A. GENERAL

In addition to the general requirements outlined in Rule and Regulation 18 for Utility Service and Facilities on Customers' Premises, the following is required:

B. LATERAL CONFIGURATIONS

1. NUMBER OF LATERALS PER LOT

a. Each lot is permitted only one (1) Sewer Lateral Connection to the City's Wastewater Main. Lots with Accessory Dwelling Units must connect the Accessory Dwelling Unit's Sewer Lateral to the lot's existing Upper Sewer Lateral.

b. Notwithstanding Rule and Regulation 23 section B(1)(a), CPAU may, at its discretion and in accordance with Rule and Regulation 5, approve additional Sewer Lateral Connections for Accessory Dwelling Units, commercial lots, and lots with non-single-family housing. Upon submission of a request, lot owners must provide flow calculations to CPAU demonstrating the infeasibility of connection to the existing Upper Sewer Lateral.

2. NUMBER OF LATERALS FOR SEPARATE CONVEYANCES

Notwithstanding Rule and Regulation 23 section B(1), CPAU may, at its discretion and at the Customer's expense, require a separate lateral for an Accessory Dwelling Unit when an Accessory Dwelling Unit is sold or conveyed separately from the primary residence, in accordance with State law.

C. MAINTENANCE OF AND RESPONSIBILITY FOR THE WASTEWATER COLLECTION SYSTEM

Responsibility for various parts of the Wastewater Collection system depends on the location of the City's Wastewater Main, and whether a City Sewer Cleanout is present and accessible.

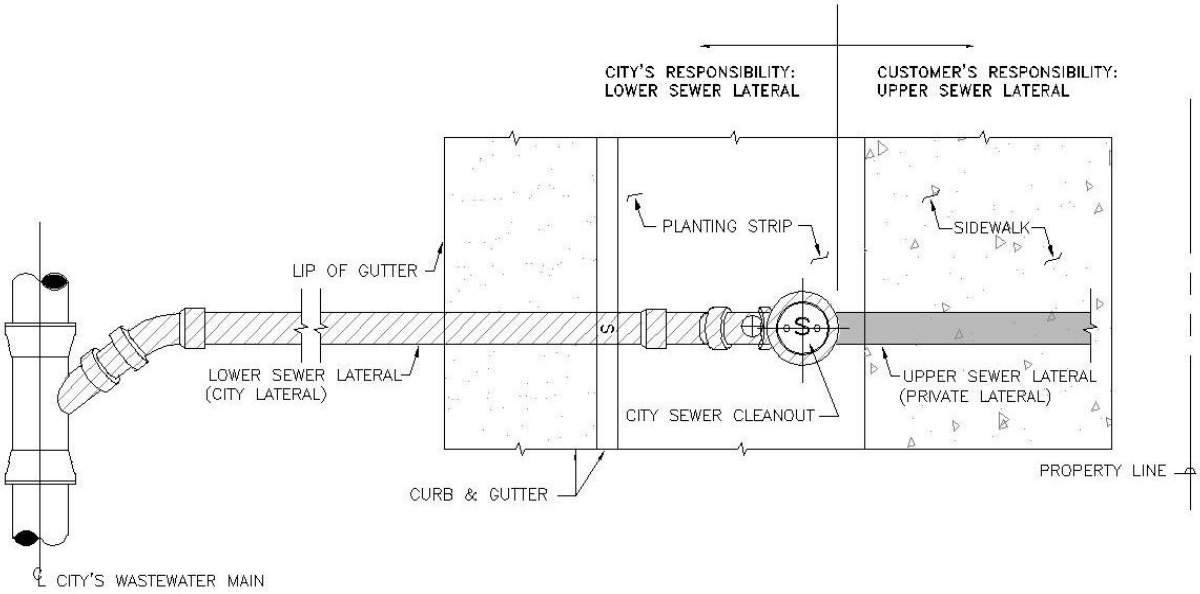


Diagram A
Standard Sewer Lateral Configuration within the Public Right-of-Way

1. WHEN THE CITY WASTEWATER MAIN IS LOCATED IN THE PUBLIC RIGHT-OF-WAY

a. Responsibility when City Sewer Cleanout is present and accessible:

