

LEBANON BOROUGH SEWERAGE AUTHORITY  
BOROUGH OF LEBANON  
HUNTERDON COUNTY, NEW JERSEY

POLICY, PROCEDURES, AND RULES & REGULATIONS  
Adopted pursuant to NJSA 40:14A-7(11)

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## **I. INTRODUCTION**

### **A. Background**

The Borough of Lebanon and Township of Readington are adjacent to environmentally sensitive streams, including the North and South Branches of the Rockaway Creek. These streams have been more recently classified as C-1 water courses under current regulations of New Jersey Department of Environmental Protection (NJDEP) and under the Highlands Water Protection and Planning Act and, as such, deserve special protection from any pollutants. The governing bodies of the two municipalities were concerned with the potential, future environmental impact of pollution by sewage and other waste discharges arising from within their municipalities. Having ascertained there was an imperative need to relieve the potential environmental impact on the watershed, and thereby reduce and ultimately abate such pollution in the interest of public health, welfare, and safety of citizens of the communities, their governing bodies took action in the late 1970's, to prepare a Section 201 Facility Plan under the Federal Water Pollution Control Act (The Clean Water Act). This underlying study and plan led to the implementation of independent and joint authorities and utilities meant to address the Municipality's pollution concerns.

In July 1976, the Borough of Lebanon and Township of Readington adopted parallel Ordinances pursuant to the Sewerage Authorities Law of the State of New Jersey "Laws 1946, c.138, as amended; N.J.S.A. 40:14A-1, tense," creating a joint Sewerage Authority known as the Readington Lebanon Sewerage Authority, hereinafter "RLSA."

Thereafter, under the referenced statutory authorization, the Lebanon Borough Council, by Ordinance #80-8 on August 8, 1980, created the Lebanon Borough Sewerage Authority, hereinafter "LBSA." The LBSA was to be governed by five (5) commissioners appointed by the Council of the Borough of Lebanon for 5-year terms. Among the members a chairman and vice chairman were to be elected on an annual basis. Pursuant to N.J.S.A. 40:14A-7, the LBSA, as a separate entity, was given specific statutory powers, in addition to the authority and responsibilities hereinafter set forth.

### **B. System Overview**

The Lebanon Borough Sewerage Authority, like any other authority within a municipality in New Jersey with a public sewer system, owns and operates a system of underground pipes and connections meant only for the use of the Borough residents and commercial establishments within its sewer service area to dispose of flows from residences and businesses. The largest pipes under the control of the Lebanon Borough Sewerage Authority are twelve inches in diameter, but the system is extensive,

sophisticated, and well maintained. Currently the LBSA is responsible for the operation and maintenance of approximately 40,500 linear feet (7.67) miles) of lines and about 225 manhole access points.

The sanitary system collects all wastewater from the Borough sewer service area comprised of all properties within the boundaries of the Borough and from one facility that is partially outside the Borough. The total flow is eventually emptied into the joint authority lines of the Readington Lebanon Sewerage Authority (RLSA) located along the South Branch of the Rockaway Creek in the middle of the Borough, then to a pump station along Kullman Road. The pump station carries the flows through regional authority lines as a force main in Clinton Township along the south side of Route 22 then in Readington Township, along Route 22, and then to the RLSA treatment and purification plant located on Old Highway 28 in Whitehouse, Readington Township.

The RLSA was established jointly by the Borough of Lebanon and the Township of Readington in 1976 to service Lebanon Borough and the area of Readington Township known as Whitehouse and Whitehouse Station. The costs of the RLSA operation are divided among the two member municipalities in proportion to the volume of effluent coming from each member compared to the total flow received at the purification plant. Payment of the debt originally incurred for construction and expansion is divided in the same manner, and therefore the volume of wastewater treated is important since it potentially affects every user's annual cost. Each of the two participating entities is represented on the RLSA Board by three Commissioners appointed by the governing body of each of the municipalities and which controls the operation of the RLSA.

The Readington – Lebanon Sewerage Authority, in 1981, constructed a sewerage treatment plant designed initially to process 800,000 gallons per day (gpd) of effluent capacity, with the Borough of Lebanon and its Sewerage Authority being allocated, receiving, and utilizing 160,000 gallons per day (gpd). Thereafter, the Readington – Lebanon Sewerage Authority Treatment Plant was expanded in 2000 to an ultimate capacity of 1,200,000 gallons per day (gpd). Of that capacity the Township of Readington is allocated 939000 gpd, with the Lebanon Borough Sewerage Authority receiving an allocation of 241,000 gallons per day (gpd), and NJDEP Round Valley at 20,000 gpd.

Lebanon Borough Sewerage Authority's contribution to the cost of operating and paying for the construction and expansion costs of the RLSA plant comes from sewer tapping, connection and operating fees charged to the users of the system. In each user's bill the user's sewage charge is based on a flat rate sewer use/rental unit(s) established by the LBSA in accordance with the authorizing statutes, NJSA 40:14A-1 et seq. and NJDEP guidelines for different types of residential and commercial users. Annually the LBSA also checks the water consumption of the Borough, as provided the Town of Clinton Water Company, against the flows that are monitored by RLSA and LBSA to make sure there is a balance in the use and consumption of water versus sewer flows, considering the extra water usage occurring during the summer months for outside activities and landscape needs. In order to allow for future capacity required for the use of existing properties in the Borough the LBSA has adopted and amended reserve capacity

Resolutions that set aside capacity for low and moderate income housing requirements, vacant lots of record that are adjacent to the system, for maintaining a reserve for existing sites with signed agreements for capacity, reserve for Infiltration and Inflow, and for Infill expansion or redevelopment of sites in the Borough.

The LBSA sanitary system has two main trunk lines, the North and the South serving their respective parts of the borough. A number of smaller diameter pipes feed into these trunks so that all areas are served. To facilitate the installation and maintenance of these lines most of the lines are installed under roads or other rights of way, although in some cases the lines are actually under private property in “easements” dedicated to the LBSA. Along the whole length of the pipes there are placed, at intervals of several hundred yards, manholes that permit access to the system for cleaning and maintenance. Where the lines pass under private land, the LBSA is granted an “easement” above each line which must be kept free from all obstructions and structures, such as buildings, fences, trees, and other vegetation so that trucks with maintenance equipment can be driven along the line and reach all manhole covers. Access for the easements is generally about twenty feet wide. Individual residences and buildings are connected to the nearest convenient mains with smaller pipes, only a few inches in diameter (a NJDEP 4” minimum mandate), known as laterals. There are standard charges for each connection to the system depending on whether the building is a private home or a commercial operation. The charge for the linkage, connection or tapping is governed by NJSA 40:14A-8 et seq. and is reviewed and recalculated every year and contained in the annual resolution adopted by the LBSA.

The individual laterals, which may be up to several hundred feet long, are made of primarily plastic piping (PVC or ABS). Over the years, laterals or cleanout connections may become cracked, or even broken, due to a variety of causes such as ground movement, freezing, landscape operations or the weight of vehicles above them. These cracks and breakages can lead to the contamination of ground water from water leaking into and out of the LBSA system. This contamination is known as inflow and infiltration or the so-called I/I problem and affects almost all sewage systems once they reach a certain age. Briefly stated I/I is the inflow of ground water and surface water into the pipes through cracks or breaks and can be many gallons an hour or, in the worst cases, even many gallons a minute. Naturally, the amount of water forced through the openings in the pipes depends on the pressure of the ground water, which is greatest in periods of heavy rain and high groundwater conditions in the spring. There are, however, some low lying areas of the LBSA sewer service area where the water level is always high.

The finding and repairing of leaks takes an enormous amount of time and energy. Leaks can be found by entering through a manhole cover and introducing a special motorized TV camera which can be driven through the pipe connected to video recording equipment in a van by a cable. Another method for determining whether ground water is entering a pipe is to measure the water flow first in a dry period and then after heavy rain. The LBSA has carried out I & I investigations and conducted repairs to eliminate a significant amount of inflow into the system. Currently, the LBSA monitors the flows of the system on a monthly basis and is planning for another intensive, system-wide effort to determine

how much flow the laterals and mainlines are contributing to the I/I problem. In 2015 and 2016 LBSA divided the system into three (3) zones and began scheduled investigations of those zones within the system. Repairs in the zones are being conducted in each year within each of the zones. In 2018 due to spikes in flow above normal the Authority authorized installing meters to track flows within the system. Five (5) meters were purchased over time. One meter is permanently installed in the RLSA Pump Station in the same flume as the RLSA meter, for the purpose of baseline data in comparison to the other four (4) meters to be located in various sections of the system.

Sanitary sewer system maintenance and improvements, and visual inspections of the entire system are carried out each year and maintenance records are kept on changes or repairs to the system. Based upon the inspections recommendations are made to LBSA commissioners for repairs and maintenance to above ground and underground portions of the system along with maintenance of off road easements. As part of maintaining and upgrading the sanitary sewer system and removing infiltration/inflow (I/I), the LBSA continues to investigate sources of I/I in the system. Flow metering during wet weather events and during dry conditions is active and being used to determine severity of these groundwater and storm water flows. More intensive efforts of flow monitoring and internal television inspections are being performed to locate specific defects and leakage. Television inspection vehicles available through private contractors allow personnel to inspect building service connections, as well as the sewer mains, which enhances efforts to implement necessary rehabilitation of sewer mains and private sewer laterals, thus eliminating sources of infiltration/inflow and reducing the flow to the RLSA Regional Authority for treatment, so that corresponding sewage treatment charges to Lebanon Borough Sewerage Authority users can be reduced. Rehabilitation of defective portions of the collection system will also extend the life of the system. In 2019, 2020, and 2021, the Authority executed repairs and as a result the average daily flow to the RLSA plant has been reduced in excess of 25,000 gallons per day, regardless of the varied rainfall encountered. Phase II repairs for 2022 and forward will be more select on locations to further reduce average flows.

### **C. Authority and Additional Responsibilities of the Lebanon Borough Sewerage Authority (“LBSA”)**

The LBSA has jurisdiction of the entire sewer collection system (sewer service area) within the boundaries of the Borough of Lebanon and one line extension into Clinton Township to service one commercial building on Cokesbury Road. Two sections of sewer lines, Presidential Place, and the Hunterdon Hills Plaza have opted to take over operation of their lines and have C-2 licensed operators that report to LBSA and RLSA each month, but those sections still flow through the LBSA system. The exception is the main trunk line running through the Borough, which is owned and operated by RLSA, and which provides connection points for individual homes and/or sections of LBSA lines. Once outside the Borough limits, jurisdiction of the sewer collection system is under the control of the RLSA.

The LBSA shall exercise all of the powers granted by the Sewerage Authority's Law of the State of New Jersey, NJSA 40:14A-1, et seq., and including but not limited to those powers specifically enumerated in NJSA 40:14A-7 et seq. and as may be hereinafter granted through Amendments of the said enabling Statutes, and is, and/or shall be:

- 1) An autonomous taxing and regulating authority within the Borough of Lebanon, with a board of commissioners that are appointed by the Borough Council for specific terms of office in accordance with NJSA 40:14A-1 et seq.
- 2) Responsible for the development and approval of rules, regulations, and resolutions required for the continued and safe operation of the Sewerage Authority.
- 3) Responsible for the operation and maintenance of the sanitary sewer collection system in Lebanon Borough and provision for treatment of effluent through the Readington Lebanon Sewage Authority ("RLSA").
- 4) Regulate connections and capacity allocations, and reviews development applications to calculate anticipated wastewater flow and prepare reserve capacity agreements for fund payment prior to applicants proceeding site plan or subdivision review before the Planning or Zoning Boards of the Borough.
- 5) Responsible for the review and approval of requests for sewer extension projects for filing with the regional authority, RLSA and NJDEP.
- 6) Responsible for the review and approval for additional capacity requests for home or business expansion plans prior to issuance of building permits in the Borough.
- 7) Responsible for the issuing approvals of sewer connection permits after review of application for compliance with "Rules and Regulations for Connections and Sewer Extensions" for all installations and repairs of sewer laterals.
- 8) Responsible for Inspection of Grease Interceptors including but not limited to all retail food establishments, schools, institutions, etc.
- 9) Responsible for issuing Certificates of Continuing Compliance for proper connection of sump pumps, roof drains, and other surface and ground water drains (to be filed prior to transfer of property).
- 10) Responsible for the maintenance and update of the Lebanon Borough Wastewater Management Plan as lead agency for the Borough in cooperation and coordination with the Borough of Lebanon on common elements of plans for the Wastewater Management Regulations of the Borough.

#### **D. Operations and Procedures**

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The policies, procedures, and operations, and rules and regulations of the LBSA are codified herein to assure the proper maintenance and improvement of the sewer system of the LBSA, and are to be utilized and implemented in conjunction with the LBSA Operation and Maintenance Manual (June 7, 2007, amended September 2016, and as may be amended in the future) in order to protect the integrity of the entire LBSA-RSLA system.\

## II. Definitions

For the purpose of this section, the following terms, phrases, words, and their derivations shall have the meanings stated herein unless their use in the text of this section clearly demonstrates a different meaning. When consistent with the context, works used in the present tense include the future, words used in the plural number include the singular number, and words used in the singular number include the plural number. The word “shall” is always mandatory and not merely directory. The definitions below are the same as or based upon corresponding definitions in the New Jersey Pollutant Discharge Elimination System (NJDPES) rules at N.J.A.C. 7:14A1.2, and /or New Jersey Statutes.

**Blockage of Sewers** – Any pipe which is prevented from full flow by all types of paper towels, clothing, fabrics, and cleaning materials, feminine hygiene products, diapers, flushable wipes. Such type of materials are prohibited from being disposed of in toilets and drains within the sewer service area of the Lebanon Borough Sewerage Authority. Refer to **RESOLUTION No. 15-2021, PROHIBITS MATERIALS - BLOCKAGE CLEANOUT, passed and signed May 6, 2021 for information on penalties, APPENDIX E.**

**Connection** – Any pipe, together with the necessary connections, conveying sewage from a single building, multi-use building, and/or any building of sort to the sewer system.

**Connection Fee – (Tapping Fee)** – A separate charge in the nature of a connection fee or tapping fee, in respect to each connection of any property connected or to be connected, and uniform within each class of users, which amount thereof shall not exceed the actual cost of the physical connection plus an amount computed to represent a fair payment toward the host or the system (including but not limited to, all expenses of construction, expansion, operation and maintenance of the system, including reserves, insurance, extensions, and replacements from time to time, may be necessary). The connection/tapping fee shall be recomputed at the end of each fiscal year, of the LBSA, and after a public hearing is held, the revised connection fee shall be imposed upon those who subsequently connect a unit(s) to the system in that fiscal year.

