

October 24, 2008

**SUBJECT: Sewer Tappers License Renewal For 2009
For The Metropolitan Sewer District of Greater Cincinnati (MSD)**

To Whom It May Concern,

This is a reminder that it is time to renew your annual Sewer Tapper's License for the year 2009. In order to be licensed with MSD for the year 2009, the following items are to be completed and returned to:

**Metropolitan Sewer District
Attn: Ms. Angie Bradley
1600 Gest Street
Cincinnati, Ohio 45204**

- A check for **\$140.00**, payable to the Treasurer, City of Cincinnati.
- Official bond form (REVISED FORM enclosed). Also note that the bond is on the MSD WEB Site at www.msdc.org. and it is interactive for your convenience.
The **BOND AMOUNT is \$10,000.00** and must accompany your bonding company's current power of attorney
- **The Sewer Tappers Application/Information Sheet (REVISED)**. The application is to list each person(s) that have passed the MSD test. **Their signature is required to be on the application**. If the application is not properly completed, we will return everything.

After we process the three items above, a 2009 Sewer Tappers License will be sent to your company. Please note that it is extremely important to submit these items in a timely manner to prevent delays in the permitting process for the year 2009. Also, failure to renew your license within a two year period after the expiration date will result in a new examination being necessary by someone in the company.

MSD would like to remind you concerning several important items and policies:

- The tap-in-fees for the year 2009 have been adjusted according to MSD Rules and Regulations. Enclosed is the 2009 schedule for your information. Please note that all tap permit applications with tap-in-fees received, on or before, 12-31-2008 will be processed at the current 2008 rate. All applications, with tap-in-fees received after that date, are to reflect the 2009 fee schedule. There will be no exceptions.
- In conjunction with MSD Rules and Regulations, Section 1215, 10c a tap-in-fee is required when a plumber increases the domestic water meter size, with a credit given for the old domestic meter size, even when a MSD tap permit is not required. Please note that you are responsible to communicate to your client that a MSD tap-in-fee is necessary when a project desires/needs additional domestic water. MSD receives daily reports from Greater Cincinnati Water Works on the plumbers who purchase water meters. When this situation occurs, a MSD staff member will contact you and explain the tap-in-fees required and MSD will contact the Municipality's Building Department and hold final occupancy until the tap-in-fee is paid. **Also,**

Failure to comply could result in revocation of your sewer tapper license.

- *Hamilton County Soil & Water Conservation District (HCSWCD) and the Metropolitan Sewer District* have a Cooperative Working Agreement regarding erosion & sediment control training. It will be necessary, that the MSD licensed sewer contractors take and pass this self-test to ensure that proper construction methods to minimize erosion and sediment control are being implemented at all construction sites regarding sewer installation/modifications. Additional information regarding test dates, times and contact person will be provide when your licensed sewer tapper certificate is mailed
- You are required to have a MSD tap inspector ensure that construction is performed as per MSD Rules & Regulations. Please have the trench, bedding and new pipe exposed for their inspection and perform the backfill over the pipe as per their direction. **Typically, the sewer pipe material for 6 inch or larger sewer taps is PVC SDR 35. Minimum slope is 2 percent. The sewer contractor should not be working on sewer installation unless a permit is issued and a sewer inspection has been scheduled.** For permit inspection, please contact our Field Office at 244-1369 between the hours of 7:00 am and 9:00 am. Also, a representative from you company is to be at the job site when the inspection is performed to review and discuss any issues.
- Special permits are required from this office for all sewer tap repairs and sewer tap abandonments (plug and seal) in Hamilton County under MSD jurisdiction. We understand the urgency and necessity of repairs and these applications can be faxed to us at 244-1327, during normal business hours (7:30 to 4:00) for immediate processing. Please note that the MSD permit and inspection is required to assure proper repair construction and documentation for the present and future property owner and to improve water quality. Also, for your information the MSD permit is required for repairing a sewer lateral via lining/pipe bursting technology.
- MSD Rules and Regulations and Standard Construction Drawings (**REVISED**) are viewable on the MSD web site at, www.msdbg.org. Copies of the Standard Construction Drawing booklet are available for purchase at the MSD, Tap Permit/Customer Service Counter for a cost of \$8.00.
- Building construction requires many other permits. Some delays in the MSD permitting process are caused by the applicant not having the required paper work. Please note that the sequence for permit processing regarding sewers is, building permit, street opening permit, water works branch/meter receipt, MSD permit, plumbing permits. MSD permits cannot be issued until the previous permits/receipts have are provided.
- Grease deposits from various business/building operations are a well known deterrent that can cause a variety of problems if the grease traps are not adequately sized, installed and maintained. MSD officials recently have been meeting with local plumbing officials regarding grease trap devices, permitting and inspection. MSD will provide your company additional information when we mail your licensed sewer tapper certificate.
- MSD Rules & Regulations, Section 1213 indicates that MSD can charge additional inspection time for (1) return trips due to lack of expected

progress, (2) emergency conditions necessitation immediate response and (3) abnormal working hours. In the opinion of our Field Office if the above construction situations occurs, we will charge additional time and your company will be billed for special services of inspection time at a rate per hour. See the enclosed fee schedules regarding the rate per hour. Examples include, installing over 250 feet of 6 inch sewer and sampling and gauging manholes.

- A septic abandonment permit is required from the Hamilton General Health District prior to MSD performing inspection on a house conversion to sewer.
- MSD has a new standard for a two way cleanout per Accession No. 49047. The schematic for this cleanout is available online or in the book of standard drawings.
- **MSD Wastewater Engineering Business hours are 7:30am to 4:00pm, Monday through Friday.**

If you have any questions concerning the above, please contact Jeff Zistler at 513-557-7113 or Angie Bradley at 513-244-1331.

Sincerely,

Thomas Schwiers, P.E.
Interim Sewer Chief Engineer
Division of Wastewater Engineering

Enc;

Cc: WWE Reading File, Tony Parrott, Executive Director, Dan Taphorn, H.C. Soil & Water, J Zistler, Tap Records, Angie Bradley, Tap Records, Rick Hartoin, Inspection, Julia Johnson, WWA, Beverly Head, DIW, Mike Pittinger WWC, Don Linn, WWT, Deborah Wyler, Law, PR, Lisa Humble, H.C Health, Steve Hafele Cinti. Plbg, Alice Oliver, Field Office, Jack Rennekamp, Legislation, Ohio Valley Development Council (HBA), 415 Glensprings Dr. Cin. Oh. 45246, PHCC of Ohio, 18961 River's Edge Dr., Chagrin Falls, Oh. 44023, Mark Filippi WWA, Steve Niemeier, WWA Margie Anderson, WWA, Ralph Johnstone SMU, Barbara Quinn, RCC, Tom Schwiers, WWE, Rob Kern, Development & Permit Center, Mike Sieving, Ham. Co, WWE Sections