectionable waste.

(b)

It shall be unlawful to discharge to any natural outlet within the City of Roanoke or in any area under the jurisdiction of said City any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this article.

(c)

Except as hereinafter provided, it shall be unlawful to construct or maintain any privy, privy vault, septic tank, cesspool, or other facility intended or used for the disposal of sewage.

(d)

The owner of all houses, buildings, or properties used for human occupancy, employment, recreation, or other purposes, situated within the City of Roanoke and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City is hereby required at his expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this article, within 90 days after date of official notice to do so, provided that said public sewer is within 100 feet, (30.5 meters), of the property line.

Sec. 11.703. - Building Sewers and Connections.

- (b)

There shall be three classes of building sewer permits: (1) for residential service, (2) for commercial service, and (3) for service to establishments producing industrial wastes. In any case, the owner, or his agent, shall make application to the City. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the City. A fee as provided for in the fee schedule found in the appendix of this Code for a commercial or an industrial building sewer permit shall be paid to the City at the time the application is filed.

- **Sec. 11.723. - Authority to Disconnect Service.**

(a)

The City may terminate water and wastewater disposal service and disconnect a customer from the system when:

- (3)

The customer:

(A)

Discharges waste or wastewater that is in violation of Sections 11.704 through 11.711 of this article;

- **Sec. 11.724. - Notice.**

The City shall serve persons discharging in violation of this article with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory compliance.

(Ordinance 86-125 adopted 10/21/86, Section 24)

- **Sec. 11.725. - Continuing Prohibited Discharges.**

No person may continue discharging in violation of this article beyond the time limit provided in the notice.

(Ordinance 86-125 adopted 10/21/86, Section 25)

- **Sec. 11.726. - Penalty.**

(a)

A person who continues prohibited discharges is guilty of a misdemeanor and upon conviction is punishable by a fine as provided for in the general penalty provision found in Section 1.106 of this Code, and for each day of violation.

(b)

In addition to proceeding under authority of subsection (a) of this section, the City is entitled to pursue all other criminal and civil remedies to which it is entitled under authority of statutes or other ordinances against a person continuing prohibited discharges.

(Ordinance 86-125 adopted 10/21/86, Section 26)



01/01/2017

Waffle House
PO Box 6450
Norcross, GA 30091

Official Notice

Re: 800 W. Hwy 114 Roanoke, TX 76262

PLEASE READ CAREFULLY

Dear Sir or Madam,

Our records indicate that a Grease/Sand and/or Grit Trap/s is installed at this location. This is a reminder that the State of Texas and local ordinance requires that these trap/s be serviced on the frequency designated by your city representative. Please contact a state licensed Transport/Hauler who is registered with the City of Roanoke through our 3rd party company SC Tracking Solutions and have the following trap/s serviced. *The Manifest/service report is required to be submitted by the Transport/Hauler through the SCTS website. Paper manifests/reports will no longer be accepted by paper or by mail.*

****Forward this written communication to your chosen Transport/Hauling service provider. They will need the Catalog Number listed below to submit the manifest/service report.**

Device

Liquid Waste - Grease Trap - back of property

Your Catalog #TXROA-5004

(This number is used by the Transporter/Hauling service provider to enter the results of any/all Liquid Waste manifest/service reports for this property.) The frequency of these service reports has been determined by the city representative in advance of this notice.

SC Tracking Solutions has been contracted with the city to process all manifest/service reports, monitor all Transport and Disposal company information and facilitate notice to Generators, business representatives. If at any time you have a question about the frequency of service to your trap/s please contact me directly at (817) 491-2411.

Sincerely,

Shawn Wilkinson
Public Works Superintendent
City of Roanoke, Texas

Support at cs@sctrackingsolutions.com or 866-232-0174

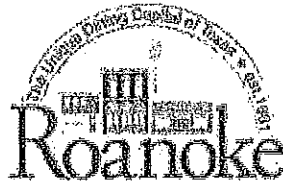
Appendix 4B
SSO Response Plan

City of Roanoke Public Works Department Policy for Sanitary Sewer Stoppage Calls

The following is the department's policy/procedures when we are called to a sewer stop.

