



# Residential Alternative Sewer Management Program

## Procedures and Specifications

Revised: November 2020

---

## Contents

<b>SECTION I. GENERAL PROVISIONS.....</b>	<b>2</b>
A. Intent of the Program.....	2
B. Application for Service .....	2
C. Review Application.....	2
D. Notification.....	3
<b>SECTION II. CONSTRUCTION PROCEDURES .....</b>	<b>3</b>
A. Owner's Responsibility.....	3
B. BJWSA's Responsibility.....	4
C. Licensed Contractor's Responsibility .....	4
D. Acceptance of System .....	5
<b>SECTION III. OPERATION &amp; REPAIR.....</b>	<b>5</b>
A. Activating the System .....	5
B. Repair of the System.....	5
C. Proper Use of the System .....	5
<b>SECTION IV. PROJECT FLOW.....</b>	<b>7</b>
<b>SECTION V. ATTACHMENTS.....</b>	<b>9</b>
<b>ATTACHMENT 1 -- ALTERNATE SEWER SERVICE APPLICATION .....</b>	<b>10</b>
<b>ATTACHMENT 2 -- INSTRUCTION FOR EXECUTION OF RESIDENTIAL PUMP STATION AGREEMENT .....</b>	<b>10</b>
<b>ATTACHMENT 3 -- RESIDENTIAL PUMP STATION AGREEMENT.....</b>	<b>11</b>
<b>ATTACHMENT 4 -- CONSTRUCTION DRAWINGS .....</b>	<b>16</b>

---

## **Section I. General Provisions**

### **A. Intent of the Program**

The intent of the program is to provide an alternative means for a single-family dwelling to obtain a service connection to the Authority's sewer system using a connection to a pressurized force main if gravity sewer is unavailable. The connection may be for an existing residence or a house under construction.

The Alternative Residential Sewer System, which replaces an on-site septic system, utilizes a sewage collection and disposal system comprised of a gravity sewer lateral from the house, a pump station, and a pressurized force main that discharges collected flows to a larger existing force main.

The following criteria will be used to determine the feasibility of using the alternative sewer program for a single-family dwelling:

1. Gravity sewer is not available within 300 FT of the property as defined in BJWSA's Sewer Use Regulations.
2. The property owner making the request must be a BJWSA water customer or become one at the time sewer service is established.
3. The property must be located adjacent to an existing BJWSA sewer force main (i.e. at least one property boundary must border an existing BJWSA sewer force main).
4. Capacity must be available in the existing force main to accept the additional flows.
5. The existing force main cannot be classified as "Sewer Transmission Main".
  - a) The user may only be a single-family dwelling. If multiple structures on a single parcel are to be served by a single pump station, a duplex pump station is required and popping sewer cleanouts will be required at the cleanouts adjacent to each structure. If a structure is added to an existing property at a later date, the Owner must notify BJWSA prior to the addition, and the owner must upgrade the Sewer Facilities as required.
6. Owner must connect to a gravity sewer system if or when it becomes available, at the expense of the Owner

### **B. Application for Service**

In order to utilize this system, the Owner must submit an Alternate Sewer Service Application (see Attachment 1) to the BJWSA Engineering Department for review. If any questions arise while completing this application, the Owner should call 843-987-8021 for assistance. It may be necessary for a BJWSA employee to visit the property to assist the Owner in the completion of the application.

### **C. Review Application**

Once BJWSA receives the service application, staff will review the above criteria to determine if the alternate sewer connection is a viable option for the property. The application review will normally be completed within 2 weeks of receiving the application. The review may involve another site visit and additional discussions with the homeowner.

---

## **D. Notification**

When the review of the service application is complete, the owner will be notified in writing by BJWSA of the approval status. Applicants meeting criteria herein will also be provided a list of applicable pre-construction fees required, including:

1. Wastewater capital contribution (capacity) fee
2. Sewer tap fee
3. Sewer lateral inspection fee

Fees must be paid or a payment plan established prior to proceeding with construction of the approved sewer system. The owner may apply for BJWSA's Deferred Fee Payment Plan to divide the capacity fee in equal monthly payments not to exceed 5 years. The Deferred Fee Payment application will be accepted if the owner meets the criteria and conditions in accordance with the Deferred Fee Payment Plan.