**CTSA** – Clinton Township Sewerage Authority

**Domestic Sewage** – Waste and wastewater from humans or household operations.

**Easements** – An easement is a nonpossessory right to use and/or enter onto the real property of another without possessing it. It is "best typified in the right of way which one landowner,

A, may enjoy over the land of another, B". It is similar to [real covenants](#) and [equitable servitudes](#); in the United States, the [Restatement \(Third\) of Property](#) takes steps to merge these concepts as servitudes.

**Illicit Connection** – Any physical or non-physical connection that discharges domestic sewage, con-contact cooling water, process wastewater, or other industrial waste (other than stormwater) to the municipal separate storm sewer system operated by the Borough of Lebanon, unless that discharge is authorized under the NJDPES permit other than the Tier A Municipal Stormwater General Permit. Nonphysical connections may include, but are not limited to, leaks, flows, or overflows into the Municipal separate storm sewer system.

**Industrial waste** - Nondomestic waste, including, but not limited to, those pollutants regulated under Section 307(a), (b), or (c) of the Federal Clean Water Act (33 U.S.C. §1317(a), (b), or (c)).

**Infiltration** - Groundwater entering sanitary sewers through defective pipe joints and broken pipes is called infiltration. Pipes may leak because of careless installation; they may also be damaged after installation by differential ground movement, heavy vehicle traffic on roadways above the sewer, careless construction practices in nearby trenches, or degradation of the sewer pipe materials. In general, volume of leakage will increase over time. Damaged and broken sewer cleanouts are a major cause of infiltration into municipal sewer systems.

**Inflow** - Water entering sanitary sewers from inappropriate connections is called inflow. Typical sources include sump pumps, roof drains, cellar drains, and yard drains where urban features prevent surface runoff, and storm drains are not conveniently accessible or identifiable. Inflow tends to peak during precipitation events and causes greater flow variation than infiltration.

**Grease traps** – A **grease trap** (also known as **grease interceptor**, **grease recovery device** and **grease converter**) is a [plumbing](#) device (a type of [trap](#)) designed to intercept most [greases](#) and solids before they enter a wastewater disposal system. Common wastewater contains small amounts of oils which enter into treatment facilities. Large amounts of oil from food preparation in restaurants can overwhelm a treatment facility, causing release of untreated sewage into the environment. High-viscosity fats and cooking grease such as [lard](#) solidify when cooled, and can combine with other disposed solids to block drain pipes. The traps reduce the amount of fats, oils, and greases (FOGs) that enter sewers. They comprise boxes within the drain run that flows between the sinks in a kitchen and the sewer system. They only have kitchen wastewater flowing through them, and do not serve any other drainage system, such as toilets. They can be made from many different materials, such as stainless steel, plastics, concrete & cast iron. They range from 35 liter capacity to 45,000 liters and greater. They can be located above ground, below ground, inside the kitchen or outside the building.

**House Connection** - Any pipe, together with necessary connections, conveying sewage from a single building of any kind or sort to the sewer system.

**LBSA** - Lebanon Borough Sewerage Authority created as described in Section I above.

**Maintained Reserve Capacity** – The total sewerage capacity maintained by the Lebanon Borough Sewerage Authority as a reserve for (1) future Mt. Laurel housing; (2) excess use by existing users; (3) possible underestimation of amount of capacity reserved for those entering into approved Reservation Agreements; and (4) infiltration, cracks and/or breaks in existing sewer infrastructure lines.

**Municipal separate stormwater sewer system (MS4)** - A conveyance or system of conveyances (including roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, manmade channels, or storm drains) that is owned or operated by the Borough of Lebanon or other public body, and is designed and used for collecting and conveying stormwater. MS4's do not include combined sewer systems, which are sewer systems that are designated to carry sanitary sewage at all times and to collect and transport stormwater from streets and other sources.

**NJPDES permit** – A permit issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJPDES) rules at N.J.A.C. 7:14A.

**Non-contact cooling water** – Water used to reduce temperature for the purpose of cooling. Such waters do not come into direct contact with any raw material, intermediate product (other than heat) or finished product. Noncontact cooling water may however contain algacides, or biocides to control fouling of equipment such as heat exchangers, and/or corrosion inhibitors.

**Person** – Any individual, corporation, company, partnership, firm, association, or political subdivision or this state subject to municipal jurisdiction.

**Public Sewer** - A sanitary sewer or public stormwater drain.

**Public Stormwater Drain** - The system of drains, conduits, catch basins, and the like installed or maintained by the Borough in and near public streets, thoroughfares, and easements for the purpose of removal of surface water and stormwater from streets, lands, and premises near or adjacent to the drain system.

**RLSA** - Readington Lebanon Sewerage Authority created as described in Section I

above. **Sanitary Engineer** -The duly appointed engineer of and by the LBSA.

**Sanitary Sewer** - The system of conduits installed or maintained by LBSA in or near public streets, thoroughfares, and easements for the purpose of disposing of fluid waste, other than stormwater.

**Service Charge / User Fee** – Rates, rents, fees or other charges for the direct or indirect connection with or the use or services of the sewage system, charged to and collected from

any person contracting for such connection or use or services or from the owner or occupant, or both of them, of any real property which directly or indirectly is, or has been connected to the system or on which originates or has originated sewage or other waste which directly or indirectly have entered into or may enter the sewage system. Service charges/user fees shall be established annually by Resolution of the LBSA.

**Service Year** - The one-year period, beginning January 1 and ending December 31.

**Sewer Extension** - Any additions to the sanitary sewer, either privately or publicly owned, serving, or which may serve, two (2) or more premises.

**Treatment Works Approval** - A permit request issued by the New Jersey Department of Environmental Protection to implement the New Jersey Pollutant Discharge Elimination System (NJDPES) rules at N.J.A.C. 7:14A-22 and 23. These rules apply to individuals, sewerage authorities, municipalities, governmental agencies, private firms and all persons who propose to design, construct, and/or operate any treatment works for the collection, conveyance or treatment of domestic or industrial wastes in the State of New Jersey, and for which a treatment works approval from the Department is required pursuant to N.J.A.C. 7:14A-22.

## **Additional Definitions**

**All definitions outlined in the “Policy, Procedures, and Rules & Regulations” adopted (9/1/2016 rev2 10.17.2022) shall be in force in this document**

### **III. ADMINISTRATIVE REGULATIONS**

#### **A. Connection/Tapping Fees; and Sewer Service (Use) Charges**

1. **Connection/Tapping (Capacity Fee)**. Any development requiring new capacity shall be obligated to pay a one-time connection/tapping/capacity fee to the Lebanon Borough Sewerage Authority for such new flow into the Authority’s sanitary sewer system. Any development requiring additional capacity due to redesign, expansion or changed use, beyond that originally approved by the Land use Board shall require an additional connection fee for the added capacity. Each year the connection/tapping/capacity fees are updated by public hearing and subsequent resolution and the adopted fee schedule is on file at the Authority office.

Any additional proposed sewage flow generated by new construction or renovations are subject to prior review and approval by the LBSA. An application and the required plans and supporting documentation must be submitted and approved by the LBSA before construction permits shall be issued. If no connection fee is required, the additional flow will be added to the yearly service charge based upon the standard unit of flow for the proposed increase in use.

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The LBSA approval is part of the pre-site plan or subdivision approval process before the Borough Land Use Board. New capacity must be obtained from the LBSA prior to any public hearing before the Borough Land Use Board for any development/expansion, redevelopment, or the issuance of any building permits for construction.  
or increased

Any increase in the footprint, or any change of use, of a retail, commercial, office, educational, or other institutional use in the Borough requires a review by the LBSA to determine the amount of additional capacity that is required.

In the event that a new lateral connection to the sewer system is sought due to disconnection from a septic system, plans of the existing dwelling must be reviewed. Applicants must submit plans to the Lebanon Borough Sewerage Authority and Borough/County Health Department for any septic system abandonment.

2. **Service (Use) Charges.** For each connection (or approved reservation of capacity) to the sewerage system, there shall be established and paid by the Owner of such property connected or to be connected, for the discharge of effluent into the sewerage system, an annual sewer service (use) charge. Such service charge shall be annually established by Resolution of the Authority, which charge may be paid in quarterly installments and shall be uniform throughout the Borough, for the same type, class and amount of use or service of the sewerage system.

## **B. Sanitary Sewer Easements**

The sanitary sewer system maintained by the Lebanon Borough Sewerage Authority consists of at least seven and one-half miles (7.5 miles) of sewer pipe installed in public rights-of-way and in easements on private properties.

The LBSA policy pertaining to sanitary sewer easements requires access into and through an easement that is free of obstructions and structures, so that LBSA personnel can perform repairs and maintenance, emergency or otherwise. Examples of obstructions include but are not limited to buildings, fences, walls, pools, patios and decks, large landscaping, trees, and other structures. Only grasses or other vegetative ground covers may be planted on an easement.

The policy on easements provides that no fence posts be located on the easement and that a minimum of a 16 foot opening from post to post is necessary for passage of sewer cleaning trucks. Any gate must be able to be opened from both sides and must not be locked at any time without a locking system approved by and usable by LBSA personnel. Fence rails or stringers that cross the easement must be constructed so they are easily removed without tools by LBSA employees if the need for emergency access occurs.

## **C. Sewer Connection Permits Development Guidelines**

Sanitary Sewer Connection Permits are required in the Borough, as well as Plumbing Permits issued by the local Construction Official when any external work is done to a sanitary sewer lateral to repair a lateral or improve a building connection.

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Any new connection to the sanitary sewer system, any lateral repair, or any abandonment of sanitary sewer laterals, requires a review by LBSA for determination of a connection permit or increased capacity. The application form is available through the LBSA office in the Borough Hall, 6 High Street, Lebanon Borough, NJ 08833.

The LBSA also has adopted “Rules and Regulations for House Connections and Sewer Extensions” available in the LBSA office and is part of the Operations and Maintenance Manual. While the owner of a structure is responsible for maintaining their sewer service from the building to the first cleanout at the street right of way connection, the LBSA must be called to inspect and approve any lateral repair or new connection made to the LBSA sanitary sewer system or when other services such as natural gas, or public water is added to or changed.

#### **D. Illegal Storm Water Connections / Sump Pump Compliance**

Sump pumps, basement drains and other storm and groundwater connections to the sanitary sewer system reduce capacity in the system and increase sewage treatment costs. Borough ordinances prohibit the discharge of any cellar, swimming pool, air conditioning system, washing machines, or any type of “grey water” or any storm surface water directly or indirectly into the sanitary sewer. Violations of these ordinances carry fines in accordance with approved regulations, and/or Sewer Service Agreements between the owner and/or developer and LBSA.

The serious impact of sump pump discharge has required the LBSA to take action to enforce existing Ordinances to eliminate storm and groundwater connections. Each illegal connection impacts all user’s billing responsibility. Extraneous groundwater and storm water entering the sewer system, known as infiltration/inflow (I/I), overloads the pipes and increases the amount of water to be treated at the sewerage plant and greatly increases the sewer charges to all citizens. Inflow / infiltration can sometimes equal or exceed the flow of real sewage.

Prior to the sale or transfer of any real property containing a sewer connection in the Borough of Lebanon, the owners thereof shall file an application and certification of proper connection to the LBSA sewage system. Such application shall be made and approved prior to the closing of title or transfer of such property. The “Application for Certification of Proper Connection of Sump Pumps, Roof Drains, and other Service and Ground Water Drains” is attached in Appendix “A.”

These forms are available from the Lebanon Borough Sewerage Authority. If the applicant or his/her agent wishes to self-certify, they must complete both sides of the form and indicate on the back of the form where any sump pumps, roof drains or area drains discharge. They must also have the form notarized and return it to the LBSA office, together with a check for the established fee, prior to the closing on the property.

If the homeowner is unable to certify where the sumps or drains discharge to, they can call the LBSA office to set up an appointment for an inspection and the payment of the established inspection fee for this service.

#### **E. Grease Trap Requirements**

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Lebanon Borough Sewerage Authority has adopted a “Food Related Grease Control” (see Article V) regulations which requires that all retail food establishments, delicatessens, restaurants, take-out food establishments, hotel kitchens, bars, factory cafeterias, clubs or other eating establishments must prevent excessive quantities of grease from being discharged into the sanitary sewer system. The LBSA shall review plans for any proposed establishment as enumerated above to determine if a grease interceptor is required.

The LBSA shall inspect, on an annual basis, all existing establishments and where necessary, other establishments that require the installation of grease interceptors to ensure that interceptors are maintained in efficient operating condition. The maintenance shall include the removal of accumulated grease, scum, oil or other floating substances and solids deposited in the interceptor.

Cleaning intervals of grease interceptors shall be dependent on the capacity of the grease interceptor and quantity of grease in the wastewater but shall be a minimum of once every month. A log of cleaning operations shall be posted in such a manner for inspection by the agent of the LBSA. The log shall include the date of cleaning, description of volume removed, identification of approved disposal site and the signature of the property representative inspecting the grease interceptor and/or responsible for cleaning of the grease interceptor. The trap shall be opened upon request of the inspector.

Any person or establishment who fails to adequately clean their grease interceptor at necessary intervals, provide an up-to-date cleaning log, or refuse to open the grease trap for a physical inspection, shall be liable for a fine of not less than \$50 for each occurrence and which provision shall be enforceable through the Municipal Court upon issuance of a Summons by the LBSA agent.

#### **F. Performance and Maintenance Guarantees required; Surety; Release**

1. Before the final connection to the Authority’s sewage system, the authority may require and shall accept in accordance with the Municipal Land Use Law (MLUL) (which is incorporated herein by reference), and standards adopted by these regulations for the purpose of assuring the installation and maintenance of sewer improvements:

(a) The furnishing of a performance guarantee in favor of the LBSA in an amount not to exceed 120% of the cost of installation, which cost shall be determined by the authority engineer according to the method of calculation set forth herein, for improvements which the LBSA may deem necessary or appropriate including: sanitary sewers or other means of sewer disposal to include main sewer lines, lateral connections, manhole assemblies, pump stations and equipment, backfill and repair, heat tapes, electronic monitoring devices, streets, grading, pavement, gutters, curbs, sidewalks, surveyor's monuments, water mains, culverts, storm sewers, drainage structures, erosion control and sedimentation control devices.

The authority engineer shall prepare an itemized cost estimate of the improvements covered by the performance guarantee, which itemized cost estimate shall be appended to each performance guarantee posted by the obligor.