1. Upon receiving call, arrive at address and access the situation.
2. Check manholes for evidence of blockage. If holding water then proceed to run mainline.
2. If property line clean out is available open and determine if line is clear from that entry point to main.
3. If no property line clean out is available locate the clean out by structure.
4. If clean out located next to structure is clear then report to customer they will need to contact a plumber
5. If Clean out is holding water, PW will run the line to free blockage. Once the line is clear, a video inspection will be performed and/or scheduled (if after normal operating hours) to determine cause and further repairs if needed.
6. Problem is located and if determined to be a City of Roanoke repair will be scheduled ASAP. If determined to be a customer issue, the customer is notified and the problem area is marked.

Public Works



Work Order

Date: 2-13-17 Completion Date: _____
Employee(s): CP-MF-DO Requested by: _____
Address: 425 Bristol
Time spent: 1 1/2 hour

customer sewer service problem

Job Description:

9:00AM *Customer called into public works about his commodes not flushing and his sewer cleanout holding water.*

crew went out and checked city cleanout and it was clear. Customer cleanout holding water. Put in sewer snake into customer cleanout and approx 5' out on customer side we broke the stoppage up. We put the hand held push camera in the line and saw what looked like an low area that could collect solid and cause a stoppage.

Completion Notes:

Notified customer that it was in their sewer line on their property and their problem to repair so that they would not continue to have problems.

Public Works



Work Order

Date: 1-31-17 Completion Date: _____
Employee(s): DD-6D-DP-ER Requested by: _____
Address: 120 Sycamore
Time spent: 7 hrs.

customer sewer service problem

Job Description:

approx. 8:30 AM customer called and said he had a plumber clear his line of a stoppage! But he said the problem was at the tap on the main line. We ran our service camera in customer line and located a "dropped" elbow coming off the tap. This was causing solids to hang up! We went to Home Depot and rented a small track hoe. As this was in the backyard in utility easement. Dug down and located misaligned

Completion Notes: *fittings, cut out this area and put in new parts etc! and also put in a double sweep clean-out as there wasn't one here to start. It now has a city clean-out! Backfilled & smoothed up the area and took the track hoe back to Home Depot!*

Public Works



Work Order

Date: 1-13-17 Completion Date: _____
Employee(s): DD-JJ-GD-DF Requested by: _____
Address: 321 Ricky
Time spent: 1 hr.

customer sewer service line problem

Job Description:

*approx 9:00 a.m. - resident called said his
commodities weren't flushing and his
cleansuit holding water. We went out
checked man (it was flowing fine). Rose
our steel snake in line and broke thru
stoppage just a few feet out in
front of their cleansuit. Let water
drain down and put camera into
line all the way to the man. Line
looked good except a suspicious
area. Right when we broke thru
the stoppage at an elbow.*

Completion Notes:

*Notified customer the problem didn't
look very severe but it could have
caused toilets & such to get caught
up in the line but was no big deal
to get it unstopped.*

Public Works



Work Order

Date: 1-6-17 Completion Date: _____
Employee(s): DO-60-DP-ER Requested by: _____
Address: 127 Elm St.
Time spent: 2 hours

customer sewer service problem

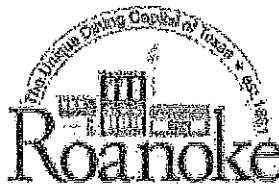
Job Description:

*elderly residents called in approx 9:15 AM
said they were having problems with their
commodes flushing! Crew went out
and checked city cleanout (no problem)
checked customer cleanout up nearly
to the house! It was holding water!
We ran the sewer snake from out
city cleanout towards customer
cleanout. We broke thru the
stoppage. We ran the sewer
camera to see a problem but the
only problem we saw was a*

