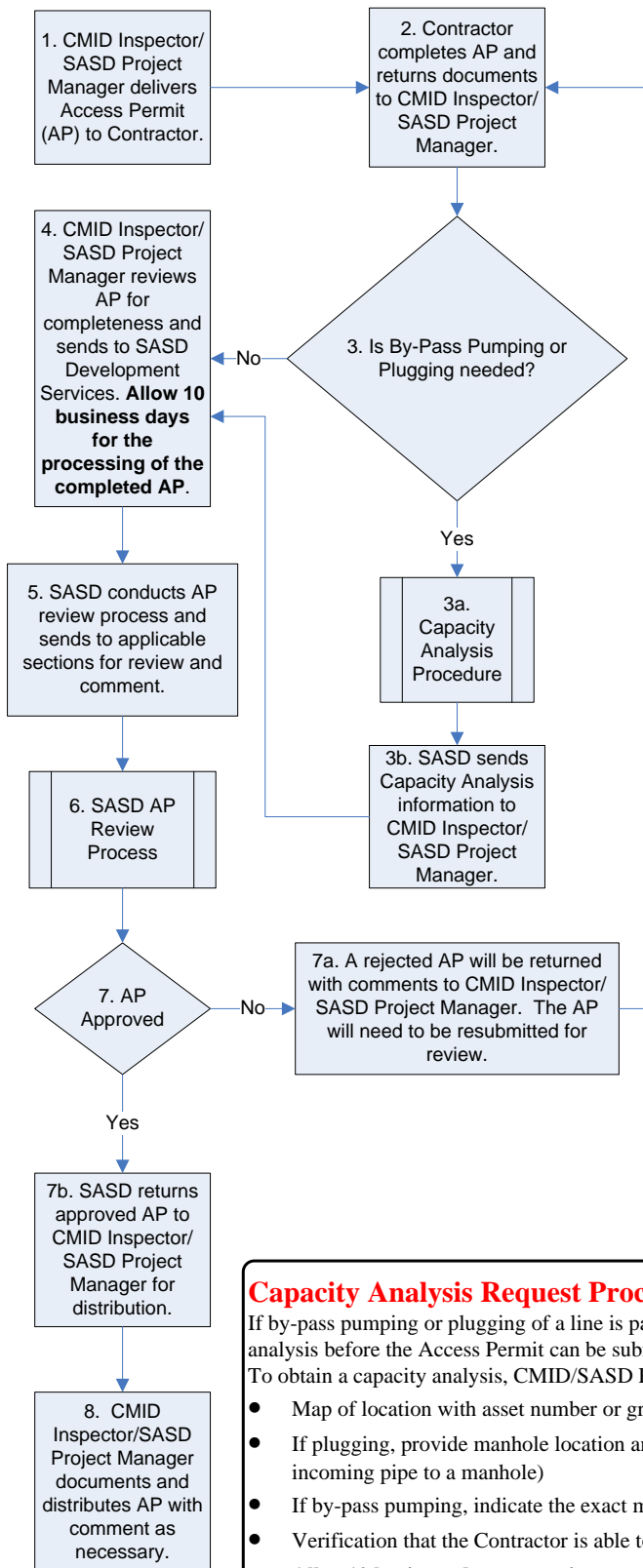


Access Permit Process

Contractor - please complete forms and submit to CMID Inspector/SASD Project Manager



Contact SASD Development Services at (916) 876-7526

Access Permit Process

1. The CMID Inspector/SASD Project Manager delivers Access Permit (AP) form to the Contractor.
2. The Contractor fills out the AP forms completely and returns to the CMID Inspector/SASD Project Manager.
3. CMID Inspector/SASD Project Manager to determine whether By-Pass Pumping or Plugging is needed.
- 3a. If By-Pass pumping or plugging of a line is part of the scope of work, CMID Inspector/SASD Project Manager must first contact Development Services to request a Capacity Analysis before the AP can be submitted. The analysis will provide a hydrograph and if applicable, an available time for the line to be plugged without creating an SSO event. See the Capacity Analysis Request Process below for the required information needed for the Capacity Analysis Request.
- 3b. Capacity Analysis information is collected by SASD and sent back to CMID Inspector/SASD Project Manager.
4. The CMID Inspector/SASD Project Manager reviews the AP for accuracy and sends the AP forms to SASD Development Services. **Allow 10 business days for the processing of the completed AP.**
5. Development Services completes a preliminary review and forwards forms to all applicable SASD sections for review and approval.
6. Applicable sections review AP and comment if necessary.
7. Reviewers approve or reject AP.
- 7a. If the AP is rejected, Development Services staff will collate and record comments on the AP and will send the AP to the CMID Inspector/SASD Project Manager with a transmittal letter. Comments should be addressed and the AP resubmitted at any time. The review process, which includes the review time, starts over upon receipt of the resubmittal.
- 7b. If the AP is approved, Development Services staff will collate any comments, authorize with signature that the AP is approved, and return the AP to the CMID Inspector/SASD Project Manager. The project is then able to be completed on the dates specified in the AP.
8. The CMID Inspector/SASD Project Manager documents and distributes AP with comment as necessary.