The standard configuration of a Sewer Lateral within the Public Right-of-Way is shown in Diagram A, above. When a City Sewer Cleanout is present, the City owns and is responsible for the inspection, maintenance, repair, and upgrade of the lower portion of the Sewer Lateral (also known as Lower Sewer Lateral or City Lateral) from the Wastewater Main up to and including the first City Sewer Cleanout. The Customer owns and is responsible for the inspection, maintenance, repair, and upgrade of the upper portion of the Sewer Lateral (also known as Upper Sewer Lateral or Private Lateral) from the City Sewer Cleanout to the building being served on the Premises.

The standard location of the City Sewer Cleanout is within the planting strip, per City Water, Gas, and Wastewater (WGW) Utility Standards. If the City Sewer Cleanout cannot feasibly be placed in the planting strip, the City may allow the City Sewer Cleanout to be installed in another location within the public right-of-way or within 5

feet of the property line, as indicated in Diagram B, below.

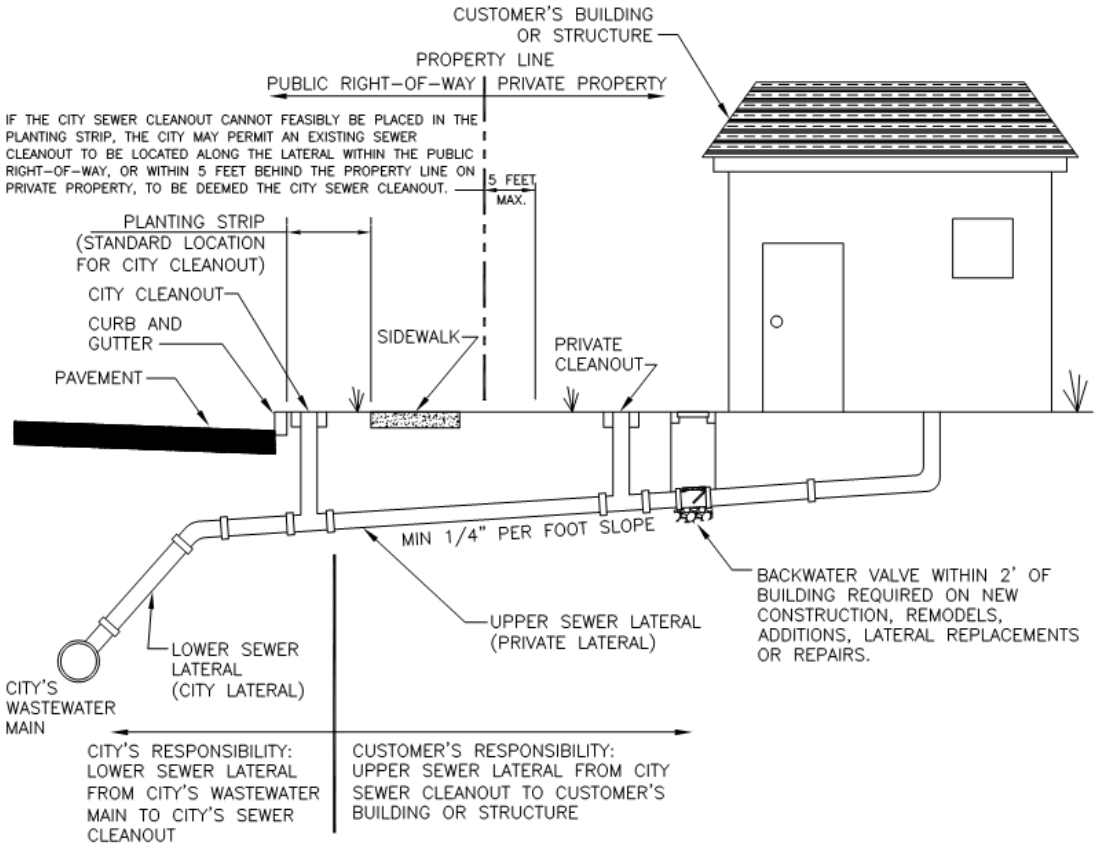


Diagram B
Sewer Lateral responsibility when City Sewer Cleanout is present

b. Responsibility when City Sewer Cleanout is not present or is inaccessible:

The configuration of a Sewer Lateral without a City Sewer Cleanout is shown in Diagram C, below. If there is no City Sewer Cleanout, if the City Sewer Cleanout is inaccessible, or if the Customer's Sewer Cleanout is more than 5 feet behind the property line, then the Customer owns and is responsible for the inspection, maintenance, repair, and upgrade of the entire Sewer Lateral between the City's Wastewater Main and the building being served on the Premises. This means that the Customer is responsible for maintaining the entire Sewer Lateral and keeping it free from blockages, and the City is not responsible for damage resulting from sewage backups caused by lack of Sewer Lateral maintenance.

If there is no City Sewer Cleanout along the Sewer Lateral, the City, at its convenience, and only when the pipe is not under sewage surcharged conditions, may install a City Sewer Cleanout in one of the following locations:

i) the planting strip (standard location per WGW Utility Standards),
ii) sidewalk, or
iii) in the back of the sidewalk before the property line.

Once a new City Sewer Cleanout is installed and operational, the City will own the Lower Sewer Lateral between the Wastewater Main and the new City Sewer Cleanout, as described in Section C(1)(a). If there is no feasible location or the Customer (or the property owner, if the Customer is not the owner of the property) refuses to allow the installation of a new City Sewer Cleanout, then the Customer will remain solely responsible for the inspection, maintenance, repair, and upgrade of the entire Sewer Lateral from the City's Wastewater Main to the building or structure being served on the Premises, as described in section C(1)(b).

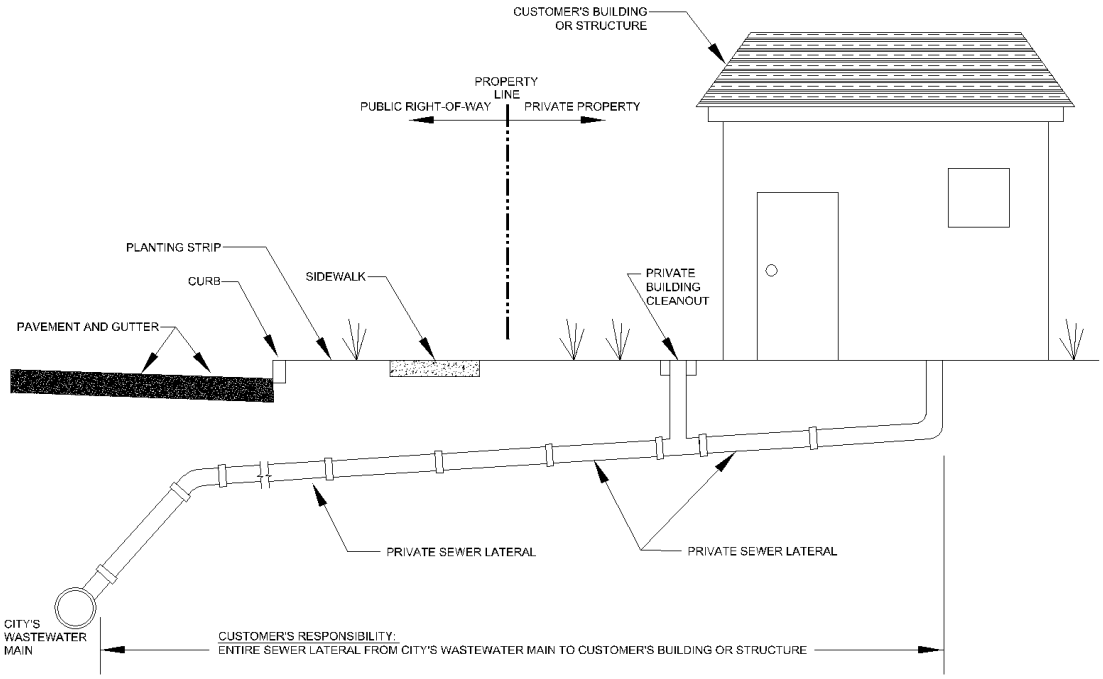


Diagram C
Sewer Lateral responsibility when City Sewer Cleanout is not present or is inaccessible

c. Responsibility for Sewer Lateral that branches off the Lower Sewer Lateral:

If the Customer's Sewer Lateral branches off the City Lateral (or Lower Sewer Lateral), the Customer is solely responsible for the inspection, maintenance, repair, and upgrade of the tee or wye connection to the City Lateral, and for the branched-off lateral pipe between the tee or wye connection and the building being served on the Premises, as shown in Diagram D, below.