## **Section II. Construction Procedures**

### **A. Owner's Responsibility**

Once the Application for Service is approved, the following will be the Owner's responsibility:

1. The owner will be required to hire a licensed electrical and a licensed utility contractor(s) approved by BJWSA to install an approved grinder pump station and force main as set forth in current BJWSA Specifications and in compliance with the attached details. BJWSA suggests getting at least two (2) bids.
2. The location of the pump station will be determined based on the following criteria:
  - a. Providing all weather drivable and unobstructed access within 5' of the pump station for maintenance around pump station components. Obstructions include but are not limited to, locked gates, animals, fencing, mailboxes, etc.
  - b. Leaving the area within five (5) feet of the pump station clear of trees and/or bushes.
  - c. Providing truck access to the pump station site, necessary for emergency service.
3. The owner must agree to enter into a mutual Residential Pump Station Agreement with BJWSA. (See Attachment 3)
4. The sewer lateral from the home to the pump station wet-well may not be connected prior to the service authorization and permit to operate being issued by BJWSA. The owner's plumber is required to call BJWSA Field Operations Department for a sewer inspection before any portion of the sewer lateral is covered.
5. Upon BJWSA issuing the service authorization and permit to operate, the Owner must abandon the existing septic tank and drain field in accordance with SC DHEC regulations.
6. In the event gravity sewer is proposed in the area surrounding this property, the property Owner must vote in favor of the gravity sewer installation. It is the Owners responsibility to pay associated fees and construction costs to immediately connect to the new system

---

after installation, to abandon the existing connection to the force main, and abandonment of the pump station.

7. The property owner agrees to pay the reoccurring monthly fees for the services as outlined in the Residential Pump Station Agreement.

## **B. BJWSA's Responsibility**

1. Determine the appropriate location of the grinder pump station, discharge force main routing, and tap location to existing force main meeting the requirements of Section A.2. above and attached details.
2. Schedule a pre-construction meeting with the customer's licensed utility contractor and licensed electrician once the Pump Station Service Agreement has been signed, fees are paid, and submittals are approved.
3. Tap the existing BJWSA force main after installation of tapping valve by the owner's contractor.
4. Verify constructed system meets BJWSA requirements.
5. Add pump station and its discharge force main into BJWSA's mapping/data management system.

## **C. Licensed Contractor's Responsibility**

1. Submit a site plan or plat of the property with footprint of structures. This will be used by BJWSA to determine the proposed location of grinder pump station, force main routing, service connection to the existing BJWSA force main, and all-weather access. If multiple structures are proposed on a single parcel then the contractor must also include the location of the automatic popping sewer cleanouts.
2. Acquire all necessary permits from SCDOT and the City/County Building Codes Department.
3. Submit shop drawings to BJWSA for approval.
4. Set up pre-construction (PreCon) meeting with BJWSA once shop drawings are approved. No installation work is to start prior to PreCon.
5. Notify BJWSA's assigned inspector 72 hours in advance of receiving materials/starting construction.
6. Construct the system to BJWSA specifications in the location identified on approved application.
7. Connect the grinder pump station to the Owner's power source, confirm the location of the house sewer outlet, plan the wiring and piping routes through the yard from residence to grinder pump station & install the complete sewer disposal system.
8. Pay for and arrange for sewer tap. Contractor(s) are responsible to coordinate periodic construction inspections and final draw down.
9. Provide all-weather access to the pump station.

---

10. Provide to BJWSA's inspector a record drawing of complete force main routing.
11. Abandon existing septic system and backfill septic tank per DHEC regulations and specifications.

#### **D. Acceptance of System**

1. Prior to the pre-construction meeting, the Owner must provide BJWSA with an executed "Residential Pump Station Agreement"
2. If the pump station is located inside the homeowner's property, then a utility and access easement will be required allowing BJWSA access to the pump station and force main for repairs.
3. The grinder pump system must be approved prior to connection to the house system. Following approved completion of installation of the grinder pump system, BJWSA's Field Operations department will inspect the gravity system from the house to the pump station.