Completion Notes: *buildup of grease in a
belly in his line!*

*problem was in customer line
but we got them cleared up
for now!*

Public Works



Work Order

Date: 1-2-17 Completion Date: _____
Employee(s): E.R. Requested by: _____
Address: 1116 Eastwick
Time spent: 2 1/2 hr O.T. (on call)

approx 6:00 P.m. ? customer sewer service problem

Job Description:

Police Dept. called the on call person - customer having sewer issues! E.R. went and checked this out! City cleanout not holding water! Customer cleanout was holding water! Ran the sewer snake in customer cleanout and broke thru the stoppage. Ran the service camera into customer line to find a problem! Found a broken sewer fitting with jagged edges where it looks like solids could hang up on and stop flow.

Completion Notes:

Marked the area where customer could dig up and do repairs - customer said they would take care of the problem.

Appendix 4C
TCEQ SSO Reports 2013 – 2014

Water Quality Noncompliance Notification

See back of Form for Guidance for Completion

FILE COPY

☒ Unauthorized Discharge

☐ Reportable Effluent Violation

☐ Other

General Information

Entity Name: CITY OF ROCKFORD

Telephone No: (817) 491-6099

☒ Permittee

☐ Subscriber

TCEQ Region:

County: DENTON

*Permit Number:

Noncompliance Summary

Description of Noncompliance (include location, discharge route, and estimated volume of unauthorized discharge):

Manhole at Misty View Ct. Discharged into the street to Alley way AND RAN BACK DOWN to Drainage inlet Behind Construction zone at

Cause of Noncompliance: Interstate 170

New Construction of Manholes and Collection lines. Inverts were Not Removed from New Manhole Construction

Duration:

Start Date and Time: 9-13-13 7:00pm

End Date and Time: 9-14-13 10:30 AM

Or Date Expected to be Corrected:

Potential Danger to Human Health and Safety or the Environment:

Actions Taken

Monitoring Data: Data should be attached or submitted to TCEQ when available.

☐ Yes

☒ No

Field Measurements

☐ Yes

☒ No

Laboratory Samples

☐ Yes

☒ No

Fish Kill If yes, estimated number killed:

Actions Taken to Mitigate Adverse Effects:

CONSTRUCTION INSPECTORS HAD CONTRACTOR REMOVE & CLEAN ANY DEBRIS AND FLUSH AREA

Actions Taken to Correct the Problem and Prevent Recurrence:

INVERTS WERE REMOVED TO ALLOW WATER TO FLOW THROUGH COLLECTION SYSTEM

Verification Information

Information Reported By (Name/Title): SHAWN WILKINSON Public Works Superintendent

Date Reported: 9-10-13

Signature: [Signature]

Note: If this form is being used for a 5-day written report, a copy of the form should be sent to the TCEQ Region Office, and the original to: TCEQ, Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087.

* If the noncompliance is an unauthorized discharge from a wastewater collection system, use the permit number of the treatment plant to which the collection system is tied. If you are uncertain of this permit number, you may call the TCEQ Regional Office for assistance.

Water Quality Noncompliance Notification

See back of Form for Guidance for Completion

☒ Unauthorized Discharge

☐ Reportable Effluent Violation

☐ Other

General Information

Entity Name: City of Roanoke

Telephone No (#####): (817) 491-6099

☒ Permittee

TCEQ Region: R4 - DFW

County: Denton

*Permit Number:

☒ Subscriber

Noncompliance Summary

Description and Cause of Noncompliance (include location, discharge route, and estimated volume of unauthorized discharge):

Manhole located at the corner of Cedar and Lakeview was blocked by what appeared to be grease. Approximately 800 to 1000 gallons was released into the drainage ditch adjacent to the manhole. Blockage was cleared and overflow was removed with vacuum truck. Flushed area with chlorinated water.