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(b) Provision for a maintenance guarantee to be posted with the LBSA for a period not to exceed two years after final acceptance of the improvement, in an amount not to exceed 15% of the cost of the improvement, which cost shall be determined by the authority engineer according to the method of calculation set forth herein. In the event that other governmental agencies or public utilities automatically will own the utilities to be installed or the improvements are covered by a performance or maintenance guarantee to another governmental agency, no performance or maintenance guarantee, as the case may be, shall be required by the authority for such utilities or improvements.

2. The time allowed for installation of the improvements for which the performance guarantee has been provided may be extended by the LBSA by resolution. As a condition or as part of any such extension, the amount of any performance guarantee shall be increased or reduced, as the case may be, to an amount not to exceed 120% of the cost of the installation, which cost shall be determined by the authority engineer according to the method of calculation herein as of the time of the passage of the resolution.

3. If the required improvements are not completed or corrected in accordance with the performance guarantee, the obligor and surety, if any, shall be liable thereon to the LBSA for the reasonable cost of the improvements not completed or corrected and the LBSA may either prior to or after the receipt of the proceeds thereof complete such improvements. Such completion or correction of improvements shall be subject to the public bidding requirements of the "Local Public Contracts Law," P.L. 1971, c. 198 (C. 40A:11-1 et seq.).

0. (a) Upon substantial completion of all required improvements the obligor may request of the LBSA in writing, by certified mail addressed in care of the authority secretary, that the authority engineer prepare, in accordance with the itemized cost estimate prepared by the authority engineer and appended to the performance guarantee, a list of all uncompleted or unsatisfactory completed improvements. If such a request is made, the obligor shall send a copy of the request to the authority engineer. The request shall indicate which improvements have been completed and which improvements remain uncompleted in the judgment of the obligor. Thereupon the authority engineer shall inspect all improvements covered by obligor's request and shall file a detailed list and report, in writing, with the LBSA, and shall simultaneously send a copy thereof to the obligor not later than 45 days after receipt of the obligor's request.

(b) The list prepared by the authority engineer shall state, in detail, with respect to each improvement determined to be incomplete or unsatisfactory, the nature and extent of the incompleteness of each incomplete improvement or the nature and extent of, and remedy for, the unsatisfactory state of each completed improvement determined to be unsatisfactory. The report prepared by the authority engineer shall identify each improvement determined to be complete and satisfactory together with a recommendation as to the amount of reduction to be made in the performance guarantee relating to the completed and satisfactory improvement, in accordance with the itemized cost estimate prepared by the authority engineer and appended to the performance guarantee.

1. (a) The authority, by resolution, shall either approve the improvements determined to be complete and satisfactory by the authority engineer, or reject any or all of these improvements



upon the establishment in the resolution of cause for rejection, and shall approve and authorize the amount of reduction to be made in the performance guarantee relating to the improvements accepted, in accordance with the itemized cost estimate prepared by the authority engineer and appended to the performance guarantee. This resolution shall be adopted not later than 45 days after receipt of the list and report prepared by the authority engineer. Upon adoption of the resolution by the LBSA, the obligor shall be released from all liability pursuant to its performance guarantee, with respect to those approved improvements, except for that portion adequately sufficient to secure completion or correction of the improvements not yet approved, provided that 30% of the amount of the total performance guarantee posted may be retained to ensure completion and acceptability of all improvements.

For the purpose of releasing the obligor from liability pursuant to its performance guarantee, the amount of the performance guarantee attributable to each approved improvement shall be reduced by the total amount for each such improvement, in accordance with the itemized cost estimate prepared by the authority engineer, including any contingency factor applied to the cost of installation. If the sum of the approved improvements would exceed 70 percent of the total amount of the performance guarantee, then the LBSA may retain 30 percent of the amount of the total performance guarantee to ensure completion and acceptability of all improvements.

(b) If the authority engineer fails to send or provide the list and report as requested by the obligor pursuant to subsection D. of this section within 45 days from receipt of the request, the obligor may apply to the court in a summary manner for an order compelling the authority engineer to provide the list and report within a stated time and the cost of applying to the court, including reasonable attorney's fees, may be awarded to the prevailing party.

If the LBSA fails to approve or reject the improvements determined by the authority engineer to be complete and satisfactory, or reduce the performance guarantee for the complete and satisfactory improvements within 45 days from the receipt of the authority engineer's list and report, the obligor may apply to the court in a summary manner for an order compelling, within a stated time, approval of the complete and satisfactory improvements and approval of a reduction in the performance guarantee for the approvable complete and satisfactory improvements in accordance with the itemized cost estimate prepared by the authority engineer and appended to the performance guarantee; and the cost of applying to the court, including reasonable attorney's fees, may be awarded to the prevailing party.

(c) In the event that the obligor has made a cash deposit with the authority as part of the performance guarantee, then any partial reduction granted in the performance guarantee pursuant to this subsection shall be applied to the cash deposit in the same proportion as the original cash deposit bears to the full amount of the performance guarantee.

6. If any portion of the required improvements is rejected, the LBSA may require the obligor to complete or correct such improvements and, upon completion or correction, the same procedure of notification, as set forth in this section shall be followed.

7. Nothing herein, however, shall be construed to limit the right of the obligor to contest by legal proceedings any determination of the LBSA or the authority engineer.

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8. The obligor shall reimburse the LBSA for all reasonable inspection fees paid to the authority engineer for the foregoing inspection of improvements; provided that the LBSA may require of the developer a deposit for the inspection fees in an amount not to exceed, except for extraordinary circumstances, the greater of \$500 or 5% of the cost of improvements, which cost shall be determined as set forth herein. For those developments for which the inspection fees are less than \$10,000, fees may, at the option of the developer, be paid in two installments. The initial amount deposited by a developer shall be 50% of the inspection fees. When the balance on deposit drops to 10% of the inspection fees because the amount deposited by the developer has been reduced by the amount paid to the authority engineer for inspection, the developer shall deposit the remaining 50% of the inspection fees. For those developments for which the inspection fees are \$10,000 or greater, fees may, at the option of the developer, be paid in four installments. The initial amount deposited by a developer shall be 25% of the inspection fees. When the balance on deposit drops to 10% of the inspection fees because the amount deposited by the developer has been reduced by the amount paid to the authority engineer for inspection, the developer shall make additional deposits of 25% of the inspection fees. The authority engineer shall not perform any inspection if sufficient funds to pay for those inspections are not on deposit.

9. To the extent that any of the improvements have been dedicated to the LBSA, the LBSA shall be deemed, upon the release of any performance guarantee required pursuant to subsection k. of this section, to accept dedication for public use the improvements made thereon according to plans approved by the LBSA, provided that such improvements have been inspected and have received final approval by the authority engineer.

10. The cost of the installation of improvements shall be estimated by the LBSA engineer based on documented construction costs for public improvements prevailing in the general area of the municipality.

#### 11. Performance Guarantee

1. The authority shall accept the standardized form for a performance guarantee, maintenance guarantee or letter of credit adopted by regulation by the Department of Community Affairs.
2. The LBSA shall accept a performance guarantee or maintenance guarantee which is an irrevocable letter of credit with an "Evergreen Clause."
3. The Performance Guarantee constitutes an unconditional payment obligation of the issuer running solely to the LBSA for an express period of time in the amount determined pursuant to these Rules and Regulations.
4. Is issued by a banking or savings institution authorized to do and doing business in the State of New Jersey.
5. Is for a period of time of at least one year; and
6. Permits the LBSA to draw upon the letter of credit if the obligor fails to provide required performance or fails to furnish another letter of credit or written extension which complies with the provisions of this section at least 30 days in advance of the expiration date of the letter of credit.

12. The LBSA shall not require that a maintenance guarantee be posted in cash or that more

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than 10% of a performance guarantee be in cash. A developer may, however, provide at its option some or all of a maintenance guarantee in cash, or more than 10% of a performance guarantee in cash.

### **G. Maintenance of Reserve Capacity**

The Lebanon Borough Sewerage Authority hereby declares, and shall maintain and not allocate, a reserve capacity of 20,000 gallons per day (gpd) to be utilized only for the preservation of the public health and safety and as deemed necessary by the Authority for (1) Future Low and Moderate Income Housing; (2) Excess use by existing users; (3) Possible underestimation of amount of capacity reserved for those entering into approved Reservation Agreements; and (4) Infiltration, cracks and/or breaks in existing sewer infrastructure lines.

### **H. Unused and/or Excess Sewer Capacity**

Any and all excess sewer capacity and/or unused capacity previously approved for and/or granted to the owner of any property is not a proprietary interest and is not, and shall, not be construed to be owned by the owner thereof but is granted to and for use on the particular tract of land for which is was approved and is not transferrable, saleable, or otherwise disposable. Excess and/or unused capacity may only be returned to the Lebanon Borough Sewerage Authority at no cost to, or reimbursement by the Lebanon Borough Sewerage Authority. The Lebanon Borough Sewerage Authority may thereafter utilize such capacity as it deems necessary and appropriate to preserve the public health and welfare, and in accordance with State Statutes and the governing resolutions, rules, regulation, and procedures of the Lebanon Borough Sewerage Authority.

## **IV. RULES AND REGULATIONS FOR SEWER CONNECTIONS AND EXTENSIONS**

### **A. Permit Requirements**

No connection with or extension of any public sanitary sewer, or any construction, alteration or repair of any pipe, conduit, or facility between the sanitary collector line and any building shall be made without previous permit authorizing same. Applications for permits are to be submitted for approval to LBSA, located in Lebanon Borough Hall, weekdays between the hours of 9:00 am and 12:00 pm.

For repair of the sanitary sewer system, or other public utility, proof of calls to NJ One-Call 811 system for a markout must be provided for all work conducted in the system, or Borough. No connection or repair of a lateral or sewer line, or public utility may be undertaken without the proper Road Opening Permit as outlined in “The Opening and Street Excavation Of Any Public Right Of Way” 2020-05, 07/15/2020. Details for Construction of Sanitary Sewers entitled “Lebanon Borough Sewerage Authority Standard Details” are on file at LBSA.

Emergency repairs may be made without previous permit during weekends, evenings, and holidays if there are authorized representatives of LBSA and/or the Borough on site at the time of repair.

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After normal working hours or on weekends and holidays the LBSA authorized representative is to be contacted through the LBSA call in number 908-236-2704, which will provide current contact information. A road opening permit shall be obtained at the earliest possible time thereafter. Such repairs remain subject to LBSA/Borough inspection and, therefore, must be left uncovered until inspected and approved. Suitable safety protection shall be erected until the work can be inspected and backfilled.

### **B. Permit Fee**

No road opening permit for construction or alteration of any sanitary sewer pipe, conduit, sewer line extension, or connection to a public sanitary sewer shall be issued until and unless applicant has paid the permit fee. The municipality will issue road opening permits upon review and acceptance of the application by the Borough Engineer, and thereafter by the LBSA Engineer.

### **C. Special Requirements**

A permit may, at the discretion of the LBSA Sanitary Engineer, in consultation/concert with the Borough Engineer, mandate special provisions and conditions as to the size of pipe, method of construction, backfill requirements, or similar details.

### **D. Illegal Connections**

No person shall provide for or permit drainage of any cellar, swimming pool, water-cooled air-conditioning system, or any stormwater or surface water, roof drains, foundation drains, sump pumps, or area drains directly or indirectly into any sanitary sewer.

### **C. Illegal Disposal of Certain Substances in Public Sewers**

No person shall throw, deposit, or cause to be thrown or deposited any substance in any public sewer or plumbing connection, or otherwise dispose of any substance in such a manner that it will tend to interfere with the free passage of water or sewage within the public sewer system. Without limiting the foregoing, no person shall discharge or cause to be discharged in any public sewer or plumbing connection any of the following described liquids or substances:

1. Any ashes, cinders, sand, mud, straw, wood shavings, metal, glass, rags, feathers, tar, plastic, fats, oils, greases, or any other solid or viscous substances capable of causing obstruction to the flow in sewers, or other interference with proper operation of the public sewer.
2. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
3. Except by special permission of the LBSA, byproducts of refuse from any mechanical garbage disposer or grinder used in the operation of any restaurant, market, supermarket, mortuary, hotel, hospital, or any other mercantile, business establishment, or multi-family dwelling of three (3) or more units.

4. Any water or waste containing corrosive materials of such character and quality as might tend to injure, impair, corrode, or damage the public sewer system, sewage treatment plant, or any other connection facility which is part of the same.

### **F. Sump Pump Certification**

Prior to the transfer of real property within Lebanon Borough, the owner/agent must certify in writing that any sump pumps, roof drains, area drains, etc., are not connected to the sanitary sewer system. The owner/agent must indicate on the back of the form where any/all of the drains discharge. (See Appendix "A" - "Certification of Proper Connection")

### **G. Abandonment of Septic Systems or Cesspools**

No cesspool or septic tank shall be allowed to discharge into LBSA public sewer system. Wherever a connection discharging into a cesspool or septic tank shall have been extended to the sanitary sewer and properly connected therewith, the connection to said cesspool or septic tank, immediately after completion of said new connection, shall be entirely cut off from the cesspool, or septic tank, shall be emptied of its contents, and backfilled with fresh clean fill material under the direct supervision and inspection of the LBSA Engineer.

### **H. Permits for Sewer Collector Line Extensions**

Every application for a sewer collector line extension shall be accompanied by the required application to NJDEP as may be required under NJAC 7:14A Subchapters 22 and 23, along with a complete set of proposed plans and details for the project. These plans and details will be reviewed by LBSA and will be signed off by the Chairman in consultation with the Engineer of LBSA when they are found to meet their requirements. The proposed plans, NJDEP application materials, and construction specification details shall then be delivered to RLSA for regional authority approval and their authorizing signature.

The proposed plans and details, along with the required State application, shall then be forwarded to NJDEP, as contained in its Rules and Regulations for the Preparation and Submission of Designs for the Sewer System and Sewerage Treatment Works. No construction of a sewer line extension requiring NJDEP approval shall commence until all permits are received, fees paid, and a pre-construction meeting with Borough and LBSA representatives has been held.

During construction of work, sewer extensions shall be left open for inspection by the LBSA Engineer, or his designee. No sewage will be permitted to discharge into the line, and no permanent connection shall be made to the sewer system until required tests have been made, tightness of the sewer conforms to LBSA specifications, and proper forms and documents filed with LBSA, RLSA, and NJDEP for operation of sewer extension within parameters of the permit issued by NJDEP.

### **I. House Connections**

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In all house connections, each property shall be separately and independently connected with the sanitary sewer. For the purpose of this regulation, each side of a so-called double house (i.e., duplex, townhome, condominium, etc.) shall be considered a separate property. Each side, or unit, must have a separate house connection located entirely within its boundaries, if topographically feasible. The foregoing provisions shall not apply to any double house with a single house connection, which was constructed prior to the passage of these regulations, except as hereinafter provided.