### **Section III. Operation & Repair**

#### **A. Activating the System**

Upon approval of the final inspection and receipt of all paper work, BJWSA will notify the Owner in writing that the valve to the force main has been opened and is ready to receive flows. This final approval will also be forwarded to the Building Codes if a Certificate of Occupancy is pending.

The BJWSA Customer Service Department will begin billing the customer monthly for sewer service starting on the date of final approval.

#### **B. Repair of the System**

The Owner is responsible for performing any routine inspection needed to insure sewer facilities, including any automatic popping cleanout required, are functioning and in good working order. The Owner is also responsible for reporting any deficiencies or alarms to BJWSA immediately at 843-987-9200.

BJWSA shall inspect the tanks at least on a yearly basis, and must pump the solids from the tank and haul them to an approved destination, as required. BJWSA shall provide repair of the system, from the Owner's pump station and ending at the Owner's property line. BJWSA will maintain an adequate reserve stock of spare pumps and parts to ensure service to the customer. Should the customer experience problems related to normal usage, BJWSA will perform the repairs at no additional charge to the customer. If it is determined by BJWSA that a repair or cleaning to the grinder system is due to the customer's negligence, carelessness or abuse, the customer will be billed for the full costs of the repairs, including materials and labor.

#### **C. Proper Use of the System**

All BJWSA sewer customers, including alternate sewer customers, must adhere to the BJWSA Sewer Use Regulation. This regulation states that it is strictly forbidden to deposit,

---

pour or flush objectionable waste, including but not limited to, paints, fats, oils, flammables, toxic chemicals, corrosives, bio-medical waste, wipes, dental floss, etc. into the public sewer system.

## Section IV. Project Flow

Sequence	Step	Responsible party	Response
1.	Alternative Sewer Management Program	Owner receives copy of Alternative Sewer Management Program	Owner returns completed “ <u>Alternate Sewer Service Application</u> ” form to BJWSA and becomes familiar with Program.
2.	Contractor Selection	Owner selects approved Electrician and Utility Contractor	BJWSA will provide the owner with a list of local contractors to assist with the planning and budgeting of the project. The Utility contractor must have a valid SC utility license with a WL classification. Electrician must have a valid SC electrical license.
3.	Submit a plat/site plan of the property	Contractor submits to BJWSA	Submit a plat or site plan with structure locations to BJWSA’s DRT per Section 2.C.1.
4.	Submittals	Contractors furnishes submittals to BJWSA	BJWSA Approval is required to move forward to PreCon.
5.	Residential Pump Station Agreement	Signed by Owner and submitted to BJWSA	Once received, BJWSA will execute the agreement and schedule a PreCon to start Work.
6.	PreCon	On site w/Owner, Contractor, Electrician, BJWSA Manager and Inspector	Finalizes layout of system and addresses potential construction issues.
7.	Construction	Contractors coordinate with BJWSA inspector as the system is installed	BJWSA inspects system installation and witnesses test.
8.	Final Inspection/ Closeout	Contractor, Electrician, BJWSA Inspector	Final inspection and submit closeout document per PreCon minutes.

9.	Correct any Deficiencies	Contractor and Electrician	BJWSA Documents deficiencies have been addressed
10.	GPS	BJWSA locates GPS coordinates of pump station and discharge line	Coordinate information is incorporated into BJWSA mapping system
11.	Accept system	BJWSA and Owner	BJWSA accepts flow and repair responsibility of the residential alternative sewer system; BJWSA begins billing Owner monthly sewer fees for sewer service.

---

## Section V. Attachments

Attachment 1	Alternate Sewer Service Application
Attachment 2	Instruction for Execution of Residential Pump Station Agreement
Attachment 3	Residential Pump Station Agreement
	Construction Drawing
	AS-1; Residential Piping Plan
Attachment 4	AS-2; 2" Connection to Force Main
	S-21; PS Residential Control Panel
	S-22; PS Simplex Grinder Pump Station

---

## **Attachment 1 - Alternate Sewer Service Application**

To qualify for an alternate sewer connection, gravity sewer must be unavailable, the customer must be a BJWSA water customer or become one as part of this process, a pressurized sewer force main must be located adjacent to at least one boundary of the parcel in question, adequate capacity must be available in the force main that the customer would tap for service and the connection must be for one single family dwelling. Therefore, this application has been developed so that BJWSA staff can determine whether an alternate sewer connection is a viable solution for the applicant. Please complete the application thoroughly and review the drawings included with this document to become familiar with the alternate sewer system.