Duration:

Start Date: 1/26/14

End Date: 1/26/14

Or

Date Expected to be Corrected:

Time: 1:30 pm

Time: 1:45 pm

Potential Danger to Human Health and Safety or the Environment:

N/A

Actions Taken

Monitoring Data: Data should be attached or submitted to TCEQ when available.

Field Measurements

Laboratory Samples

Fish Kill (If yes, estimated number killed):

☐ Yes ☒ No

☐ Yes ☒ No

☐ Yes ☒ No

Actions Taken to Mitigate Adverse Effects:

Debris was removed and area was flushed

Actions Taken to Correct the Problem and Prevent Recurrence:

Collection line was cleaned

Verification Information

Information Reported By (Name/Title): Shawn Wilkinson/PW Superintendent

Date Reported: Jan 27, 2014

Signature:

Note: If this form is being used for a 5-day written report, a copy of the form should be sent to the TCEQ Region Office, and the original to: TCEQ, Compliance Monitoring Team (MC224), Enforcement Division, P.O. Box 13087, Austin, TX 78711-3087.

* If the noncompliance is an unauthorized discharge from a wastewater collection system, use the permit number of the treatment plant to which the collection system is tied. If you are uncertain of this permit number, you may call the TCEQ Regional Office for assistance.

Appendix 4D
Lift Station Site Visit Report

**City of Roanoke
Public Works Division
Lift Station Inspection Form**

Time:											
	LS Misty View	LS Dorman	LS Litsey	LS Rufe Snow	LS Ashley	LS Schooling Road					
	Facility Condition										
Grounds											
Gates											
Fence											
Grass/Weeds/Trees											
	Dry Well Conditions										
Buildings											
Doors											
Lights											
Noises											
Leaks											
Dehumidifier											
Pump Motor											
Fuse Box											
	Wet Well Conditions										
Pump #1 On											
Pump #2 On											
Grease											
Degreaser Added											
Wet Well Level											

Date: _____

Name: _____

Comments: _____

LIFTSTATION # 1 FAILURE PROCEDURE

LOCATION: 5927 Waterford

DESCRIPTION: Lift station

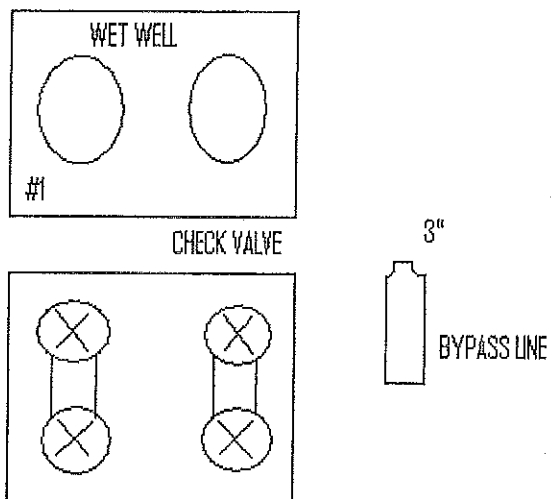
TOOLS: WATER DISTRIBUTION/WECO KEYS

OBJECTIVE: Trouble shooting.

PROCEDURE:

- Pump Failure
 1. Check overload relays white button # 1 blue button # 2 push and release this will reset pumps.
 2. Turn pump control to hand position to start pump, if pump automatically trips the breaker put control to off and contact dispatch to have pump inspected.

Notes: RTU SCADA on backside of control panel.



TURNING GENERATOR ON PROCEDURE

LOCATION: Pump house

DESCRIPTION: Located at northeast corner of pump house.

TOOLS: WATER DISTRIBUTION/WECO KEYS

OBJECTIVE: Run the generator and apply load.

PROCEDURE:

Check oil visibly check belts through metal guard, oil stick is located west side of generator, check fuel gauge located on east lower floor side of generator. If generator is out of fuel or low on fuel inform water distribution supervisor and or dispatch, they will have a tanker come fuel it.