If the Borough Health Officer determines a double house with a single house connection, or either side of such double house, is in a condition detrimental to public health due to the single connection, by reason of inadequacy of the connection or its interior appurtenances, or by reason of failure to maintain the single connection or appurtenances in proper working order owing to divided responsibility, such officer shall notify owner of each side of such double house to cause each side to be separately and independently connected to the sewer system within 60 days after such notification.

Any owner who shall fail to make such connection within said time shall be deemed in violation of these rules and regulations.

In the case of apartments in a single building, where pursuant to a general plan of development all apartments are designed for and operated under a single administrative ownership responsible for the maintenance of sewer connections, one (1) connection may be made from each building to the sanitary sewer, and so maintained, while such building remains under a single ownership. In the case of two (2) or more such buildings, each shall be connected to the sanitary sewer by separate connections, but, in any event, each dwelling unit shall be billed for sewer usage fees.

In the case of condominium-type complexes, each individual unit shall be treated as a single house requiring a separate connection, unless there exists an agreement for construction and maintenance of common sanitary facilities approved by the LBSA.

No house connection shall be covered until so ordered by the LBSA Chairman or his authorized representative.

Ample notice (48 hours) must be given to LBSA and/or authorized representative in order that LBSA may examine the work before ordering backfilling to begin. Any work, which may have been covered without previously obtaining consent of the LBSA or his agent, shall be uncovered for inspection.

Backfilling around a house connection shall be executed so as to not injure joints of pipes. Areas outside of the street right-of-way shall be backfilled in accordance with the LBSA "Typical Gravity Sewer Cleanout Detail Lawn Area." Within any street or right-of-way of the Borough, backfill shall be compacted to permit restoration of the surface of the street as near as possible to its former condition, in accordance or as specifically required by the Borough Engineer, and approved details of construction. A road opening permit shall be required which shall be obtained from the Borough.

## **J. House Connection Construction**

### **1. Cleanouts**

- a. At least one cleanout must be provided on every house connection.
- b. Location(s) of cleanout(s) shall be governed by the following considerations:
  - 1) Maximum pipe run between cleanouts shall be seventy-five feet (75'), or as set by the current Plumbing Codes of the State of New Jersey.
  - 2) A cleanout brought to grade shall be placed immediately upstream from deviation from straight horizontal alignment of more than 22<sup>1</sup>/<sub>2</sub> degrees (1/16 bend).
  - 3) One 22<sup>1</sup>/<sub>2</sub>-degree bend will be permitted per one hundred feet (100') without a cleanout.
  - 4) A sanitary lateral cleanout shall be placed on the lateral within 5' of building to be serviced.
  - 5) Exceptions to this requirement will be considered, provided they meet approval of LBSA representative prior to acceptance of lateral installation by LBSA Inspector.
  - 6) This requirement does not preclude other portions of these specifications concerning placement of cleanouts. The purpose of this requirement is to provide an access point for future inspections of the sanitary lateral.
  - 7) A cleanout brought to grade shall be placed immediately upstream from each deviation from straight grade.
  - 8) An inspection riser shall be installed at the right-of-way line, sewer main easement line, or other accessible location (i.e., sidewalk, behind curb) authorized by LBSA.
  - 9) Connection of the inspection riser to the lateral pipe shall be made with a "T" or "T-Y" fitting. The inspection riser shall be brought to within approximately three inches (3") from finished grade, capped with a ferrous threaded screw plug, or covered with a Campbell Foundry Casting #1000 w/cam lock or equal. The cast iron cover shall be installed to match finished grade (see detail), and shall be supported with compacted earth or a cement base as needed to maintain cover at finished grade
  - 10) Cleanouts shall be connected to the house line with "wye" fittings, with the cleanout leg pointing upstream.
  - 11) All cleanouts shall be plugged/capped to prevent infiltration of ground or surface water.

### **2. Pipe Size**

- a. No gravity-type house connection shall be less than four inches (4") internal diameter.
  - b. Each house connection shall be laid on an even grade and straight line where feasible.
  - c. The grade of a house connection, wherever possible, shall not be less than two percent (2%) nor shall greater than ten percent (10%), however, in every case, be subject to the judgment of LBSA and Borough Plumbing Code Official.
- c. Where necessary, because of inadequate fall to the sanitary collection system, sewage pumps or ejector systems will be accepted, provided they meet all requirements of current New Jersey State Plumbing Code.

- d. A minimum of two inches (2") internal diameter pipe suitable for pressure service shall be used for the force main section of the system.
- e. The remainder of the system shall meet specifications for a gravity house connection.
- f. Mechanical or other pressure-type joints shall be utilized in the force main.

### **3. Cover Over Pipe**

The pipe shall have additional protection in all areas with less than thirty inches (30") of cover. This protection shall consist of placing concrete (2,500 PSI) six inches (6") around the pipe, or placement of sewer pipe inside a larger diameter concrete or iron pipe. For pipes of eight inches (8") or greater in diameter, eight (8) #4 reinforcing rods shall be placed around the pipe in the concrete encasement.

### **4. Connection to Sewer Main**

Where available, connections to sewer main (collector line) shall be through use of "y's" or "stubs," otherwise, saddle or manhole connections shall be used. Such saddle connections shall be made up to upper half of sewer main and shall be completely parged with concrete after inspection of connection.

House connections to manholes will be permitted providing the connection is watertight and the new flow properly channeled into the existing channel.

### **5. Grease Trap**

- a. A properly designed, ventilated grease trap shall be interposed between the house connection, kitchen, and pantry sinks of every hotel, eating house, restaurant, cooking establishment, or gasoline service station.
- b. No trade wastes, such as those from factories, laundries, dairies, etc., shall be discharged into the sanitary sewer, except by special permission of LBSA.

## **K. Inspection**

Sewer inspection is available from 8:00 A.M. to 4:00 P.M., Monday through Friday, except for holidays. The rate for out-of-hour sewer inspections shall be the approved inspector's or engineer's hourly rate as authorized by LBSA annual contract. The minimum charge will be for one (1) hour, including travel portal to portal. Whenever possible, requests for sewer inspection should be made forty-eight (48) hours in advance.

## **L. Pipe Classification and Pipe Requirements**

The pipe used for either house connections or sewer extensions must meet requirements of the most recent ASTM specifications and good engineering practice.

### **1. "Collector Lines"**

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Cast Iron or Ductile Iron Class 150 with rubber compression or mechanical joints. Polyvinyl Chloride - Schedule SDR-35 with rubber compression joints.

## **2. “House Connections”**

Polyvinyl Chloride - PVC Schedule 40 with cemented coupling joints, rubber compression joints, or as allowed by current New Jersey Plumbing Codes.

### **M. Stream Crossing**

The pipe used for stream crossing shall be cast iron, encased in concrete within the limits of the stream, and to a point ten feet (10') from each bank. All pipes located within ten feet (10') of a stream shall be cast iron. Wherever possible, the line shall be located three feet (3') or more below the stream bed at stream crossing, or as allowed by NJDEP permitting.

### **N. Manhole Marker**

Permanent markers must identify all manholes outside of paved areas. The marker shall be placed two feet (2') to the north or east of all such manholes, or as may be directed, in writing, by the LBSA Engineer. They shall extend two feet (2') above grade and be painted yellow (or have a reflective marker attached and have markers on the stake that identify the Manhole number assigned. In easements which require clearing/mowing each year an additional visible (flexible) wand will be added to allow easy location information for clearing and/or mowing.

### **O. Trench Excavation and Bedding Procedure for Sanitary Sewer and House Connections**

The trench shall be dug six inches (6") or more than the final grade line and the base or underlayment for the pipe shall be crushed stone or pea gravel, which will pass one-half inch (1/2") #2 sieves, but will be retained on #4. The granular bedding shall have a minimum thickness of six inches (6"), or one-fourth (1/4) the outside pipe diameter and shall extend halfway up the pipe barrel at the sides. The remainder of the side fills, and a minimum depth of twelve inches (12") over the top of the pipe, shall be filled with carefully compacted bank run or clean earth material to be approved by the LBSA Engineer, or his designee.

From the point twelve inches (12") above pipe, selected backfill material, approved by the Municipal Engineer, shall be deposited in the trench uniformly in lifts not exceeding twelve inches (12"). Each lift shall be thoroughly tamped to the satisfaction of the Engineer.

### **P. Final Acceptance (Air Testing)**

After completing backfill of collector sewers, the contractor shall perform an air test and deflection test on the line, at his own expense, in the presence of a representative of LBSA. Final acceptance will not be granted until the entire installation has passed these tests. Air test and deflection test specifications can be obtained at the LBSA office, or authorized representative.

### **Q. Photo Inspection of Sewer Lines**

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Upon completion of the project, or any section thereof, LBSA will require photo or television inspection of the sewer by means of a camera traveling through pipe (CCTV).

Deficiencies, such as cracked pipe, defective joints, leaking joints, misaligned joints, and all others which may in any way affect the grade and alignment of the pipe, the life of the completed work, and/or water tightness of the sewer, shall be corrected by uncovering pipe, replacing defective or improperly installed pipe, and satisfactory backfilling of trench.

In the event that roadway pavement or sidewalk has been replaced before this corrective work is done, applicant/contractor shall pay the cost of additional replacement of pavement or sidewalk.

Cost of photo or television inspection of sewer shall be borne by applicant/contractor, as well as all costs to repair defective sections.

LBSA reserves the right to require reinspection of repairs by the same method outlined above prior to acceptance of any line into the public LBSA system. Applicant/contractor shall also bear cost of the second photo or television inspection.

## **R. Sewer Extensions**

Plans for sewer extensions shall comply with current New Jersey Department of Environmental Protection, Division of Water Quality NJDPES Rules N.J.A.C. 7:14A. as amended, and as outlined in NJAC 7:14A-22 and 23.

## **S. Requirements for Final Acceptance of New Collector Line Extensions**

1. All lines shall satisfactorily pass required air and deflection tests, and meet all other construction requirements, including internal camera inspection.
2. All lines shall be clean and free of mud or other sediment.
3. Manholes shall be completed to specifications and be free of leaks.
4. "As-built" drawings shall be delivered to LBSA for their permanent records.
5. All sewer collector lines constructed in the Borough shall be subject to final written approval from LBSA and its Engineer.
6. No bonds, maintenance escrows, or fees shall be released without the approval of the Authority, and not until the improvements are accepted in final form.

## **V. FOOD RELATED GREASE CONTROL**

### **1. Purpose.**

The purpose of this article is:

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- A. To prevent the obstruction and overflow of the municipal sewer system caused by a blockage, or other interference resulting from wastewater discharges containing fats, oils and/or grease from food-related businesses into the Lebanon Borough sewer system.
- B. To abate a nuisance and prevent any health hazards created by the discharge of fats, oils, and/or grease into the Lebanon Borough sewer system that may threaten or cause injury to public health, safety, and welfare of life, property and/or the environment.

## 2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

**EXTERNAL GREASE INTERCEPTOR (EGI)** - Also known as a "gravity grease interceptor," and means a plumbing appurtenance or appliance that is designed by a licensed professional engineer to be installed in a sanitary drainage system to intercept non-petroleum fats, oils, and greases, hereinafter "FOG" from a wastewater discharge, is identified by volume, baffle(s), a minimum of two compartments, and gravity separation, and is installed exterior to the establishment.

**EXISTING ESTABLISHMENT** - Any nonresidential establishment which has obtained a valid sewer connection permit from Lebanon Borough Sewerage Authority prior to the effective date of this article. Changes in ownership or use, or major renovations to an existing establishment will cause the establishment to be classified as a new establishment.

**FATS, OILS AND/OR GREASE (FOG)** - Organic polar compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 CFR 136, as may be amended from time to time. All may be referred to herein as "FOG," "grease" or "greases."

**INTERNAL GREASE INTERCEPTOR (IGI)** - Also known as a "hydromechanical grease interceptor," means a plumbing appurtenance or appliance that is installed in a sanitary drainage system to intercept nonpetroleum fats, oils, and grease from a wastewater discharge and is identified by flow rate, separation, and retention efficiency. The design incorporates air entrainment, hydromechanical separation, interior baffling, and/or barriers in combination or separately, and an external flow control, with air intake (vent).

### **NEW ESTABLISHMENT**

Any establishment that is not defined as an existing establishment, including change of ownership or use, or major renovations to an existing establishment.

#### 1. Enforcement; waiver.

- A. Lebanon Borough Sewerage Authority personnel, board members, or other designated and duly authorized representatives (e.g., Authority Engineer, Licensed Operator, etc.) shall administer, implement, and enforce the provisions of this article.

B. The Lebanon Borough Sewerage Authority may waive or relax specific requirements set forth by this article when in its opinion the release of FOG into the sewer system is not likely to occur. The property or business owner shall submit a written request for a waiver from the requirements of this article. The written request shall include supporting documentation as to why the requirements should be waived.

C. This article shall be liberally construed to permit the Lebanon Borough Sewerage Authority to discharge its functions and duties.

D. The Lebanon Borough Sewerage Authority personnel, board members, or other designated representatives (e.g., Authority Engineer, Licensed Operator, etc.), shall exercise his or her discretion with respect to any related matters not directly governed by this article.

2. **[Reserved for Future Use.]** Best management practices for grease control in retail food establishments.

Reserved for future use.

### **3. Grease interceptors required.**

All nonresidential properties and/or businesses engaged in a food-related business, or which may potentially discharge FOG into the Lebanon Borough sewerage system must install, operate, and maintain approved grease interceptors or similar technology to achieve compliance with the objectives of this article.

### **4. Prohibited acts.**

No person, property owner or business owner shall:

A. Discharge or cause to be discharged FOG into the Lebanon Borough sewer system in a manner that will allow the accumulation of liquid and/or solidified grease that is in a quantity which is capable of being visually observed in the sewer lines or which accumulates within the system in a manner that potentially obstructs or hinders the flow of sewage along its intended path.

B. Store, dispose of, handle, or discharge FOG in a manner that creates a nuisance or potential nuisance.

C. Clean grease interceptors, monitoring points and/or sewer lines in a manner that allows solidified or emulsified FOG to be transported into the Lebanon Borough sewer system. This includes the improper use of chemicals, hydraulic sewer line jetting without the subsequent reclamation of dislodged FOG, steam cleaning or any other manner that fails to ensure the removal of the FOG from the sewer system prior to release into the downstream Lebanon Borough sewer system.

D. Permit the installation of new or the replacement of existing food grinders and/or garbage disposal units within the plumbing system of any retail food establishment that generates FOG.