\*\*\*\*\*

Owner Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Tax Map Number \_\_\_\_\_

Is application for an existing home or proposed home?

Is the residence occupied full time or part time?

Existing BJWSA Water Account Number \_\_\_\_\_

---

## **Attachment 2 -- Instruction for Execution of the Residential Pump Station Agreement**

In order to comply with South Carolina law, it is necessary that the attached Residential Pump Station Agreement be completed in strict compliance with these instructions.

This document must be signed in the presence of two witnesses, one of whom (the Second Witness) must be a Notary Public.

Complete required information on Page 11.

Both party's provide current mailing address in Section Q. and complete Page 13.

Owner must execute by signing Signatory with witness & notary on Page 14.

BJWSA must execute by signing Signatory with witness & notary on Page 15.

## **Attachment 3 -- Residential Pump Station Agreement**

## **Beaufort-Jasper Water and Sewer Authority**

## **Residential Pump Station Agreement**

This Agreement is made and entered into by and between Beaufort-Jasper Water & Sewer Authority, (hereinafter referred to as BJWSA) and \_\_\_\_\_, (hereinafter referred to as "Owner")

**WITNESSETH:**

- A. That, in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto, for themselves, Owner's successors and assigns, do agree with each other that BJWSA shall be responsible for the operation and repair of a residential pump station and force main owned by Owner (hereinafter "sewer facilities") connecting to a BJWSA-owned sewer force main. The Owner's sewer facilities must meet the design and construction standards of BJWSA and must be approved by BJWSA before service is initiated.
- B. The sewer facilities will serve that certain parcel of land located at:  
\_\_\_\_\_  
(street address)  
\_\_\_\_\_  
(subject property/lot number) \_\_\_\_\_ (tax map number)  
\_\_\_\_\_  
(County) and said sewer facilities being described as beginning at the Owner's pump station and ending at the Owner's property line. (Owner must attach their recorded deed to the property.)
- C. Owner agrees that it is his/her responsibility to perform any routine inspections needed to insure sewer facilities, including any automatic popping cleanouts required, are functioning and in good working order. Owner also agrees to report any deficiencies or alarms to BJWSA immediately at 843-987-9200.
- D. Owner agrees that the sewer facilities are only for the transporting of residential domestic wastewater into the BJWSA system and agrees to prevent any non-domestic or commercial wastewater from entering these facilities.
- E. BJWSA or its agent shall operate and provide repair services to the sewer facilities described above. Such operation and repair services are more specifically described as follows:

1. Response and Repair to:
  - a) Wet-well (including emergency cleaning)
  - b) Valves and fittings
  - c) Level controls
  - d) Pumps
  - e) Force main pipe

---

- f) Electrical equipment (from the external main disconnect located beside the control panel to the pump)

2. Repair costs:

- b) BJWSA, at its cost, will repair or replace the above items damaged by normal wear and use.
- c) The Owner will be responsible for damages caused by negligence on the part of the Owner or his representatives, acts of nature and for any damage caused by any party other than BJWSA. It is strictly forbidden to deposit, pour or flush objectionable waste, including but not limited to, paints, fats, oils, flammables, toxic chemicals, corrosives, bio-medical waste, wipes, floss, etc. into the sewer pump station. Owner will immediately notify BJWSA of any damage, equipment failure, alarms, or other indication of malfunction regardless of cause.
- d) The Owner, at his cost, will maintain the service line(s) from any house or building to the pump station wet-well. BJWSA, at its cost, will maintain the piping from the pump station to the sewer force main. The Owner will be responsible for damages to the pipe caused by negligence on the part of the Owner, his representative, or acts of nature. The user may only be a single-family dwelling. If multiple structures on a single parcel are to be served by a single pump station, a duplex pump station is required and popping sewer cleanouts will be required at the cleanouts adjacent to each structure. If a structure is added to an existing property at a later date, the Owner must notify BJWSA prior to the addition, and the owner must upgrade the Sewer Facilities as required.
- e) The Owner or the Owner's contractor shall be responsible for extending power service to the grinder pump station location and terminating this with an external permanent disconnect adjacent to the control panel. All wiring and electrical components shall be approved by BJWSA prior to installation. The extension of electrical power must be permitted in accordance with the appropriate County Building Code and installed by a licensed electrician. The entire installation shall be inspected and approved by BJWSA and the County prior to activation. The Owner shall be responsible for and pay any and all power bills associated with the operation of the sewer facilities. The Owner shall also be responsible for any insurance covering the pump station, yard piping and appurtenances.
- f) Owner agrees to grant BJWSA reasonable and timely access to operate and repair or replace the sewer facilities and agrees to hold BJWSA and its representatives harmless for any loss of use or damage resulting from failure of the sewer facilities or from efforts of BJWSA to operate or repair same.

