Appendix C

Forms

Pump Station/Collection System Overflow Questionnaire

Bypass or Sewer Overflow Report

Power Outage – Emergency Contacts

Auxiliary Pumps

Sewer Pipeline Test Form

Sewer Manhole Vacuum Test Form

Sewer Connection Form

Manhole Information Data Collection Sheet
PUMP STATION/COLLECTION SYSTEM OVERFLOW QUESTIONNAIRE

Wastewater Treatment Facility reporting: Hanover, NH Permit No. NH0100099

1. Location of overflow: ____________________________________________________

2. Who notified WWTF/municipality? _________________________________________

3. Time and date of above notification ______________________________________

4. Date overflow started: ___________ Time overflow started: _________________

5. Date overflow ended: _____________ Time overflow ended: _________________

6. Cause of failure: _______________________________________________________

_____________________________________________________________________

7. Amount of overflow: ____________________________________________________

8. Was overflow treated with emergency disinfection? ______ Type of Disinfection
   __________ Time disinfection started: _______ Amount of Disinfection used:
   __________________

9. What waterbody did the overflow discharge to? ____________________________

10. Detail chronology of events leading to failure/overflow: _____________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

11. Detail chronology of response indicating all steps taken to minimize the amount of
    overflow:
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

12. If applicable, were septage haulers and/or emergency generators used to minimize
    the amount bypassed? (If use was possible but not implemented, why not?)
    ___________________________________________________________________
    ___________________________________________________________________
13. What actions are being taken to mitigate and/or prevent further occurrences?

Notification of NHDES #: 271-1494; Person Notified ___________________
Date/Time: ___________________
By ________________________________________________

EPA Notification (617)918-1877; Person Notified ___________________
Date/Time: ___________________
By ________________________________________________
BYPASS OR SEWER OVERFLOW REPORT

Date of Report:

Date of Incident:

Name of System: Town of Hanover

Facility Name: Water Reclamation Facility

NPDES Permit #: NH0100099

Name and Title of Person Reporting Incident:

Telephone #:

Location of Overflow:

Receiving Water:

Incident Duration:

Estimated Total Flow:

Treatment Provided:

Cause of Incident:

Mitigation Measures Taken:

Additional Information/Comments:

Agency/Person Reported to: USEPA: Joy Hilton 617-918-1877, Fax 617-918-0877
                   NHDES: Jocelyn.henry@des.nh.gov, 603-271-1494
Memo

To: Staff
From: Kevin MacLean
Date: December 01, 2016 rev.
Re: Emergency contact information

Power outage Hotline – 1-855-349-9455
Customer service – 1-800-375-7413 – when prompted about whether this is an emergency – state yes – that will connect you to an actual person.

Municipal account manager–Jill Fitzpatrick – 603-952-2999 {7:00-16:30 M-F}, jill.fitzpatrick@libertyutilities.com

EMAIL JILL UPON ANY “BLIP” WHICH AFFECTS ANY EQUIPMENT

<table>
<thead>
<tr>
<th>LOCATION / Street address</th>
<th>ACCOUNT #</th>
<th>POLE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRF {121 South Main St. / Pine Knolls Drive}</td>
<td>44607830</td>
<td>6/116 {route 10 entrance}</td>
</tr>
<tr>
<td>PS#3 {Brook Road / 114 S. Main st.}</td>
<td>44619707</td>
<td>#1</td>
</tr>
<tr>
<td>PS#4 {Lyme Road / CRREL}</td>
<td>44618547</td>
<td>#5</td>
</tr>
<tr>
<td>PS#5 {Girl Brook / Lyme Rd.}</td>
<td>44630772</td>
<td>#6-2</td>
</tr>
<tr>
<td>PS#2 {Ledyard Bridge / West Wheelock}</td>
<td>44632156</td>
<td>#87/21</td>
</tr>
</tbody>
</table>

EMERGENCY SERVICES - 8-911

Hanover Dispatch – 603-643-2222
Stearns Septic - 603-442-9500 Herins Septic – 603-448-4139
Hartigan Vactor Service – 1-800-696-0761 Dimmick Services – (802) 728-3805
NHDES – 603-271-1494 {Teresa Ptak – Inspector} USEPA – 1-617-918-1877 {Joy Hilton}
SCADA – LCS Controls – Office (802) 767-3128, Tom - (802) 345-2216 mobile, Brian - 1-(802)-345-2214 mobile.
Defiance Electric - (603) 632-7970 Royal Electric – (603) 747-2722
Clean Harbors - (603) 224-6626 [HAZMAT] Evans Fuel - 603-448-3400 [diesel]
Milton Cat - (603) 746-4671 [generators] City of Lebanon – (603)-298-5986 [Public Works – Wastewater]
NES Rentals - (802) 660-1995 L&M Contractors – (603)-359-1656
Dartmouth College FO&M – 646-2485 DIGSAFE – 811
Utility Locating Services - (603)-763-2474 Fairpoint Communications – (603) 703-9295
Pump Station #3 – 640-3279 Pump Station #5 – 640-3289
WRF SCADA -643-8356 WRF VERBATIM- 603-306-6653
# Hanover WRF auxiliary equipment list