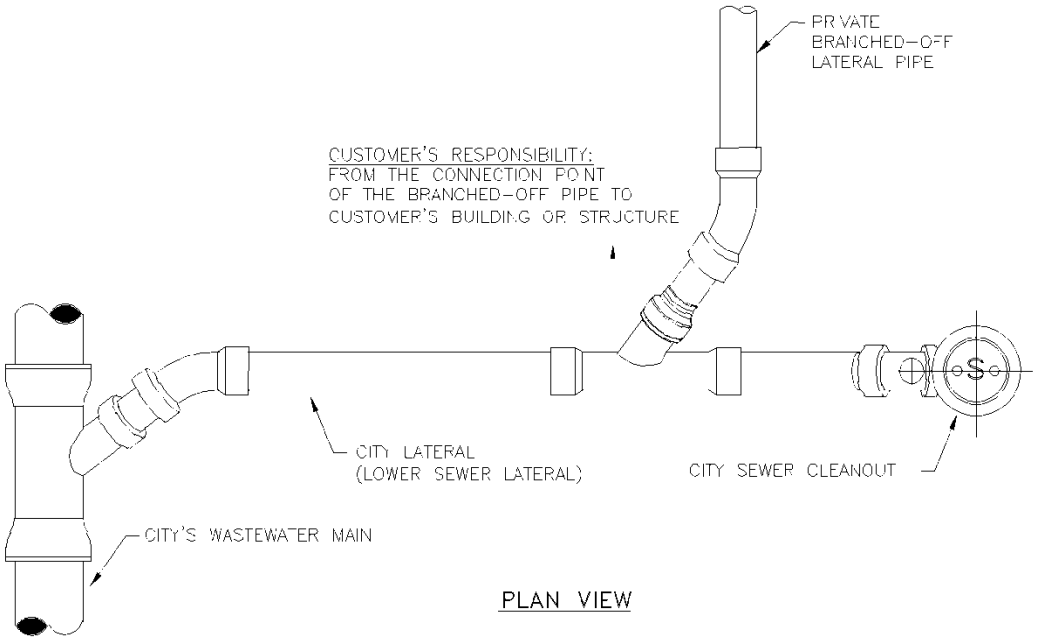


Diagram D
Sewer Lateral responsibility when the sewer pipe branches off City Lateral

2. WHEN THE CITY WASTEWATER MAIN IS LOCATED IN A PUBLIC UTILITY EASEMENT

If the City's Wastewater Main is located within a Public Utility Easement on private property, the City is only responsible for the inspection, maintenance, repair, and upgrade of the Wastewater Main located within the Easement. The Customer owns and is responsible for the inspection, maintenance, repair, and upgrade of the entire Sewer Lateral starting at the City's Wastewater Main connection and continuing onto the building or structure on private property, as shown in Diagram E, below.

Structures, whether temporary or permanent, as well as trees, bushes and other large

vegetation, are not permitted to be placed in the Easement area, to ensure CPAU crews can access the Wastewater Collection system, and to prevent tree roots from damaging the system. Periodically, City crews will need to open the sewer manhole lid and enter into the manhole in an Easement for routine maintenance. Customers can contact CPAU at (650) 566-4501 to review Easement/parcel maps.

Customers will be responsible for the City's costs to remove unauthorized items from Easements, as well as for the costs of any damage resulting from unauthorized structures, materials, or improvements on land encroaching into an Easement. In the event of an emergency, City crews may remove any obstructions, without prior notification or permission, to gain access with equipment to the Wastewater Collection system.