F. The Owner agrees to comply with the rules and regulations of BJWSA, as they now exist or as they may be amended in the future and with the terms and conditions of this Agreement and fully understands and agrees that failure to do so may result in termination of service and/or other action as deemed appropriate by BJWSA. Also, the Owner agrees to notify future owner(s) of the property that this Residential Pump Station Agreement has been properly recorded at the County's Deeds and Records office.

G. Should gravity sewer be proposed adjacent to this subject property and a petition be circulated, the Owner agrees to vote YES and otherwise act favorably to proposed gravity system.

H. Should gravity sewer be installed adjacent to this subject property the Owner agrees to pay all associated fees and construction costs and immediately connect to the new gravity system after installation, and abandon the existing connection to the force main and sewer pump station.

I. Until the development of other wastewater collection systems make the within described wastewater facilities unnecessary, or service is discontinued to the property, the Owner understands that this Agreement will remain in full force and effect and that it shall be conveyed with the property.

---

- J. In the event service is discontinued and a request for reconnection is received, the Owner shall pay all costs associated with the reconnection and start-up (to include all components previously mentioned in this Agreement.).
- K. When alerted to a problem by the Owner, BJWSA will inspect and test the pump station in the event of a hydraulic, mechanical, or electrical malfunction in order to define and correct the cause of any problem(s). If the malfunction occurred due to normal wear and use, repairs will be made in accordance with paragraph B.2.a, and repairs will be covered by the monthly Agreement/service rate. If it is determined that the malfunction is a result of negligence in accordance with paragraph B.2.b, such services and/or parts will be billed at cost plus an hourly or flat rate for labor and equipment used in the repair effort as established in BJWSA's current Ancillary charges, plus any actual cost of materials or parts not included in BJWSA's current Ancillary charges (including shipping and taxes, if any). The Owner shall cause bill to be paid within thirty (30) days from the date of invoice. If the Owner does not pay this bill, BJWSA may pursue any legal remedies available and Owner will be responsible for all attorney fees and all costs involved. Sewer and/or water service may also be terminated if payment of all charges is not made in a timely manner.
- L. In consideration of and as compensation for the services to be furnished under this Agreement, the Owner agrees to pay BJWSA (in addition to normal sewer processing fees) the Residential Grinder Fee in accordance with BJWSA's current Ancillary Charges.
- M. This Agreement is for a term of 120 months from the date of execution unless sooner terminated under separate provisions as set forth herein.
- N. This Agreement is subject to modification and amendments during the term relative to fees and state regulation changes.
- O. This Agreement will be duly recorded in the Beaufort or Jasper County Register of Deeds by BJWSA.
- P. This Agreement may be renewed as appropriate by the Agreement of both parties.
- Q. This Agreement may be terminated by either party upon thirty (30) days written notice to the other. Said written notice accompanied with payment of any outstanding balance may be delivered by U.S. Mail postage prepaid, or in person at the following address:

As to BJWSA:

BJWSA

c/o Customer Service

6 Snake Rd.

Okatie, SC 29901

As to Owner:

---

---

---

---

A copy of the written notice of termination shall be delivered by the initiating party to the South Carolina Department of Health and Environmental Control with address 104 Parker Drive, Beaufort, South Carolina, 29906. The Owner understands and agrees that should this Agreement be terminated, the wastewater facilities will be disconnected from the BJWSA system, at the cost of the Owner, and will not be reconnected without the signature of another Agreement with BJWSA.