## Portable pumps

<table>
<thead>
<tr>
<th>Make</th>
<th>Coupling size/type</th>
<th>Fuel</th>
<th>Year</th>
<th>Output (Max)</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford</td>
<td>4&quot; Cam-Lock</td>
<td>Diesel</td>
<td>1960's</td>
<td>450 GPM</td>
<td>Unknown</td>
<td></td>
</tr>
<tr>
<td>Godwin</td>
<td>4&quot; Cam-Lock</td>
<td>Diesel</td>
<td>2012</td>
<td>1,000 GPM</td>
<td>104.9</td>
<td></td>
</tr>
<tr>
<td>*Hydra-Tech</td>
<td>4&quot; Cam-Lock</td>
<td>Diesel</td>
<td>2004</td>
<td>400 GPM (each)</td>
<td>407.0</td>
<td>*(1) cast iron pump head (heavy slurries)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*(1) aluminum pump head (effluent)</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*unit is hydraulically driven submersible</td>
</tr>
</tbody>
</table>

## Appurtenances

<table>
<thead>
<tr>
<th></th>
<th>Coupling size/type</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suction Hose</td>
<td>4&quot; Cam-Lock</td>
<td>200'</td>
<td></td>
<td></td>
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<tr>
<td>Discharge Hose</td>
<td>4&quot; Cam-Lock</td>
<td>200'</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Drive hoses</td>
<td>1&quot; Feed &amp; Return</td>
<td>75'</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strainers</td>
<td>3</td>
<td></td>
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</tbody>
</table>
TOWN OF HANOVER, NEW HAMPSHIRE
SEWER PIPELINE TEST FORM

Date:________________

Project:____________________________________________________________________________

Contractor:___________________________________________________________________________

Location:____________________________________________________________________________

Size of Pipe:__________________________

Type of Pipe:__________________________

Length of Pipe Tested:__________________________

Minimum Time for 0.5 psi pressure drop from Table 1 :________________

Begin Test Pressure(4.0 psi minimum):__________________

End Test Pressure after Minimum Time:____________________

Total Pressure Drop after Minimum Time:_____________       Pass____             Fail____

Witnessed By:__________________________ Title:______________________________


TABLE I

Line Pressure Air Test Using Low-Pressure Air

SPECIFICATION TIME REQUIRED FOR A 0.5 PSIG PRESSURE DROP

FOR SIZE AND LENGTH OF PIPE INDICATED

<table>
<thead>
<tr>
<th>1 Pipe Diameter (in.)</th>
<th>2 Minimum Time (min:sec)</th>
<th>3 Length For Minimum Time (ft.)</th>
<th>4 Time For Longer Length (sec.)</th>
<th>Specification Time for Length (L) Shown (min:sec)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100 ft.</td>
</tr>
<tr>
<td>8</td>
<td>7:34</td>
<td>298</td>
<td>1.520 L</td>
<td>7:34</td>
</tr>
<tr>
<td>18</td>
<td>17:00</td>
<td>133</td>
<td>7.692 L</td>
<td>17:00</td>
</tr>
</tbody>
</table>
TOWN OF HANOVER, NEW HAMPSHIRE
SEWER MANHOLE VACUUM TEST FORM

The manhole will be brought under no less than ten (10) inches of vacuum, no matter what the manhole depth. There must be no more than one (1) inch of drop over a ten (10) minute period for the manhole to be acceptably watertight.

All manhole testing will be completed prior to inverts being installed.

Date:_______________

Project:___________________________________________________________

Contractor:_________________________________________________________

Location:___________________________________________________________

Begin Test Vacuum (10 inches minimum):_________________________

End Test Vacuum after 10 minutes:______________________________

Total Vacuum Drop after 10 minutes:______________  Pass____  Fail____

Witnessed By:_________________________  Title:______________________
TOWN OF HANOVER
P.O. BOX 483
HANOVER, NEW HAMPSHIRE 03755

SEWER CONNECTION FORM

Map #: ____________ Lot #: ________ Sketch Attached: ________

Applicant: ________________________________________________

Telephone Number: _________________________________________

Billing Name & Address:
________________________________________
________________________________________
________________________________________

Address of Connection (if different from above): ____________________________

Primary Contractor: ____________________________________________

Installation Contractor: ____________________________________________

Connection Date: _______ Connection/Fee: ________ Recap/Fee: _____________

Please Bill: _________

_________________________ ________________________________
Date of Inspection Authorized Agent

Distribution:

____ Applicant
____ Primary Contractor
____ Public Works Department
____ Accounting

(Revised 4/9/17)
Manhole Information
Data
Collection Sheet

- Date: 
- Manhole Number: 
- Street Location: 
- Frame Size: 
- Cover Condition: 
- comments: 
- Safety Inspection: 
  - visual: 
  - air test: 
- Depth: 
  - center: 
  - invert to rim: 
- Manhole Construction Mat'l: 
- comments: 
- Shelf Condition: 
- Invert Mat'l: 
- comments: 
- Flow Condition: 
  - clear: 
  - typical: 
  - cloudy: 
- Visible Infiltration: 

Pipe Information:

<table>
<thead>
<tr>
<th>direction</th>
<th>type</th>
<th>size</th>
<th>mat'l</th>
<th>drop y/n</th>
<th>depth</th>
<th>flow</th>
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</thead>
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</tbody>
</table>

- Sketch:

Appendix C   187