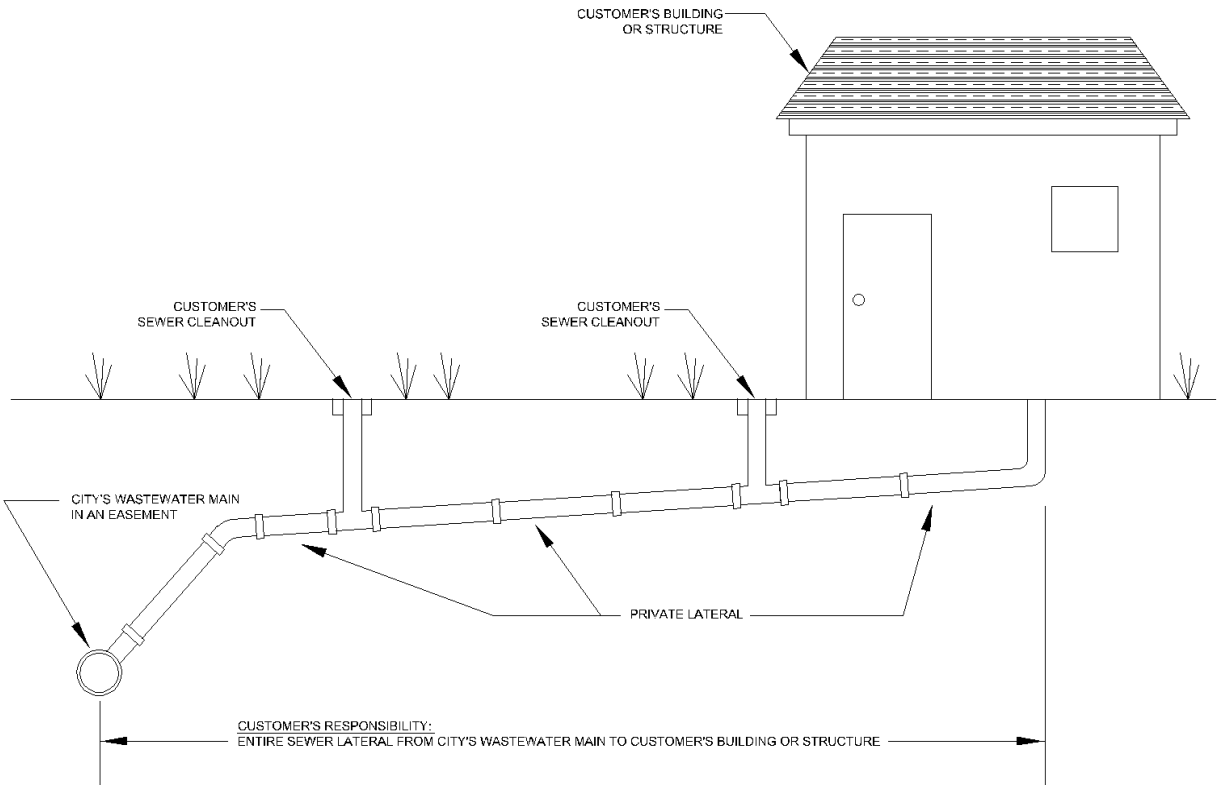


Diagram E
Sewer Lateral responsibility when Wastewater Main is within a Public Utility Easement

3. CUSTOMER RESPONSIBILITIES REGARDLESS OF LOCATION OF CITY WASTEWATER MAIN

These requirements apply to all Customers receiving Wastewater Service from the City of Palo Alto, regardless of the location of the City's Wastewater Main.

a. Customers are responsible for clearing stoppages within Laterals for which they are responsible, including clean-up costs related to stoppages which cause sewer backups. If maintenance or repair of the City's Wastewater Main or City Lateral is required as a result of a Customer's violation of the Municipal Code, these Regulations, or other applicable Law, the Customer is responsible for completing any necessary maintenance and repair at the Customer's sole expense. All replacements and repairs must be constructed pursuant to the City's current WGW Utility Standards, will require City inspection and approval, and the Customer will be responsible for all applicable charges in Municipal Fee Schedule.