- R. BJWSA shall commence performing the aforesaid services upon execution of this Agreement, operational approval of the pump station by BJWSA, and compliance with all other requirements of BJWSA as applicable. This Agreement shall inure and bind the parties and their heirs, successors and assigns.

**IN WITNESS WHEREOF, Owner and BJWSA have caused these presents to be executed on their behalf as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
\_\_\_\_\_  
\_\_\_\_\_**

---

Owner's Witness

Owner

---

BJWSA's Witness

---

Beaufort Jasper Water & Sewer Authority  
Its: \_\_\_\_\_

### **Signatory by Owner**

**IN WITNESS WHEREOF**, the **Owner** has caused these presents to be executed as of this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Witness 1 (Printed Name)

---

(Signature)

---

Witness 2 (Printed Name)

---

(Signature)

**STATE OF SOUTH CAROLINA**      )  
    ) **ACKNOWLEDGMENT**  
**COUNTY OF BEAUFORT**      )

I, the undersigned Notary Public, do hereby certify that \_\_\_\_\_, Owner of the property  
at \_\_\_\_\_, personally appeared before me this day and  
acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public for South Carolina

My Commission expires: \_\_\_\_\_

## Signatory by BJWSA

**IN WITNESS WHEREOF**, BJWSA has caused these presents to be executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Witness 1 (Printed Name)

---

(Signature)

---

Witness 2 (Printed Name)

(Signature)

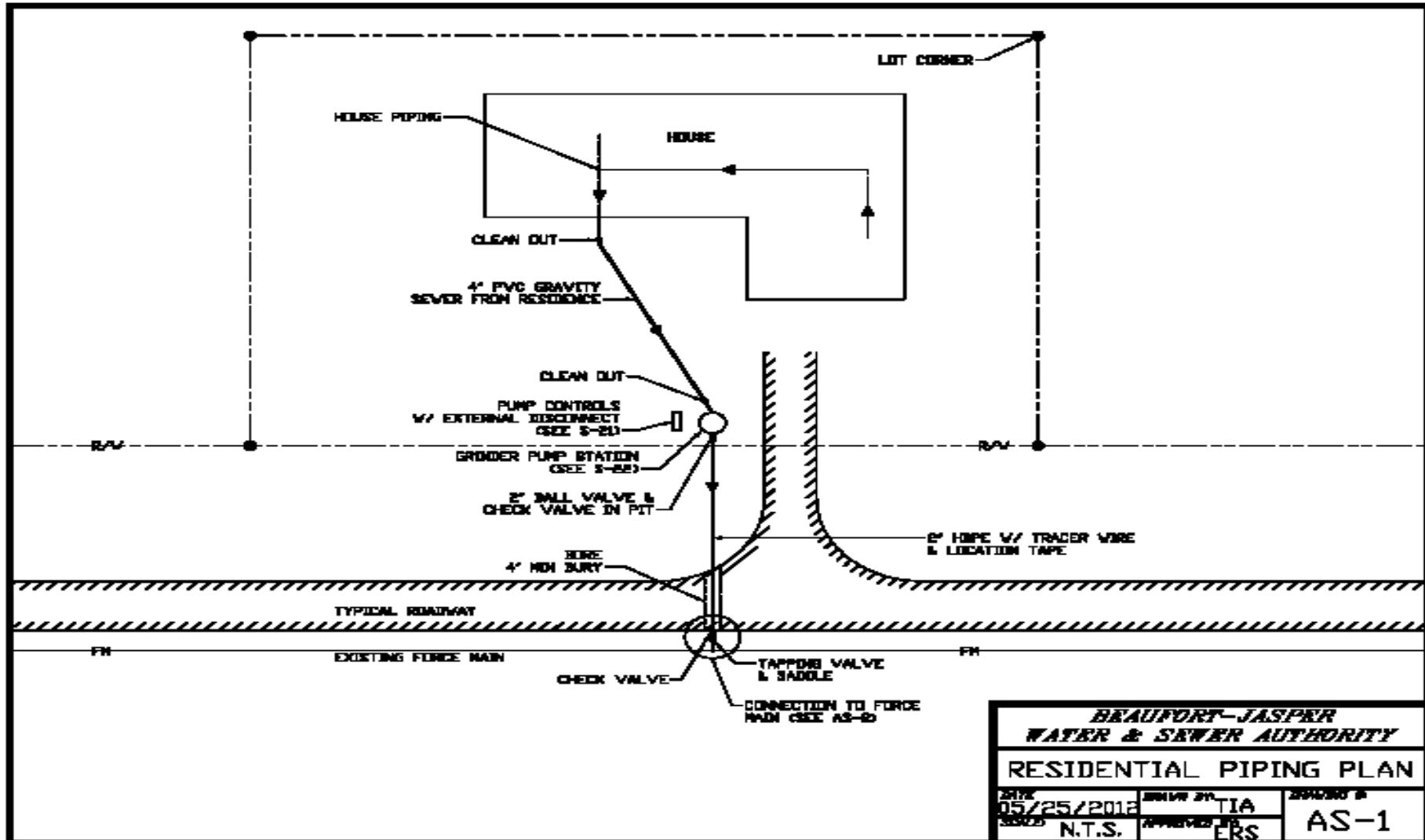
I, the undersigned Notary Public, do hereby certify that \_\_\_\_\_, it's \_\_\_\_\_ for the Beaufort-Jasper Water and Sewer Authority, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