E. Dispose of waste cooking oil into the sewer system. All waste cooking oil shall be collected and stored in leak-proof, securely covered receptacles such as barrels or drums for recycling or an alternate, approved method of disposal. Written documentation of disposal methods must be maintained on-site for a minimum of three years.

## **5. Discharge of wastewater containing fats, oils and/or grease.**

A. Owners of nonresidential properties and/or businesses engaged in a food-related business shall not discharge or cause to be discharged any wastewater containing fats, oils and/or grease, either directly or indirectly, into the Lebanon Borough sewer system without complying with this article.

B. No person, property owner or business owner shall discharge, cause to be discharged, or permit to be discharged into the public sewer system, sanitary wastewater with FOG content in excess of 100 ppm.

C. Nonresidential properties which must comply with the above include but are not limited to retail food establishments or other nonresidential establishments involved in the production, preparation, manufacture, storage, transportation, or handling of food. The Lebanon Borough Sewerage Authority may also require other nonresidential properties that are not engaged in a food-related business to adhere to the requirements of this article when, in its opinion, a discharge of FOG is likely to occur.

D. Sampling and testing shall be conducted in accordance with appropriate methods established in 40 CFR 136.

## **6. Grease Control Plan required**

All businesses and properties that are required to have a grease interceptor shall have a written Grease Control Plan in accordance with the following requirements. Applications for the Grease Control Plan shall be submitted to the Lebanon Borough Sewerage Authority for review.

### **A. New establishments**

(1) All new establishments which require a grease interceptor shall operate under an approved Grease Control Plan. Approval of the Grease Control Plan must be obtained prior to submission of applications for sewer connection permits.

(2) The Grease Control Plan shall be signed and sealed by a licensed design professional and shall include, at a minimum: a completed Lebanon Borough Sewerage Authority Application for

Grease Control Plan, detailed plans, equipment listings, equipment specifications, calculations, supporting documentation and operational directives. The Plan shall include all grease-related features and components planned for the operation.

(3) The approved Grease Control Plan shall be maintained on-site and be made immediately available to Lebanon Borough Sewerage Authority personnel, board members, or authorized representatives (e.g., Authority Engineer, Licensed Operator, etc.) upon request. Operational maintenance records shall be retained on-site for three years.

(4) Grease interceptors shall be designed and installed in accordance with the manufacturer's specifications, the current Plumbing and Drainage Institute guidance documents, and the National Standard Plumbing Code in effect at the date of application for plumbing permits for the project. EGIs shall be designed by a professional engineer and shall meet the standards set forth in N.J.A.C. 7:9A-8.1.

(5) Any drain that may potentially receive FOG waste must be directed through an approved grease interceptor. This includes but is not limited to those leading from three-basin sinks, meat/poultry/fish food preparation sinks, scullery sinks, pot wash sinks, floor drains and troughs, soup kettles, woks, hood drains, dishwashers, pre-rinse stations and existing food grinders.

(6) Grease recovery units, active grease removal components, or alternate technologies for grease control may be permitted if the applicant can demonstrate and certify that the discharge limitations set forth in this article can be achieved.

(7) Grease interceptors shall be designed and located to facilitate easy access for cleaning and inspection. Access openings, lids, and inspection ports shall not be obstructed.

(8) A pre-rinse station must be installed immediately adjacent to every automatic dishwasher and shall direct wastewater through a strainer prior to release to the grease interceptor or grease recovery unit.

(9) New establishments which are heavy grease generators shall be required to install an EGI. These include but are not limited to establishments that operate fixtures similar in nature to a fryer, grill, charbroiler, rotisserie, griddle, wok, or whose menu reflects foods with a high grease or fat content and/or that serve a large population such as a school, hospital, hotel, food court, commercial kitchen, cafeteria serving a building over 20,000 square feet, conference center, or similar facility. The Lebanon Borough Sewerage Authority may waive this requirement if the applicant presents sufficient convincing data to demonstrate that the discharge of FOG into the sewers will be prevented through alternative means.

(0) EGIs shall be installed entirely on the owner's property.

(1) Grease interceptors shall be sized in accordance with manufacturer's specifications, the current PDI guidance documents, and the National Standard Plumbing Code in effect at the date of application for plumbing permits for the project. Design requirements and sizing formulas are intended as a guide in determining grease interceptor sizes and shall be considered the minimum sanitary sewer protection against prohibited FOG discharge. In approving a design for a grease

interceptor, the Lebanon Borough Sewerage Authority does not accept liability for the failure of a system to adequately limit concentrations of FOG or to prevent prohibited discharges of FOG. It shall be the responsibility of the owner to ensure at all times that the appropriate level of treatment and maintenance is provided to comply with this article.

(12) Non-monolithic tanks functioning as EGIs in which the seam is below the liquid level shall be designed, installed, and inspected under the direction of a licensed professional engineer. Written, signed and sealed leak testing results shall be submitted prior to operation of the unit.

#### B. Existing establishments.

Existing establishments which do not have a Lebanon Borough Sewerage Authority-approved Grease Control Plan shall develop and implement a written Grease Control Plan in accordance with the requirements of this article. Existing establishments shall submit a Grease Control Plan to the Lebanon Borough Sewerage Authority within 45 days from the effective date of this article. Grease Control Plans for existing establishments that do not meet current standards may be approved as “pre-existing non-conformance” until such time as the establishment is considered a new establishment (e.g., change of ownership/use or major renovations). The Grease Control Plan shall at a minimum include:

- (1) A schematic or plan showing the location of the existing grease interceptor(s) or related equipment, including all drains and food-related equipment that are tributaries to the grease interceptor.
- (2) A listing of all food-related equipment on-site that may potentially discharge FOG, including, but not limited to, the three-basin sinks, meat/poultry/fish food preparation sinks, scullery sinks, pot wash sinks, floor drains and troughs, soup kettles, woks, hood drains, dishwashers, pre-rinse stations, and food/garbage grinders and disposals.
- (3) Design specifications on the grease interceptor(s), including but not limited to the manufacturer, model number, certification, and grease retention capacity.
- (4) Maintenance records, including contracts for professional servicing, cleaning logs, and reclamation histories.
- (5) Manufacturer details and maintenance logs and contracts on all chemical additives, alarms, pump systems, filters or similar technologies installed in association with grease control at the establishment.
- (6) Existing establishments are required to comply with the Grease Control Plan approval process for new establishments as set forth above if there is a change of ownership, change of use, the establishment undergoes renovation, or there are documented violations of this article.

#### C. Multiuse properties.

The owner of all nonresidential properties that have one or more FOG-generating establishments must have a Grease Control Plan as set forth in this section. Multiuse properties include but are not limited to shopping centers, malls, retail centers, office parks, and professional centers.

Multiuse properties that have existing FOG-generating establishments shall submit a Grease Control Plan to the Lebanon Borough Sewerage Authority within 45 days from the effective date of this article.

The Lebanon Borough Sewerage Authority may waive or relax any of these items for existing properties when, in its opinion, the release of FOG into the sewer is not likely to occur or where the establishment has demonstrated that the information is not available.

The Grease Control Plan for existing and proposed multiuse properties shall as a minimum include the following:

- [1] Documentation signed and sealed by a licensed design professional.
- [2] A site plan locating sewer laterals, connections, manholes, inspection ports, monitoring points, EGIs, and related elevations; locations housing EGIs, grease retention capacities for EGIs and supporting calculations.
- [3] Maintenance plans, self-inspection schedules and related documentation for grease control of the property.
- [4] Written rules and requirements for FOG-discharging establishments located on the property.
- [5] Contact names and phone numbers for grease-related emergencies.
- [6] Manufacturer's documentation and maintenance logs for all chemical additives, alarms, pumps, filters, or similar technologies installed in association with FOG control on the property.

**7. Monitoring point.** A monitoring point shall be provided downstream of any EGI outlet and as close as possible to the public sewer main but prior to connection of an additional discharger. When IGIs are the sole means of grease control for a new establishment, the Lebanon Borough Sewerage Authority may require the installation of a monitoring point. New multi-use properties with two or more FOG-generating establishments shall provide a monitoring point.

Monitoring points shall be designed and constructed in accordance with the specifications provided below:

- (1) Monitoring points shall be located on private property and downstream of all FOG discharges to be observed and prior to but as close as possible to the municipal sewer connection.



(2) The monitoring point shall be a typical manhole configuration, as per the Lebanon Borough Sewerage Authority typical construction details.

(3) Monitoring points shall provide an access point for visual observation of the EGI or IGI effluent. They shall also accommodate physical access to the effluent by way of entry of the monitoring point.

#### **8. Sewer/grease interceptor additives.**

The use of chemical additives such as enzymes, emulsifiers, or similar chemicals that will liquefy FOG are prohibited from use where they may be discharged into grease waste sewer lines or grease interceptors.

Bioremediation media which have been approved by the Readington-Lebanon Sewerage Authority may be used for grease control. Bioremediation media shall only be used with approved FOG disposal systems, ASME A112.14.4. These systems shall be designed and installed under the direction of a licensed professional engineer. In no case will the additives negate the requirement for a grease interceptor. The Lebanon Borough Sewerage Authority may prohibit the use of specific additives if they may cause adverse effects to any component of the sewer system.

#### **4. Maintenance and operation.**

A. Good repair. Grease interceptors, monitoring points, grease recovery units and all associated grease control equipment shall be maintained in good repair and sound operating condition.

The Lebanon Borough Sewerage Authority may waive or relax any of these items for existing properties when, in its opinion, the release of FOG into the sewer is not likely to occur or where the establishment has demonstrated that the information is not available.

B. Cleaning. Grease interceptors shall be maintained in an efficient operating condition by the periodic removal of accumulated grease, scum, oil, or other floatable substances and solids deposited in the interceptor. Cleaning intervals shall be frequent enough such that grease does not bypass the interceptor. At no time shall the accumulated grease waste within the interceptor be permitted to exceed 25% of the wetted height of the grease interceptor, as measured from the bottom of the device to the invert of the outlet pipe. IGIs shall be cleaned a minimum of one time per month. EGIs shall be cleaned a minimum of one time every three months. Time-interval dependent cleanings can be waived or adjusted if the facility can demonstrate through documentation that the discharge requirements can be met through an alternative schedule. An alternate schedule will not be approved until the interceptor has been operated and cleaned as specified above (i.e., once per month for an IGI or once per three months for an EGI) for a minimum of two years.

(1) The cleaning of grease interceptors, sewer lines and related equipment shall be performed in a manner that will not permit the discharge of FOG into the sewer system operated by the Lebanon Borough Sewerage Authority.

(2) Solidified FOG that has accumulated in sewer lines on the owner's property shall be removed in a manner approved by the Lebanon Borough Sewerage Authority and under no circumstances shall be permitted to be released downstream into the Authority's sewer system.

C. Notification of sewer line cleaning. Property owners shall notify the Lebanon Borough Sewerage Authority prior to jetting or cleaning of the sewer lines external to a structure. Property/Business owners shall notify the Lebanon Borough Sewerage Authority 48 hours prior to any routine cleaning operation. Emergency cleanings due to blockages shall be reported to the Lebanon Borough Sewerage Authority prior to commencing the cleaning operation.

D. Safety. Confined space entry associated with the cleaning of sewer lines on private property shall be conducted in a safe manner and comply with OSHA standards, 29 CFR 1910.146. The Department of Emergency Services shall be notified in accordance with the guidelines set forth in this article for activities involving confined space entry.

E. Records. Written documentation of grease interceptor maintenance and repairs shall be kept on-site for three years. A maintenance log shall be kept which includes at a minimum the following information: date and time of cleaning, quantity of grease removed, results of visual interior self-inspections, disposal of the waste, and name of individual or company performing the maintenance.

F. Annual Report. Written annual reports documenting maintenance, self-inspections, and repairs shall be submitted annually to the Lebanon Borough Sewerage Authority. Annual Reports must be received by January 31 of each year. Annual reports shall include the same information as the above-mentioned maintenance log, which includes at a minimum: date and time of cleaning, quantity of grease removed, results of visual interior self-inspections, disposal of the waste, and name of individual or company performing the maintenance. Failure to submit annual reports shall result in a violation and a penalty will be incurred.

G. Multiuse properties. Owners of multiuse properties that are required to have a Grease Control Plan shall maintain the following documentations: logs with dates of sewer line cleanings, dates and locations of grease-related blockages, name and contact information for professional services, receipts for professional cleaning services, logs of sewer maintenance efforts, and self-inspection records of FOG-generating establishments. All requested documentation shall be made available to the Lebanon Borough Sewerage Authority upon request.

H. Education. All kitchen employees whose job responsibilities may impact the Grease Control Plan must be trained on the requirements of the facility's Plan. A written verification of training shall be retained by the facility during the employee's term of

I. Posting. Drains that are not directed through a grease interceptor and are located in high grease handling areas of commercial kitchens shall be affixed with a nonabsorbent posting stating "No Grease."

## **10. Inspections.**

A. Authorized representatives of the Lebanon Borough Sewerage Authority, including but not limited to Authority personnel, board members, or designated and duly authorized representatives (e.g., Authority Engineer, Licensed Operator, etc.), shall be permitted to enter and inspect all properties that are required to have a Grease Control Plan. This right of investigation and inspection shall include the right to measure, observe, monitor, video (with a sewer camera if deemed necessary by the inspector), photograph, sample, test, record, review and make copies of all pertinent documents.

. Inspections shall be performed on between the hours of 8AM and 6PM, Monday through Friday. The Lebanon Borough Sewerage Authority is not required to provide notice prior to an inspection.

B. Inspections shall be performed up to one time annually unless the initial inspection results in a violation. If the initial inspection results in a violation subsequent inspections shall be performed until such time as no violations exist.

C. The owner of the property or establishment shall maintain on-site the tools necessary to gain access to grease interceptors, monitoring points and inspection ports at all times.

D. An inspection fee of \$50.00 shall be charged and is payable to the Lebanon Borough Sewerage Authority. A re-inspection fee of \$35.00 shall be charged for each re-inspection. Re-inspections shall be necessary when violations result from the initial inspection.

## **11. Recovery of costs.**

In the event it is determined that a blockage or interference of the Lebanon Borough sewer system is the result of the discharge from any FOG-generating property, all costs incurred by the Lebanon Borough Sewerage Authority will be charged to the owner and/or tenant. Such costs may include but are not limited to costs of investigating the source of and clearing the blockage/interference; damages to sewer lines and pump stations; laboratory testing; administrative, legal, and engineering costs, cleanup of pollution to surrounding soils or water and reimbursement of any penalties imposed by regulatory agencies.