The generator is generally on auto, which will immediately start the generator in a power outage to supply the water utilities compound with electrical power. We the water distribution crew, will start the generator by stepping inside the enclosure facing the control panel on the south side of the generator and turning the toggle switch to the middle and to the left from the AUTO position, when the switch is all the way left the generator will start,, should it not start the starter will disengage and shut off, when this happens there is a priming pump on the fuel pump which is located next to the oil check stick, it is a round handle that is spring loaded, just twist counter clockwise to activate, pump the handle 20-30 then screw the handle back into the fuel pump, restart the generator, if it fails to start repeat. Failure to start requires outside contractor maintenance. The hand start procedure is performed once a week, also once a month the generator is started and a load test is performed, this is accomplished by pulling up on a black switch located on the lower grey panel on the east front side of generator, always run generator for 30-45 minutes, if running with load on, turn load off and run for 10 minutes before shutting down the generator.

LIFT STATION 7 MAINTENANCE

AT BAR SCREEN CONTROL PANEL, PUT CONTROLS IN "LOCAL" AND RUN BAR SCREEN "FORWARD" 1 FULL ROTATION TO EMPTY SCREEN, PLACE BAR SCREEN NEAR TOP OF TRACK, ACCESSABLE THROUGH GATES, WITH CANISTER IN UPRIGHT POSITION, TURN CONTROLS BACK TO "OFF" POSITION. WASH OFF TRASH, GREASE AND SOLIDS WITH WATER HOSE. USE POWER WASHER ONCE A MONTH TO REMOVE BUILD UP OF GREASE. WASH DOWN FLOOR AND WALLS WHEN NEEDED.

TO GREASE THE BAR SCREEN, BE SURE GREASE FITTINGS ARE CLEAN AND TAKING GREASE, SOME FITTINGS ARE SELF-FEEDING AND HAVE GREASE RESEVOIRES, THEY ONLY HAVE TO BE FILLED WHEN LOW. YOU CAN REACH ALL FITTINGS THROUGH THE GATES. DO NOT ENTER CAGE!

TO FILL THE OIL CANISTER, OPEN CANISTER AND FILL WITH ONE AND A HALF TUBS OF OIL, REPLACE CAP, FILL AIR CANISTER TO 100 psi AND OPEN YELLOW HANDLE ¼ TURN, RUN BAR SCREEN IN "FORWARD" TO OIL COG AND CHAIN, RUN UNTIL OIL AND AIR ARE EMPTY, WATCH FOR NOZZLE CLOGS AND CLEAN WHEN NECESSARY, CLOSE YELLOW HANDLE FULLY WHEN COMPLETE.

PLACE CONTROL IN "OFF" POSITION WITH THE SENSOR IN LINE WITH THE RECIEVER AT TOP OF TRACK. TAKE DUMPSTER OUT AND TURN AROUND SO COVERS FOLD BACK.

OPEN HATCHES (EAST/WEST) TO WET WELL AND CHECK FOR GREASE BUILD UP, USE SMALL TUB TO THROW DEGREASER WHERE IT IS NEEDED .

AIR FILTERS ON DIGESTERS CAN BE CLEANED BY TAPPING THEM ON THE SIDES AND/OR BLOW OUT WITH COMPRESSED AIR. THE TIMER IS ON THE NORTH WALL ABOVE THE CONTROL PANELS AND CAN BE MANIPULATED TO TURN DIGESTERS ON TO CHECK OPERATION. PUT TIMER BACK TO NORMAL (9-11, TWICE EACH DAY).