Capacity Analysis Request Process

If by-pass pumping or plugging of a line is part of the scope of work, CMID/SASD Project Manager must first request a capacity analysis before the Access Permit can be submitted for review.

To obtain a capacity analysis, CMID/SASD Project Manager must submit the following to SASD Development Services:

- Map of location with asset number or grid number from GIS
- If plugging, provide manhole location and be specific as to what pipe is being plugged (e.g., outgoing pipe from a manhole or incoming pipe to a manhole)
- If by-pass pumping, indicate the exact manhole location of by-pass suction and discharge
- Verification that the Contractor is able to postpone the work during wet weather or if the work needs to be continuous.
- **Allow 10 business days to receive capacity analysis.**

SASD will send CMID/SASD Project Manager the results of the capacity analysis. The Contractor can then complete the Access Permit Request, and send the complete form to CMID/SASD Project Manager.

Indemnification

To the fullest extent allowed by law, Permittee shall defend, indemnify, and hold harmless SASD and the County of Sacramento, their respective governing Boards, officers, employees and agents, (Collectively, "Indemnified Parties"), from any and all loss, damage, expense and liability, (Collectively, "Claims"), including reasonable attorney's fees and costs incurred in defending against such Claims, resulting from injuries to or death of persons, including but not limited to employees of either Party hereto, and damage to or destruction of property, including but not limited to the property of either Party hereto, arising out of or in any way connected to any operations or activities permitted hereunder by Permittee, its officers, employees, agents, or contractors, excepting only such injury, death, damage or destruction caused by the negligence or willful misconduct of Indemnified Parties.

Nothing in this Permit shall be construed to create any duty to, any standard of care with reference to, or any liability or obligation, contractual or otherwise, to any third party.

The provisions of this Indemnity shall survive the expiration or termination of this Permit.

CONTRACTOR REMARKS

Comments:

| | |
|---|-----------------------|
| <p>_____ Contractor (sign and print name)</p> | <p>_____ Date</p> |
|---|-----------------------|

CMID INSPECTOR / SASD PROJECT MANAGER REMARKS

Comments:

| | |
|--|-----------------------|
| <p>_____ CMID Inspector / SASD Project Manager (sign and print name)</p> | <p>_____ Date</p> |
|--|-----------------------|

SASD ACCESS PERMIT REVIEWER COMMENTS AND APPROVAL

Comments:

Approved: Yes No

| | |
|---|-----------------------|
| <p>_____ SASD (sign and print name)</p> | <p>_____ Date</p> |
|---|-----------------------|

CMID INSPECTOR / SASD PROJECT MANAGER SIGNATURE

| | | |
|---|------------------------|-----------------------|
| <p>_____ Recorded & Distributed By: CMID Representative</p> | <p>_____ Phone</p> | <p>_____ Date</p> |
|---|------------------------|-----------------------|



Access Permit Information Checklist

Project Name: _____

| | Contractor Verified | CMID / SASD PM Verified |
|--|---------------------|-------------------------|
| CMID / SASD Project Manager Info: | | |
| Name: | | |
| Office Phone: | | |
| Cell Phone: | | |
| Access Permit Required Info: | | |
| Project Name and Address | | |
| Overview Map w/ specific plan & profile page | | |
| Date Range of Requested Access (no less than 10 business days from date of submitted request) | | |
| Contractor Company Name: | | |
| Contractor Contact & Number: | | |
| Subcontractor Company Name: | | |
| Subcontractor Contact & Number: | | |
| Confined Space Entry Plan Needed: | | |
| If needed, conforms to SASD Standards and Specifications Section 303.4? | | |
| Traffic Control Plan Needed: | | |
| If needed, has the Traffic Control Plan been approved? | | |
| By Pass Pumping or Plugging Needed: | | |
| If needed, has a Capacity Analysis Request been performed? If one has not been performed, see Capacity Analysis Request Process on Page 1. A Capacity Analysis must be performed before the Access Permit can be submitted for review. | | |
| By Pass Pumping Plan must include: | | |
| Capacity Analysis | | |
| Written by pass pump operations plan, including a contingency plan | | |
| Note in operations plan how the by-pass pumps will be monitored and controlled | | |
| Note in operations plan of frequency that the upstream manhole will be monitored to ensure pumping is adequate | | |
| Note in operations plan of 1) Pump Type, 2) Pump Capacity, 3) Pipe Type, 4) Pipe Diameter, 5) Pipe Length | | |
| Sewer Spill / Sewer Overflow response plan | | |