

## WEST BAY SANITARY DISTRICT CCTV Sewer Preparation Requirements

The following is a list of requirements for recordation of a building sewer pipe to be submitted to the District for evaluation purposes. **Please clean line prior to video submission.**

*Please note: All CCTV media submissions shall begin from a property line cleanout if possible. This is the area of the District's jurisdiction. If there is no visible properly cleanout, then a recording from a house cleanout or point further back from property line may be acceptable. Media submitted of poor quality (i.e. poor lighting, poor video quality or no footage counter) will be rejected.*

An **acceptable DVD or thumb drive recording** (media source will not be returned if under permit) of the sewer **MUST** include:

- a. Audio and/or Video date of the taping
- b. Audio or Visual identification of address (if building is under construction, print the street number and street name on a sign and show that on the recording). If lateral sewers to a rear easement, show a video shot of the rear of building/residence and writing the address on a sign will be acceptable. The recording should include the connection at the District's main sewer and continue recording as the camera is coming back through the sewer and out of the initial entry point.
- c. A footage meter **is REQUIRED** in order to track distance of the recording.
- d. Audio of the pipe description and any special conditions (pipe material and condition – (e.g. clay, roots, offsets, etc.)
- e. Affix a label on the outside of the DVD or thumb drive media of the property's street address. (Optional: include on the labeling, the name & address of the company that prepared the recording.)

DVD or thumb drive media that do not adhere to the above criteria will be rejected and a new recording would need to be submitted for a complete written evaluation.

The DVD thumb drive media is to be presented in person at the District's administration offices located at 500 Laurel Street (corner of Laurel St and Burgess Drive) in Menlo Park between 8:00am – 4:00pm, Monday – Friday. A property owner or owner's representative can submit the recording. Please include the name, address and phone number of the property owner.

There is a \$90.00 administration fee payable to the West Bay Sanitary District **by cash, check/money order, Visa or MasterCard** upon submitting the recording. (**NOTE:** If a sewer permit is already open/active, no fee is due when submitting a thumb drive or DVD. Call the Admin office at 650-321-0384 to obtain the current Class 1A or 1F permit fees or with any questions. A written evaluation letter with next steps will be prepared and the original recording and letter will be mailed back to the property owner and copied to the sewer contractor.

W:\Public Data\FORMS\CCTV Preparation Requirements\WBSD - CCTV Sewer Preparation Reqs Rev 9.14.17.Doc  
Created: 4/2/2008 Updated 3-09-18

---

West Bay Sanitary District  
Administration Office  
500 Laurel Street, Menlo Park, CA 94025 Ph: 650-321-0384 / Fax: 650-321-4265

---

**Sewer Lateral Evaluation Criteria  
For Cleaning, Repairs or Replacement**

The District will review the CCTV inspection of the lateral and will note the existence of any defects. The following is a list of defects and conditions of the pipe and correlating remedies required.

- |                                     |                     |
|-------------------------------------|---------------------|
| • Minor Roots or Grease             | Clean Lateral Sewer |
| • Moderate to Severe Root Intrusion | Repair              |
| • Moderate to Severe offset         | Repair              |
| • Multiple Cracks / Fractures       | Replace             |
| • Multiple Offsets                  | Replace             |
| • Holes or Collapsed                | Replace             |
| • Grade Breaks / Sags               | Replace             |
| • Roots at multiple joints          | Replace             |