## **12. Violations and penalties.**

A. In locations where the property owner differs from the business owner, both parties shall be jointly and separately responsible for ensuring that prohibited items are not discharged into the sewer system.

B. Each violation of this article shall result in a penalty to be paid to the Lebanon Borough Sewerage Authority.

(1) Penalties for violations of this article shall be as set forth in the Food-Related Grease Control Violation Penalty Schedule, as follows:

#### **VIOLATION-PENALTY**

- a) Failure to institute or enforce an approved Grease Control Plan \$100.00 per day not to exceed \$3,000.00 annually
- b) Failure to submit an annual report \$25.00 per day not to exceed \$1,000.00 annually
- c) Failure to grant inspection access \$100.00 per occurrence not to exceed \$1,000.00 annually
- d) Failure to maintain records \$50.00 per occurrence not to exceed \$500.00 annually
- e) Failure to properly maintain grease trap \$100.00 per day not to exceed \$3,000.00 annually
- f) Causing a partial or total sanitary obstruction and/or overflow due to a prohibited discharge containing fats, oils and/or grease \$1,000.00 plus the costs as described in §13 Recovery of costs.
- g) Causing a health hazard due to a prohibited discharge containing fats, oils and/or grease \$2,000.00 plus the costs as described in § 1-13 Recovery of costs.

(2) Repeat Offender. An additional penalty shall be imposed when a violation is documented more than one time within a one-year period. The additional penalty will be 50% of the penalty as set forth in the Food-Related Grease Control Violation Penalty Schedule. The additional penalty shall not count towards the “not to exceed” values for items a) through e) in the Food-Related Grease Control Violation Penalty Schedule. Additional repeat offender penalties shall not be applied to the costs as described in §13 Recovery of costs.

C. Failure to grant access to the Lebanon Borough Sewerage Authority or their representatives shall be considered a violation.

D. If a violation results from a prohibited discharge or grease blockage in the Lebanon Borough sewer system, the Lebanon Borough Sewerage Authority may require design improvements in addition to the penalties assessed.

E. If a prohibited discharge and/or blockage/interference is a repeat violation, the Lebanon Borough Sewerage Authority may require the installation of an audiovisual alarm system

equipped with a means of recording and identifying when the storage capacity which allows for efficient operation of the grease interceptor system has been exceeded.

F. If a prohibited discharge and/or blockage occurs two or more times within a twelve-month period, the violator will be required, under the direction of a licensed design professional, to investigate the source of the prohibited discharge and implement an improved Grease Control Plan to prevent future prohibited releases. The written improved Grease Control Plan shall be submitted to the Lebanon Borough Sewerage Authority within 30 calendar days of receipt of the notice of violation for approval. Remedial management plans shall be implemented immediately.

G. Upon written notification by the Lebanon Borough Sewerage Authority of mandated design improvements due to an illegal release of FOG into the sewer system or a documented grease blockage or interference, the owner/operator shall install and maintain said improvements within 90 days. Failure to comply within the allotted time period shall be considered a violation of this article.

## **VI. CONFINED SPACE ENTRY PERMITS**

**A. Confined Space** - There are numerous sanitary sewer manholes located throughout the Borough. Access to these manholes will be made only by personnel authorized by the LBSA through the “Confined Space Entry Permit” program. All manholes are considered to be “confined spaces” under the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) regulations under compliance with Title 29 of the Code of Federal Regulations, Part 1910.146 CFR 29 - 1910.146 App C.

Confined spaces, under OSHA, are generally characterized as those spaces with open tops and with a depth that will restrict the natural movement of air, and enclosed spaces with limited openings for entry. Confined spaces such as sewers and vaults with sewer operations equipment such as pumps or valves usually have limited means of access for entry and exit. Hazards specific to a confined space include hazardous atmospheres and general/physical safety hazards.

Atmospheric hazards are generally considered to be of four (4) categories:

1. Flammable – enriched oxygen atmospheres, vaporization of flammable liquids, byproducts of work, chemical reactions, concentrations of combustible dusts, and desorption of chemicals from inner working spaces.
2. Toxic - the substances regarded as toxic in a confined space can cover the entire spectrum of gases, vapors, and finely divided airborne dust in industry. The concentrations of any of these in sufficient volume will be fatal to improperly equipped maintenance personnel.

0. Irritants – Irritant or corrosive atmosphere are divided into primary and secondary groups. The primary irritants, surface irritants, exert no systemic toxic effects (chlorine, ozone, hydrochloric acid). The secondary irritants are one that may produce systemic toxic effects on the entire body (benzene, carbon tetrachloride, and ethyl chloride).

1. Asphyxiating - A reduction in the level of oxygen, in the confined space, below the normally acceptable level of 21% oxygen by volume can result in various levels of Hypoxia with impending death in minutes for Oxygen levels below 6%.

General Safety Hazards are generally broken down into categories of problems resulting from mechanical, communications, entry, and exit, and physical. Physical effects are further broken down into thermal effects, noise, and vibration issues. Examples of each category are noted following:

- a) Mechanical – lock out tag out for electrical connections, valves and shut off devices for fluids or vaporous gasses, static charges, and flashback prevention.
- b) Communications – loss of communication due to distress in a worker in the confined space, radio signal loss, loss of visual communication due to positioning of the worker, improper or lack of use of a motion detection device for worker position.
- c) Entry and Exit – small entry and exit points, extraction and entry equipment failures, and safe occupancy load within the space, and time requirements for entry and exit due to conditions.
- d) Physical – hazards for the body and equipment from thermal effects (heat and cold), noise, vibration, radiation, and fatigue.

## **B. Program for Confined Space Entry**

### **1. Purpose**

This program establishes the minimum requirements for safe entry, continued work in, and exit from wet wells, manholes, and any confined space in which the containment walls (natural or manmade) are greater than four (4') feet in height. It also provides for compliance with Title 29 of the Code of Federal Regulations, Part 1910.146.

### **2 Application**

The procedure described in this program is mandatory for entry and work in all confined spaces. Written entry permits are required for all confined space entry and work. A copy of the permit procedure/application is attached as Appendix B

**Description of Confined Space**

**Entry Permit Required**

[Type here]

- |     |                                       |  |
|-----|---------------------------------------|--|
| (a) | All manholes in the collection system | Duration of Work Permit                                      |
| (b) | Wetwell                               | Specific entry permit for the pump station being maintained. |
| (c) | Stormwater Catch Basins               | Duration of Work Permit                                      |

### **3. Entry Permit System**

#### **A. Duration of Work Permit, Specific Entry Permit**

The duration of work permit and the specific entry permit will contain identical entry requirements and specifications but will differ only in the Duration of Work Permit will be issued only for work where it may be necessary to enter more than one manhole or catch basin during the course of work. The Specific Entry Permit will be issued only for entry to one specific confined space. Either permit will be issued for only one work period, not to exceed eight (8) hours.

#### **B. Issuance of Permits**

Entry into a confined space will only be authorized by the signature of the person in charge of the Entry Permit. Unless otherwise authorized by the LBSA the person in charge will be limited to the Lebanon Borough Sewerage Authority Engineer, the Chairman of the Authority, or his assign in the absence of the availability of the engineer, or in the case of shared services responses from an assigned municipality (Township, Town, or Borough DPW employees) the person in charge designate from the responding municipality.

The person in charge of the entry will only sign the Entry Permit after completing the permit checklist. This will certify that all atmospheric testing and ventilation of the confined space has been completed, that the atmosphere in the confined space is safe for entry and that all hazard warning devices and safety equipment (including retrieval lines) are available at the site. The person in charge of the entry will assure that an attendant is stationed at the entrance to the confined space throughout the period of work in the confined space.

#### **C. Duties of the Person in Charge of Entry**

##### **2.3.1 The person in charge of entry shall:**

- (a) Assure that the pre-entry portions (checklist) of the permit are completed before any employee or personnel enter a confined space.
- (b) Verify that the necessary pre-entry conditions exist.

- (c) Verify that the rescue team has been notified and is available if needed. The procedure shall be that the person in charge notifies the County Emergency Dispatch (911) of their proposed activity within a confined space to verify the availability of the rescue squad. The person in charge should state the location of the proposed entry so the Dispatch can contact the proper First Aid Squad or Emergency Services Unit if necessary.
- (d) Verify that the means for summoning the rescue team or other emergency assistance are operable (i.e., cell phone or short wave radio with open frequency to contact emergency personnel outside of regular business hours).
- (e) Terminate the entry upon becoming aware of a non-permitted condition.

THE PERSON IN CHARGE OF ENTRY SHALL BE PRESENT THROUGHOUT THE ENTRY WORK PERIOD; THIS PERSON MAY SERVE AS THE ATTENDANT.

#### **D. Duties of the Attendant**

- (a) The Attendant shall remain outside the confined space.
- (b) Maintain continuous communication with all authorized entrants within the confined space by voice, radio, telephone, visual observation, or other equally effective means. If it is not possible for one attendant to maintain communication with each entrant because of the workstation of the entrant in the confined space, other arrangements shall be made to assure that the attendant is continuously aware of the location and condition of any entrant who is out of range of direct communication in the confined spaces because of his workstation.
- (c) Have the authority to order entrants to exit the confined space at the first indication of a non-permitted condition, for example, unusual conduct by the entrants or if a situation occurs outside the confined space that would pose a hazard to the entrants.
- (d) Know the procedure and have the means to summon immediate emergency assistance if needed.
- (e) Remain in his or her post and not leave for any reason except self-preservation, unless replaced by an equally qualified individual while entry continues, the attendant shall order the entrants to exit the confined space if the attendant must leave and there is no replacement available.
- (f) Warn unauthorized persons not to enter, or to exit immediately if they have entered. Advise the authorized entrants and any others specified by the employer of entry by unauthorized persons.

### **4. Training**

#### **A. Training for All Employees or Entrants**

[Type here]



- (a) All employees who may be exposed to confined spaces in the course of their employment shall be made aware of the appropriate procedures and controls for entry.
- (b) All employees shall be made aware that unauthorized entry into such spaces is forbidden.
- (c) All employees shall be made aware that the consequences of unauthorized entry could be fatal, and that their senses are unable to detect and evaluate the severity of atmospheric hazards.

## **B. Training for Authorized Entrants**

- (1) All authorized entrants and in-house rescue teams shall receive training, including annual retraining covering the issues of (b) through (f) listed below, prior to entering any confined space. A written record of the hours and subject matter of such training will be maintained.
- (2) Every employee, before entering a confined space containing a potentially hazardous environment shall understand the nature of the hazard and the need to perform appropriate testing to determine if it is safe to enter.
- (3) Employees shall be taught the proper use of all personal protective equipment, including respirators, and clothing required for entry for rescue, and the proper use of protective shields and barriers. All the training provisions of N.J.A.C. 12:100-4.2(a) 7 Subpart I, "Personal Protective Equipment" shall be complied with.
- (4) Employees shall be trained to exit from a confined space as rapidly as they can without help (self-rescue) whenever an order to evacuate is given by the attendant, or whenever employees recognize the warning signs of exposure to hazardous substances whose presence in the confined space is known or expected.
- (5) Employees shall be made aware of the toxic effects or symptoms of exposure to anticipated hazardous materials that may be inhaled or absorbed through the skin. Employees shall be trained to relay an alarm to their attendant and to attempt self-rescue immediately on becoming aware of these effects.
- (6) Employees shall be trained in any modification of normal work practices that are necessary for work in confined spaces.
- (7) Employees performing atmospheric tests of the confined space shall be properly trained in the use and calibration of testing equipment.

## **C. Training for Person Authorizing or in Charge of Entry**

The person in charge of entry shall be trained in:

[Type here]

- (a) Recognizing the effects of exposure to hazards reasonably expected to be present.
- (b) Authorize procedures for summoning rescue or other emergency service.
- (c) Recognition of the early behavioral signs of intoxication caused by contaminants or asphyxiates whose presence could be anticipated in the confined space.
- (d) The requirements for entrants if the permit specifies that the function of the attendant will alternate among the authorized entrants.
- (d) The requirements for in-house rescue team if the attendant will have rescue duties that could require entry.

## 5. **Rescue Team**

1. A rescue team shall consist of personnel equipped with the personal protective equipment necessary for entry into a confined space, and with the rescue and retrieval equipment the employer has provided for rescue from a confined space.
2. The rescue team shall be trained as authorized entrants and in the correct performance of the rescue equipment furnished and in the proper wearing and use of any personal protective equipment, including respirators that they may use during an actual rescue.
3. A rescue team shall practice, at least annually, removing simulated victims such as dummies, mannequins, or real people, through representative openings and portals which have the same size, configuration, and accessibility as the confined space from which an actual rescue would be required.
4. At least one member of each rescue team shall hold current certification in basic first-aid and CPR.

## 6. **Test and Calibration of Gas Detectors**

1. The Portable Gas Detector is to be used for atmospheric testing of confined spaces prior to entry and is to be placed or worn in the confined space throughout the time in which personnel are in the confined space.
2. The Portable Gas Detector is to be field-tested in accordance with the instructions contained in the manufacturer's instruction manual. If the detector fails the prescribed field tests, it is to be recalibrated in accordance with the instructions contained in the reference publication.

**7. Maintenance**

Periodic maintenance will be performed on all equipment and apparatus. Records of such maintenance will be kept on file.

**8. Qualified Person**

This program assigns the following people to be designated as a Qualified Person (s) and is capable by education or specialized training, or both, of anticipation, recognizing and evaluating employee exposure to hazardous substances or other unsafe conditions in a confined space and capable of specifying necessary control or protective action of both. Qualified Persons, Person(s) in Charge, and Attendant(s) are yet to be determined. In the absence of qualified personnel at the local level at this time the Readington Township Department of Public Works list of qualified persons will be used until the local list is populated.

**VII. PROGRAM FOR OPERATION AND MAINTENANCE****1. Purpose and Application**

- (a) This program establishes the minimum requirements for safe, consistent, and thorough maintenance of the Lebanon Borough wastewater collection system. Instead of the operation and maintenance of the system on a trouble or emergency basis, this program looks to use planned operation and preventive maintenance of the wastewater collection system.
- (b) The inspections and testing described in this program are techniques used to gather information to ensure that new and existing wastewater collection systems serve their intended purposes on a continuing basis. Inspection and testing are necessary to do the following:
  - 1. Identify existing or potential problem areas in the collection system,
  - 2. Evaluate the seriousness of detected problems,
  - 3. Locate the position of problems, and
  - 4. Provide clear, concise, and meaningful reports regarding problems.