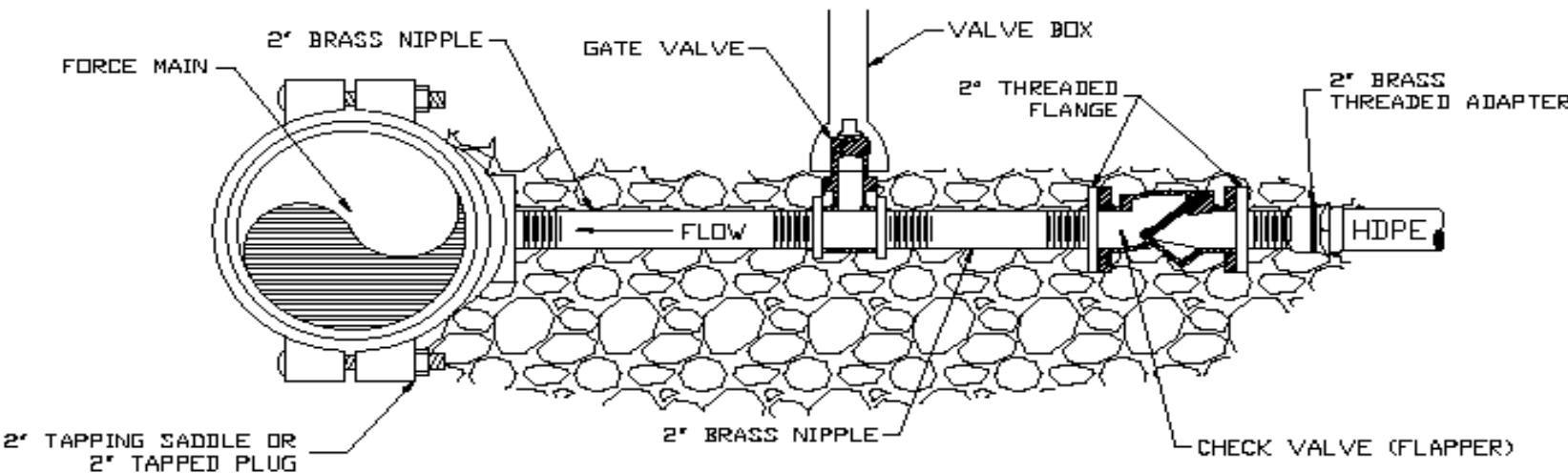
Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