b. When a Customer is building a new structure or constructing additions or renovations on Premises to be served or currently being served by CPAU, and as a result of the construction project, the Lower Sewer Lateral must be realigned and reconnected to the Wastewater Main at a new location, the Customer will be responsible for the cost of replacing the Lower Sewer Lateral from the Wastewater Main up to and including the City's Sewer Cleanout, and for installing a City Sewer Cleanout if one was not present. All construction must meet current WGW Utility Standards, will require City inspection and approval, and the Customer will be responsible for all applicable charges in Municipal Fee Schedule.

c. The City and CPAU personnel have the right to access the entire Sewer Lateral serving the Customer's Premises as needed for the City to implement the City's Cross Bore Inspection Program and Cross Connection Control and Backflow Prevention Program, and generally to provide safe and reliable Service. Such access may include City inspection, maintenance, or repair of the Sewer Lateral as determined by the City in its sole discretion.

d. The Customer is responsible for the on-site Wastewater Collection System in accordance with the Municipal Code, including:

i) Preventing stormwater, roof or yard drainage, basement, foundation or under-drainage from being discharged into the Wastewater Collection System, unless a permit is granted by the Regional Water Quality Control Plant (RWQCP). In addition, any plumbing or piping that is connected or could be connected that would allow the future discharge of stormwater or groundwater into the Wastewater Collection System is prohibited.

ii) Maintaining the condition of the on-site Wastewater Collection System so that it is watertight and does not allow the infiltration of groundwater.

iii) Keeping the Sewer Cleanout boxes visible and accessible.

iv) Installing, maintaining, and ensuring proper usage of Grease Control Devices and oil/sand separators in accordance with Chapter 16 of the Palo Alto Municipal Code. If the City determines that the source of grease, oil, or debris contamination and/or buildup in the Wastewater Collection System is linked to a particular Customer, the Customer may be held responsible for cleaning the Wastewater System, including any associated costs or damages incurred by the City.

v) Limiting the Water inflow rate to the Wastewater Collection System during fire system testing to 30 GPM. Higher flushing rates must be diverted to a detention tank to limit the flow rate to 30 GPM.

vi) Limiting Wastewater ejector pumps usage so that the following conditions are met:

(a) The pump(s) output capacity may not exceed 100 GPM.

(b) The Sewer Lateral must change to a 4" gravity flow Sewer Lateral at least 20' from the City Sewer Cleanout.

(c) The velocity in the 4" gravity flow Sewer Lateral must not exceed 3 feet per second.

(d) The tank and float must be set up such that the pump run time does not exceed 20 seconds or 33 gallons pumped during each cycle.

vii) Installing an approved backwater valve in accordance with the latest adopted version of the California Plumbing Code, to protect from backflow of sewage fixtures installed on floor levels that are considered ground level or lower.

viii) Ensuring no construction material/debris and other obstructions are being discharged into the sewer system per Palo Alto Municipal Code Section 16.09.035. Any violation is subject to penalty per Section 16.09.260.

4. NOTIFICATION TO CPAU

If a Wastewater stoppage occurs, the Customer shall notify CPAU. CPAU will then determine whether the stoppage has occurred in the portion of the system owned and maintained by CPAU or by the Customer (or the Property Owner, if the Customer is not the owner of the property). CPAU will clear the stoppage that has occurred in the portion of the system owned and maintained by CPAU. The Customer is responsible for clearing stoppages that occur in the Upper/Private Lateral.

D. INDUSTRIAL DISCHARGES IN EXCESS OF 25,000 GALLONS PER DAY

CPAU adopts the following as a fair and equitable method of determining the necessary cost-apportionment criteria for industrial or commercial users.