The two major purposes of inspecting and testing are to prevent leaks from developing in the wastewater collection system and to identify existing leaks so they can be corrected. As described previously, the existence of leaks leads to a serious and expensive I/I problem in the collection system. The guidelines for inspecting manholes and sewer pipelines are described below.

**2. Manhole Inspection**

[Type here]

Manholes shall be inspected on a yearly basis. A report for each manhole should be drafted with the following information supplied as a minimum: A manhole inspection report form is attached as Appendix C.

- 
- Exact location of the manhole;
- Diameter of the clear opening of the manhole;
- Condition of the cover and frame, including defects that would allow inflow to enter the system;
- Whether cover is subject to ponding or surface runoff;
- The potential drainage area tributary to the defects;
- Type of material and condition of the chimney corbel cone and walls;
- Condition of steps and chimney and frame-chimney joint;
- Configuration of the incoming and outgoing lines (including drops);
- Signs of frame-chimney leakage or damage to the frame's seal; and
- Photographs of most recent inspection, inside and outside.

Additionally, the following data can be obtained by entering the manhole and using equipment such as portable lamps, mirrors, rulers, and probe rods:

- 
- Type of material and condition of apron and trough;
- Any observed infiltration sources and the rate of infiltration;
- Indications of height of surcharge;
- Size and type of all incoming and outgoing lines;
- Depth of flow indications of deposition and the characteristics of flow within all pipes;
- The condition of the manhole shaft;
- Any leakage in the channel;
- Any leakage between the manhole wall and the channel;
- Any damage or leakage where pipeline connects to the manhole; and
- Any flow obstructions.

All confined space regulations previously discussed in Appendix C are to be followed for any entries into manholes.

### **3. Pipe Inspection**

Sewer pipe inspections of small diameter sewers for infiltration are most effective when a closed circuit television (CCTV) camera is employed. Television inspections should provide the following information:

- Definitions of problem(s);
- Determine if problem is in municipal sewer or private property sewer;
- Effectiveness of existing cleaning program;
- Future sewer cleaning requirements;
- Sewer rehabilitation needs;

[Type here]

- Ability to assess whether trenchless technology or excavation and replacement can solve the problem;
- Ability to project repair budget; and
- Information to plan a permanent solution.

Planning is required to define the inspections goals. Inspections are performed to identify maintenance problems, determine general sewer conditions, and identify extraneous flows. The following data is useful to have prior to beginning the inspection:

- Sewer map or as-built plans to locate sewer;
- Site specific data;
- Accessibility of deploying equipment at manholes;
- Depth of flow in sewer;
- Pipe diameter;
- Traffic connections and patterns in area of inspection;
- Safety requirements;
- Sewer cleaning;
- Sewer backup records;
- Sewer cleaning records;
- Influence of pump station discharges; and
- Influence of industrial discharges.

During the CCTV inspection the following information should be obtained:

- Pipe structural condition;
- Pipe material;
- Joints;
- Joint interval distance;
- Pipe cracks;
- Root intrusion;
- Debris, sediment and/or oil and grease;
- Service connections;
- Type of flow (industrial, mixed use, etc.);
- Quadrant/manhole location;
- Building number;
- Active or inactive;
- Rate of infiltration-if measured;
- Infiltration and inflow;
- Alignment;
- Sewer types;
- Sewer location;
- Sewer surface cover (depth);
- Roadway surface material;
- Time of day; and Weather conditions.

Inspection for sources of inflow is most readily achieved through smoke testing and/or dye testing. Smoke testing of sewers is done to determine:

- Stormwater sewer connections;
- Proof that buildings or residences are connected to the sanitary sewer;
- Illegal connections such as roof leaders or downspouts, yard drains and industrial drains;
- Location of broken sewers due to settling of foundations, manholes and other structures; and
- Location of uncharted manholes and diversion points;

Dye testing can be used to verify connections of drains to sanitary or storm sewers and also to verify the findings of smoke testing.

#### Suggested Inspection And Maintenance Frequencies

<b>Task</b>	<b>Frequency in Years</b>
Video inspection/line testing (typical)	3 to 15
Video inspection/line testing (problem area)	1 to 3
Field check (problem area)	1
Walk alignment	1
Manhole/line lamping (typical)	3 to 15
Manhole/line lamping (problem area)	1 to 3
Cleaning (typical)	3 to 15
Cleaning (problem area)	0.5 to 3
System assessment	1

Source: Nelson, Richard E. "Collection System Maintenance: How Much is Enough?" Operation Forum, July 1996

#### 4. Cleaning

The purpose of sewer cleaning is to remove foreign material from the sewer and generally is undertaken to alleviate one of the following conditions:

- Blockages (semisolid obstructions resulting in a virtual cessation of flow). These generally are dealt with on an emergency basis, although the underlying cause can be treated preemptively.
- Hydraulic capacity. In some cases, sediment, roots, intrusions (connections or other foreign bodies), grease, encrustation and other foreign material restrict the capacity of a sewer, causing surcharge or flooding. Cleaning the sewer may alleviate these problems permanently, or at least temporarily.
- Pollution caused by either the premature operation of combined wastewater overflows because of downstream restrictions to hydraulic capacity or pollution caused by the washing through and discharge of debris from overflows during storms.

[Type here]

- Odor caused by the retention of solids in the system for long periods resulting in, among other things, wastewater turning septic and producing hydrogen sulfide.
- Sewer inspections, where the sewer needs to be cleaned before inspection. This requirement most often occurs when using in-sewer CCTV inspection techniques.

□ Sewer rehabilitation where it is necessary to clean the sewers immediately before the sewer being rehabilitated.

Common cleaning methods include jet rodding, manual rodding, winching, or dragging, cutting, and manual or mechanical digging. The method usually is determined in advance and is normally contingent on the pipe type and size and on the conditions expected in the pipe. Of these cleaning methods Lebanon Borough Sewerage Authority has only used the jet rodding and cutting methods to clean blockages as described below.

**Jet Rodding** This method depends on the ability of high-velocity jets of water to dislodge materials from the pipe walls and transport them down the sewer. Water under high pressure (approximately 2000 psi) is fed through a hose to a nozzle containing a rosette of jets sited so the majority of flow is ejected in the opposite direction of the flow in the hose. These jets propel the hose through the sewer and dislodge the materials on the sewer walls. A range of nozzles is available to cope with the different pipe diameters and materials encountered. The hoses, nozzles, water supply and necessary pumps usually are incorporated in a purpose-built vehicle. Equipment for removing and storing discharge material also is provided on some cleaning units.

**Cutting.** This method generally is used for removing roots from sewers. High-pressure water jet cutters have been developed for removing even more solid intrusions, such as intruding connections. Care is required to eliminate damage to the existing sewer structure.

## **5. Record Keeping**

Record keeping of sewer maintenance, inspections, and repairs meets several needs of the sewer system. Records help simplify and improve work planning and scheduling, including integrating recurring and on-demand work. Measuring and tracking of workforce productivity and developing unit costs for various activities are a few of the record keeping benefits. Records of sewer maintenance, service line maintenance, and sewer main and service line repairs should be kept and maintained. Examples of record forms are found herein. An annual record of ongoing maintenance work, inspections, and emergency responses is maintained at the office of the Authority Engineer.

# APPENDICES



# Appendix A

## Lebanon Borough Sewerage Authority Borough of Lebanon, 6 High Street, NJ 08833

*Application for Certification of Proper Connection of Sump Pumps, Roof Drains,  
And Other Surface & Ground Water Drains  
(To be filed prior to transfer of property)*

Date: \_\_\_\_\_

Location of Property \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_  
Owner of Property

Address of Owner \_\_\_\_\_

Applicant (if other than Owner) \_\_\_\_\_

Applicant \_\_\_\_\_  
Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Type of Drain: // Sump Pump // Roof Drain // Area Drain // Other

I, \_\_\_\_\_, hereby certify that all sump pumps, roof drains, and other surface and ground water drains for the property listed above are not connected to the public sanitary sewer system. If such connection is made to the public sanitary sewer system, I understand that disconnection from the sanitary sewer system is necessary in order to comply with Borough Codes.

I do hereby certify that the foregoing statement made by me is Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ true. I further understand that if any foregoing statement made by me is willfully false, I will be subject to penalty. \_\_\_\_\_, 20\_\_\_\_.

Applicant Signature \_\_\_\_\_ Notary Signature \_\_\_\_\_

Notary Seal

### OFFICE USE ONLY

Approved \_\_\_\_\_ Date

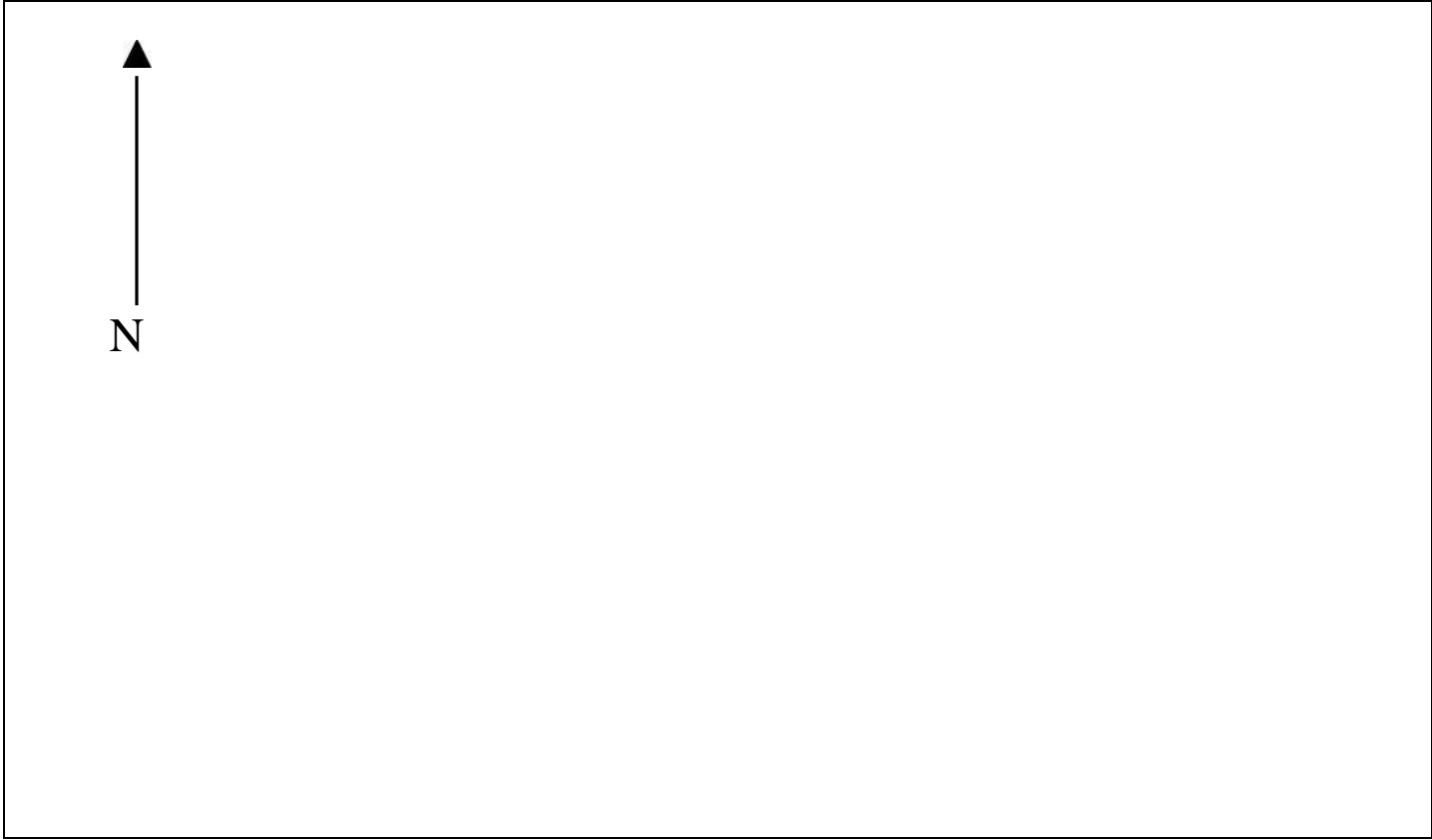
Sanitary Engineer

Fee Received:

**NOTE:** Fee for filing an Affidavit of Compliance with Lebanon Borough Sewerage Authority (LBSA) is \$20.00. If Owner/Applicant requests LBSA perform an inspection to certify drains are not connected to the sanitary sewer system, a fee of \$50.00 will be required prior to inspection.

[Type here]

**Proposed Sketch of Redirected Flow:**



**Please Indicate Where Sump Pump Discharges To:**

**Inspector's Notes:**

[Type here]

**Appendix B**  
**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**CONFINED SPACE ENTRY PERMIT**

Duration of Work/Specific Entry Permit — Permit valid for one (1) work period not to exceed eight (8) hours

Date issued: \_\_\_\_\_

Location of work: \_\_\_\_\_

Type of work to be performed: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Attendant: \_\_\_\_\_

Authorized Entrants: \_\_\_\_\_

Equipment used: Tripod/Winch	Safety Harness	Gas Monitor	Other
Periodic Readings (indicate when reading was taken)			
H2S (10 ppm)			
% Oxygen (min. 19.5%)			
% Explosive Gas (max. 10% LEL)			

**BEFORE ENTRY CHECKLIST** — To be completed by the Person in Charge as equipment is checked and/or inspected.

\_\_\_\_\_ Rescue Team available (notify Hunterdon County 911 of location of work).

\_\_\_\_\_ Work site safety (traffic control, cones, barricades, barrels, etc.).

\_\_\_\_\_ Personal Protective Equipment (gloves, suits, hardhat, safety glasses, etc.).

\_\_\_\_\_ Safety vest worn by all personnel topside.

\_\_\_\_\_ Communication Equipment (hand-held short wave radios, cell phones).

\_\_\_\_\_ Lockout/Tagout performed on valves, mechanical, and/or electrical equipment.

\_\_\_\_\_ Breathing apparatus on site and operable.

\_\_\_\_\_ Atmospheric testing — Test for oxygen deficiency, toxic gases, and flammable gases before entering space. This should be done at several depths or levels. Testing/monitoring should be continuous during entry.

\_\_\_\_\_ Ventilation — If the space is oxygen-deficient, or gases are detected, install ventilation blower (remember to locate blower away from manhole, and make sure fresh air intake is away from toxic or flammable gases).

\_\_\_\_\_ Atmospheric Retesting — After a period of ventilation, retest the space. Do not enter until gas detector indicates there is no hazard.

\_\_\_\_\_ Tripod/Winch and retrieval line is in place.