## Notary Public for South Carolina

My Commission Expires: \_\_\_\_\_

## Attachment 4 -- Construction Drawings

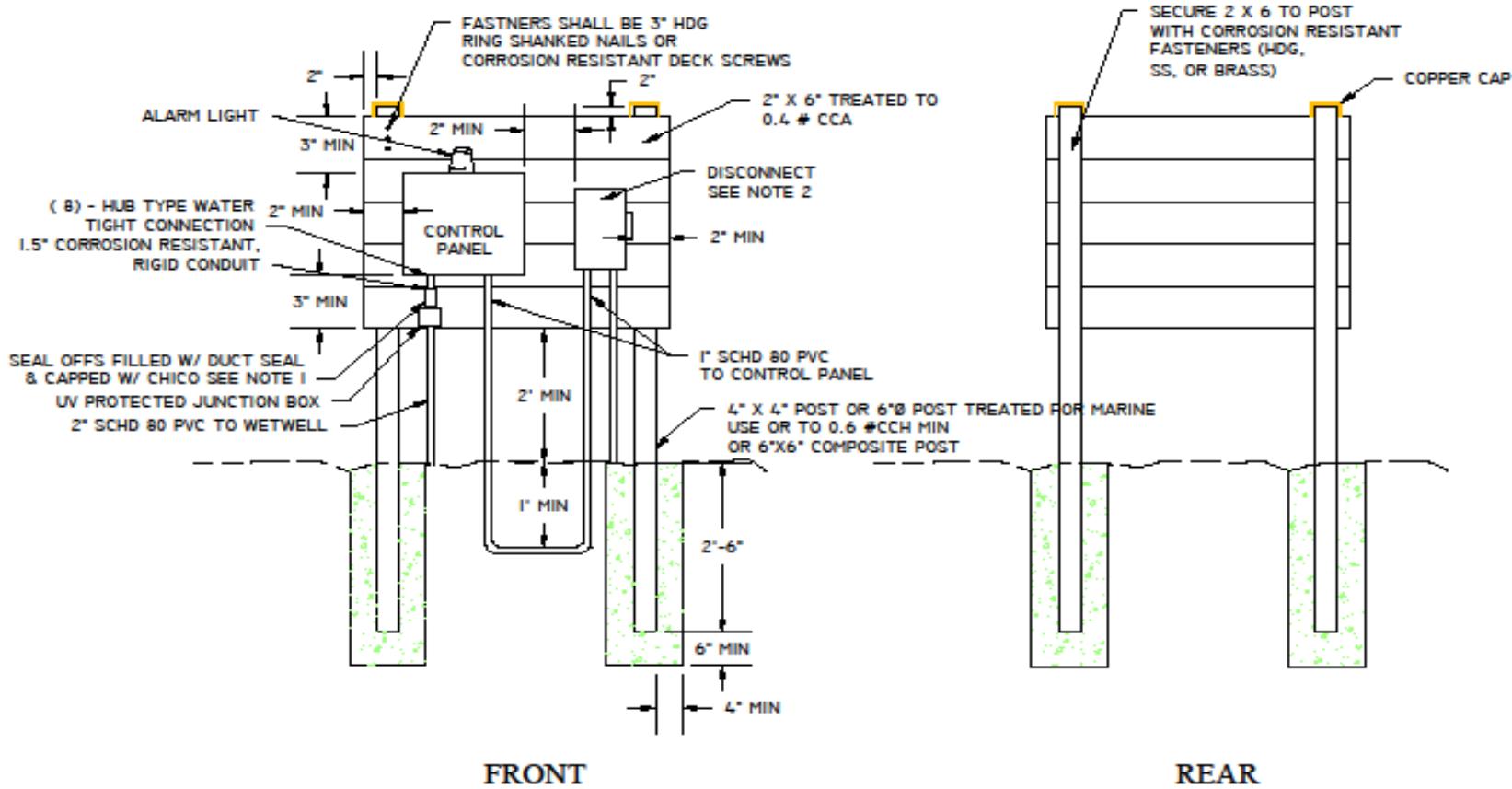




NOTES:

1. SUPPORT VALVE ASSEMBLY  
WITH #57 STONE.  
(STONE TO EXTEND MINIMUM  
OF 6" UNDER MAIN)

BEAUFORT-JASPER WATER & SEWER AUTHORITY		
2" CONNECTION TO FORCE MAIN		
DATE 5/25/2012	DRAWN BY TIA	DRAWING #
SCALE N.T.S.	APPROVED BY ERS	AS-2



BEAUFORT - JASPER WATER & SEWER AUTHORITY			
PUMP STATION RESIDENTIAL CONTROL PANEL			
DATE	DESIGN BY	TIA	REVISED BY
05/25/12			
SCALE	APPROVED BY		
N.T.S.	E.R.S.		
S-21			