IF AIR RELIEF VALVES ON DIGESTER BLOWER MOTORS ARE "LOUD" DIGESTERS NEED TO BE ADJUSTED IN THE WELL, MAY NEED TO BE RAISED OR LOWERED

RUN THE GENERATOR AT THE CONTROL PANEL INSIDE THE CONTROL ROOM FACING THE EAST WALL, TURN HANDLE FROM "AUTO" TO "OFF" AND BACK TO "RUN", GENERATOR WILL START, LOOK FOR STACK ON GENERATOR BUILDING TO OPEN, RUN 15 MINUTES, STOP GENERATOR BY TURNING HANDLE FROM "RUN" TO "STOP", THEN BACK TO "AUTO", HANDLE MUST GO PAST THE "OFF" POSSITION!

PUMP 1 AND 2 ONLY RUN WHEN THE LEVEL IS ABOVE 10 FEET!

PUT CONTROL IN LOCAL, PUSH START. YOU WILL HEAR THEM START! Run one pump at a time, after both pumps have run, turn key, and do the sequence again. Put all back where it was when done. RUN FOR 2-3 MINUTES AND PUSH STOP, THERE WILL BE A FEW MINUTE DELAY WHILE THE PUMP GOES THROUGH AN "ANTI-BACKSPIN" MODE, AFTER SCREEN STATES, "READY", TURN CONTROL BACK TO OFF! DO NOT LEAVE CONTROL IN AUTO! PUMPS 3&4 ARE SET IN AUTO, ONLY RUN IN HAND WHEN ASKED.

CHECK DOWN STAIRS FOR ANY LEAKS (WATER/OILS) CHECK SUMP PUMP, CHECK LIGHTS, CABLES, RAILING, U-BOLTS, ETC. FOR DAMAGE OR WEAR. MAINTAIN GENERAL HOUSEKEEPING IN ALL AREAS. PICK UP ANY TRASH AND SWEEP FLOORS WHEN NEEDED, THIS INCLUDES OUT SIDE OF BUILDING AS WELL.

END OF DAY: TURN DUMPSTER AROUND AND RETURN TO BARSCREEN, PLACE CONTROL IN "AUTO" AND "FORWARD". LOCK DOUBLE DOOR WITH CHAIN.

Communication Failure

LOCATION:

DESCRIPTION:

TOOLS:

OBJECTIVE: Trouble shooting.

PROCEDURE:

Power Outage To Building

As you arrive at the site the first thing you have to do is check to see if the site has power, if the site has no power look around at the closest light poles and look for any tripped fuses or anything that would show a sign of a power company failure, if something of this sort is present call dispatch and have them call Oncor to come take care of it.

Battery Is Bad

If there is power present go to the control panel to check the UPS/backup battery supply. One sign that gives a faulty battery back up supply away is a beeping noise, if you have the beeping noise either the battery in the backup is bad or SCADA is being maintained by battery and is running out. Check to see if the power light on at SCADA pack located on top left of SCADA pack, green light. If the light is on take the plug and plug it in into the Surge protector side of the battery backup, if the beeping quits and you still have lights on your SCADA pack replace your battery.

Bad Fuse

If you don't have lights when you plug the SCADA plug into the surge protector side, you are not getting power to your SCADA pack you will have to seek where you are loosing your power. Check breakers to make sure none of them have tripped and your outlet is bad, check your fuses to make sure you're getting power to your SCADA pack but if you do have power to your power supply (white square box "30w output power supply") you probably have a bad fuse.

Bad SCADA box

If you don't have lights when you plug the SCADA plug into the surge protector side, you are not getting power to your SCADA pack you will have to seek where you are loosing your power. Check breakers to make sure none of them have tripped and your outlet is bad, check your fuses to make sure you're getting power to where you need it. If you have power to your surge protector and to your power supply (white square box "30w output power supply") and have checked all the fuses and connections and still have no lights on your SCADA, you have a bad SCADA box.

Bad Power Supply

If you have power at your surge protector and have no light on your power supply (white square box "30w output power supply") you have a bad power supply.

Sewer Main Maintenance	
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[illegible]