\_\_\_\_\_ Safety harness worn.

48

[Type here]

Appendix C

LEBANON		BOROUGH	SEWERAGE	AUTHORITY			
		MANHOLE	OPENING				
NAME & COMPANY	DATE	MANHOLE NO.	LINE	TIME OPEN	TIME CLOSED	INITIALS	NOTES
1. Before a manhole lid is removed the placement around the manhole for traffic 2. After securing the manhole cover the upon the manhole cover to assure that 3. Upon completion of work activities Is replaced and all markers picked up 4. The form shall be initialed before leaving		operator control and/or operator in the location in the manhole before leaving	the manhole, charge shall make as markers for charge shall make and open conditon area the operator the site, upon complete	safety markers or cones available for the open manhole area. sure that a marker or other device Is placed of the manhole Is observable. in charge will make sure the manhole cover securing of the lid in its proper location.			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Type here]

[Type here]

**APPENDIX D**  
**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**REQUEST FOR INFORMAL MEETING**

DATE SUBMITTED:

**\*Informal Meetings are used to introduce a proposed project and seek direction from the Authority. The Informal Meeting Request and fee must be received, together with a request to be included on the agenda of the LBSA at least ten (10) calendar days prior to a regular meeting date. Any related information, concept plans or specifications that may be available, must be submitted with the Informal Request. LBSA meetings are held on the first Thursday of each month.**

1. PROPERTY OWNER \_\_\_\_\_

2. PROPERTY ADDRESS \_\_\_\_\_  
\_\_\_\_\_

3. BLOCK AND LOT \_\_\_\_\_

4. REQUESTOR NAME \_\_\_\_\_  
(If different than property owner)

5. REQUESTOR ADDRESS \_\_\_\_\_  
\_\_\_\_\_

6. PROPOSED USE \_\_\_\_\_

Complies with Lebanon Borough Land Use Ordinances Yes \_\_\_\_\_ No  
If no, explain all non-compliance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. GENERAL INFORMATION ABOUT THE PROPOSED PLANS FOR THE PROPERTY

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. INFORMAL MEETING FEE OF \$75.00: Paid Y \_\_\_\_\_ N \_\_\_\_\_ (non-refundable)

9. AUTHORIZATION OF OWNER FOR REQUEST : (print and sign) \_\_\_\_\_

**Neither the LBSA nor the Developer shall be bound by any Informal Meeting or Concept Plan for a proposed project. No approvals shall be**

[Type here]

**LEBANON BOROUGH SEWERAGE AUTHORITY  
APPLICATION FOR SEWER SERVICE**

**1. Project Address :**

\_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**2. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**3. Applicant (if different from property owner, see page 3):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**4. NJ Licensed Attorney (Required for Any Corporate Entity – Corp., LLC, INC., CO.):**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**5. NJ Licensed Engineer/Architect:**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

[Type here]

**6. Proposed Use – Using current standards of DEP. Please check one of the following:**

- Single Family Dwelling, Alteration, or Addition
- Residential Mixed Use – Residential/Business
- Minor Site plan
- Major Site Plan
- Major Subdivision

**NOTICE:** Calculations are necessary for all Application Types, except for one (1) Single Family Dwelling.

Is the Proposed Use a Food Service/Prep Establishment? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTICE:** Food Service/Prep establishments must comply with Grease Trap Regulation #94-01.

Is the Proposed Use an Industrial Use? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTICE:** All Industrial Uses are subject to review and approval by the Readington-Lebanon Sewerage Authority. Industrial Uses must provide a wastewater characterization to ensure the wastewater being discharged complies with the Lebanon Borough Sewerage Authority’s definition of Normal Sewage. Industrial Use that does not comply with the Lebanon Borough Sewerage Authority’s definition of Normal Sewage, or not approved by the Readington-Lebanon Sewerage Authority’s definition of Normal Sewage, or not approved by the Readington-Lebanon Sewerage Authority may require pretreatment.

Normal Sewage is defined by the Lebanon Borough Sewerage Authority, if analyses show it meets the following parameters:

1. Biological Oxygen Demand (B.O.D), not to exceed 2,083 pounds per million gallons (250 parts per million).
2. Grease and Oil, (Freon extractable materials) not to exceed 427 pounds per million gallons (50 parts per million).
3. pH not less than 5.5 or more than 9.5.
4. Suspended solids not to exceed 2,083 pounds per million gallons (250 parts per million).

[Type here]



**7. Project Plans**

Project Plans submitted to the Land Use Board and/or Construction Code Office, must be provided. See Application for Sewer Service Attachment "Plan Requirements" for further information on Plans.

**Engineer's/Architect's Signed and Sealed Plans Attached:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**Engineer's/Architect's Signed and Sealed Capacity Calculations Attached:**

Yes \_\_\_\_\_ No \_\_\_\_\_

**8. Completeness**

In order for an application package to be considered for completeness, the application package must be submitted to the Authority at least 15 business days prior to the regular scheduled meeting of the Board of Commissioners. The application is complete when the administrative Authority review of the application and checklist finds sufficient information has been supplied and the appropriate fees are paid.

Upon signing the application, the Owner/Applicant does hereby certify:

1. That the Applicant/Proposed Occupants will comply with all Sewer use Rules and Regulations of the Lebanon Borough Sewerage Authority.
2. That the wastewater discharge shall consist of the discharge of Normal Sewage (as defined above) quality wastewater only, or wastewater of a non-significant industrial waste quality.

**Applicant Signature:** \_\_\_\_\_

\_\_\_\_\_

**(Print Name & Title & Date)**

\*\*\* If the Applicant and Owner are not one and the same, the Owner's Authorization to Proceed is also required.

**Owner's Authorization to proceed: As the Property Owner, I have reviewed this application and by signing below, I am aware that I am providing my Authorization to the Applicant to Proceed.**

**Owner's Signature:** -----

\_\_\_\_\_

**(Print Name & Title & Date)**

[Type here]



LBSA Use Only

Date Application Received: \_\_\_\_\_

Date Application is deemed complete: \_\_\_\_\_

Reviewed by Administrator:

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

If incomplete, information needed:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fees Paid: Yes \_\_\_\_\_ No \_\_\_\_\_

Fees required:

[Type here]

LEBANON BOROUGH SEWERAGE AUTHORITY  
COUNTY OF HUNTERDON

ESCROW AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ hereinafter referred to as “Developer”; and the LEBANON BOROUGH SEWERAGE AUTHORITY, hereinafter referred to as “LBSA”

WHEREAS, the Developer has filed an application for Informal review and/or an application for sewer service under the rules and regulations of the LBSA and N.J.S.A. 40:14A-1 et seq. and N.J.S.A. 40:55D-1, et seq. (as applicable) for consideration and/or approval of capacity and/or sewer service on Block \_\_\_\_\_, Lot \_\_\_\_\_ for the property street address commonly known as \_\_\_\_\_.

WHEREAS, the Developer desires to establish an Escrow Account whereby review, inspection and approval work required to be performed by professionals employed by the LBSA, will be paid for by the Developer as required under the LBSA Rules and Regulations and the Statutes of the State of New Jersey.

NOW THEREFORE, for and in consideration of the services to be provided, it is mutually agreed as follows:

**Section 1. Escrow Established & Funding**

The Developer and the LBSA, in accordance with the provisions of this Agreement and governing laws and Rules and Regulations, hereby create an Escrow Account(s) to be established with the Treasurer of the LBSA. The Developer shall pay to the LBSA, such sums as required by the LBSA Escrow Resolution and governing laws. Execution of this Agreement by the LBSA acknowledges receipt of the sums referred to under this section.

**Section 2. Professional Services**

Upon the receipt of this fully executed Agreement and the Escrow Funding, the LBSA will authorize its professional consultants to review applications and plans or other correspondence, reports and other documents, inspection of improvements or other purposes under the provisions of N.J.S.A. 40:14A-40 through 40:14A-45 related to this development and attend and participate in such meetings as part of a continuing review of the application, and subsequent to approval, to insure compliance with all conditions of approval, LBSA rules and regulations and government standards, and commitments made by the Developer. The LBSA directs its professional consultants to make all oral and/or written reports and other work products (such as resolutions and agreements) to the LBSA on its conclusions and findings derived from the review, study, investigation and like or similar duties performed as elsewhere authorized. The Developer agrees to pay all reasonable professional fees incurred by the LBSA for the performance of the duties outlined above.

[Type here]

**Section 3. Increase in Escrow.**

If during the existence of this Escrow Account, the funds held in Escrow shall be reduced to 35% of the initial deposit, the Developer shall upon written Notice from the Treasurer, replenish such funds to the amount directed, but not exceeding the original escrow amount, and within 10 days of such Notice. Additionally, until such funds are fully replenished, no further consideration, review, processing, or inspections shall be performed by or on behalf of the LBSA by its professionals, staff or employees until the additional Escrow has been deposited.

The written Notice referred to in this Section shall be sent to:

Name:

Address:

Receipt shall be presumed to have occurred three days after mailing of the Notice to the above address by regular mail. Notice required under this Section shall be given by the LBSA Treasurer.

**Section 4. Time of Payment.**

The professionals referred to in this Agreement, upon the conclusion of their services, and/or periodically during the performance of these services, shall submit vouchers conforming to the requirements established by the LBSA and N.J.S.A. 40:14A-41.c. for vouchers of the type and kind referred to under this Section. Said vouchers shall include the amounts of all fees; and costs incurred as a result of the services set forth under Section 2 of this Agreement and shall be set forth with specificity and detail as required by the above Statute.

**Section 5. Municipal Review.**

The LBSA shall review the vouchers submitted by the professionals and upon making a determination that said services have been performed, the LBSA shall process and pay said vouchers from the Applicant's escrow account in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the LBSA.

**Section 6. Accounting and Closeout.**

The Developer shall have the right to make periodic inspections or request an accounting of the records maintained by the LBSA to determine the status of the Escrow Account and vouchers charged against such account. The close out procedures as provided by LBSA Rules and Regulations and N.J.S.A. 40:14A-41.d. shall apply to all deposits and escrow accounts established hereunder and shall commence after the LBSA has granted final approval and a signed Service/Connection Agreement has been executed between the Developer and the Authority in the case of application review escrows and deposits; or after the improvements have been installed and approved in accordance with LBSA Rules and Regulations and N.J.S.A. 40:14A-40 in the case of improvement inspection escrows and deposits and performance and/or

[Type here]

maintenance bonds have been submitted by the Developer. The Developer shall comply with all notice requirements to the LBSA and relevant LBSA professionals, and within the time periods established thereunder, the LBSA shall render a written final accounting within the time periods established and refund to the developer any remaining balances in the depositor escrow account, including interest in accordance with N.J.S.A. 40:14A-7.3.

**Section 7. Interest on Deposits.**

All deposits to establish Escrow accounts required under this Agreement and the LBSA Rules and Regulations and New Jersey Statutes shall be deposited and the interest thereon and any administrative expenses of the LBSA regarding all other administrative and custodial expenses on the account, shall be maintained and disbursed in accordance with the provisions of N.J.S.A. 40:14A-7.3.

**Section 8. Calculation of Escrow Deposits.**

The amount of deposit required for review of applications and plans or other correspondence, reports and other documents, inspection of improvements or other purposes under the provisions of N.J.S.A. 40:14A-40 through 40:14A-45 related to this development and attendance and participation in such meetings as part of a continuing review of the application, shall be reasonable in regard to the scale and complexity of the development, and the amount of the initial deposit required shall be established by and in accordance with the authorizing Resolution of the LBSA.

**Section 9. Authorized Representative; Execution.**

The undersigned is the individual Developer or the duly authorized agent/representative of the Developer with full authorization to sign, bind and commit performance hereunder on behalf the Developer.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal the date first written above.

Signatures:

Developer:

Lebanon Borough Sewerage Authority

\_\_\_\_\_  
Print & Sign Name

\_\_\_\_\_  
Treasurer

Amount Received:\$

Check No.:

[Type here]

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

IIN. Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check following seven boxes.	only one of the	4 Exemptions, certain limitations
	<b>D</b> Individual/sole proprietor or single-member LLC	<b>EI</b> Trust/estate	(codes apply only to not individuals; see on page 3):
	<b>N</b> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner, LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is not disregarded from the owner should check the appropriate box for the tax classification of its owner.</small>	<b>Ilk</b>	code (if any)
	<b>D</b> Other (see instructions) (IP)	Do not check of the LLC is - member LLC that	Exemption from FATCA reporting code (if any)
	<b>D</b> Other (see instructions) (IP)	<small>(Applies to accounts maintained outside Na US)</small>	
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)		
6 City, state, and ZIP code			
7 List account number(s) here (optional)			

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

**Part II** Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date ▶
-----------	--------------------------	--------

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might*

[Type here]

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status **and** avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### Specific Instructions

#### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial Institution (FFQ), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LW. Enter your individual name as shown on your 1040/1040N/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LW that is not a single-member LW, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(III). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

#### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

#### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n)...	THEN check the box for...
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual sole proprietor or single member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

#### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(0)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a) 11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947



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The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>1</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

**A**—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(8)(37)

**B**—The United States or any of its agencies or instrumentalities

**C**—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

**D**—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

**E**—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

**F**—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

**G**—A real estate investment trust

**H**—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

**I**—A common trust fund as defined in section 584(a)

**J**—A bank as defined in section 581

**K**—A broker

**L**—A trust exempt from tax under section 664 or described in section 4947(a)(1)

**M**—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

[Type here]

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>1</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(k)(2)(5)(A))	The grantor
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.871-4(b)(2)(i)(B))	The trust

list first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special miss for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/identityTheft](http://www.irs.gov/identityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who

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LBSA APPLICATION FEES AND INTIAL ESCROW DEPOSITS

<i><b>TYPE OF APPLICATION</b></i>	<i><b>APPLICATION FEE</b></i>	<i><b>INITIAL ESCROW DEPOSIT</b></i>
1. Single Family Dwelling (New construction or alterations/additions)	\$75.00	\$300.00
2. Residential Mixed Use	\$100.00	\$500.00
3. Minor Site Plan	\$100.00	\$750.00
4. Major Site Plan	\$500.00	\$1000.00 + \$10.00 per 100 square feet of building area
5. Minor Subdivision	\$100.00	\$500.00
6. Major Subdivision	\$500.00	\$500.00 per each proposed lot

**\*\*Please Note:**

- The application fee is **non-refundable**.
- Re-submitted applications will require an additional application fee equal to one half of the original application fee.
- The connection fee is charged separately, as appropriate.
- Minor vs Major Site Plans and Subdivisions are determined by the definitions in the New Jersey Municipal Land Use Law and Local Land Use Ordinances.