FLOW

The Quantity Charge shall be based upon the metered water served to the industrial or commercial user being billed, with the following exceptions:

1. Cooling Towers

For Customers with one or more cooling towers, the volume of evaporated Water associated with cooling (inflow less outflow) may be used to offset flow calculations for Wastewater billing. To be eligible for such offsets, the Customer must comply with the following requirements:

i) Inflow Water data:

(a) Customer must have inflow Water Meter(s) on all cooling tower inlet(s);
(b) Meter(s) must be annually certified by the County Department of Weights and Measures;
(c) Proof of Certification(s) must be submitted to CPAU along with annual Meter Reads.

ii) Outflow water data:

(a) Five (5) cycles of concentration will be assumed for outflow calculations;
(b) Customers whose cycles of concentration are greater than five (5) and who want to have this reflected in their calculations must have outflow Meter(s) installed;

(c) Outflow Meter(s), if installed and used for purposes of calculation, must be annually certified by the County Department of Weights and Measures;
(d) Proof of Certification(s) must be submitted to CPAU along with annual Meter Reads.

iii) Data acquisition and submittal:

(a) Customer is responsible for reading and recording each inflow Meterflow (and each outflow Meter, if applicable) on a monthly basis;
(b) Meter Reads should be performed at approximately the same time each month;
(c) The following data, at a minimum, must be recorded at each reading:
   i. Date of read
   ii. Inflow read(s) for each inflow Meter
   iii. Outflow read(s) for each outflow Meter (if applicable)
(d) The City of Palo Alto reserves the right to periodically review Customer's Meter(s) for accuracy.

iv) Participation rules and restrictions:

(a) Customer must have six (6) months of data in the first year to be eligible for participation;
(b) Customer must annually submit twelve (12) months of data thereafter;
(c) Inflow data (and outflow data, if applicable) must be submitted to CPAU's Customer Service Division annually by May for consideration in calculations for July (the start of the City's fiscal year).

2. Extensive Landscaping

In cases where the Customer has extensive landscape irrigation and summer monthly consumption exceeds the average monthly consumption of January, February, and March by more than 50 percent (50%), the average of the January, February, and March consumption shall be used for calculating wastewater discharge for the remaining months of the year.

3. Outflow Meters

If an outflow Meter has been installed, such metered outflow will be used to determine flow in lieu of recorded Water meter consumption.

4. High Strength Wastewater

Users that discharge high strength wastewater, as determined by the CPAU, will be billed as follows:

a. Measurements of the concentration of ammonia, COD, and suspended solids will be taken from 24-hour composite samples collected periodically for each high strength discharger being billed.

i) The constituent concentrations found in these samples and previous samples plus the flow will be averaged to provide the basis for establishing the Wastewater Treatment Charge to be levied to the discharger being sampled.

ii) All samples will be analyzed at the laboratory of the Palo Alto Regional Water Quality Control Plant. The Wastewater Treatment Charge will be based upon the quantity and concentrations found in the waste stream monitored.

b. If an establishment's piping configuration, or other physical considerations, render representative sampling prohibitively complex or infeasible, then CPAU will set the establishment's level of sewage effluent constituents for billing purposes at the average effluent levels of industries in CPAU, or where feasible, at the average effluent constituent levels of similar establishments.

c. Sampling results are intended to provide an estimate of the quality of effluent discharge by the facility. Sampling results can vary significantly depending on the facility processes operating on the day of sampling. If the annual sampling results in combination with the flow data indicate a revised annual bill to the Customer, the amount of the increase or decrease will not exceed 25 percent. The 25 percent limitation is independent of any change in rates or Charges to Rate Schedule S-2.

E. IMPROVEMENTS TO THE WASTEWATER COLLECTION SYSTEM

Upon application for the construction of a new building, remodel, or addition to an existing structure, CPAU may require the Applicant to provide a sewer capacity and flow monitoring report to quantify the impact of the proposed development on CPAU's Wastewater Collection System. If CPAU determines that Wastewater Collection System improvements will be required as a result of the proposed construction, Applicant will be responsible for Applicant's proportional share of such improvements, as well as all associated permitting and design costs, and the cost of the City's

review and inspection of plans and improvements. Design and construction must conform to current CPAU Water Gas & Wastewater (WGW) Utility Standards, and CPAU's approval of the completed installation is required before occupancy.

CPAU reserves the right to solicit an additional sewer capacity and flow monitoring report in the event of modifications to the development scope prior to construction.

If the development requires a pumping facility to drain into the City's Wastewater Collection System, the Applicant is responsible for the cost of construction of the pumping facility and the ongoing pumping facility operation and maintenance costs.

{END}