

HRSD
CHECKLIST FOR TIE-INS TO EXISTING INTERCEPTOR FORCE MAINS
 (to be used in conjunction with Maintenance of Pipeline Operations Specification)

Project Name:	
Location of Tie-In:	Size:
Scheduled Date of Tie-In:	Alternate Date:
Date of Pre-Tie-In Meeting:	Time of Pre-Tie-In Meeting:
CONTRACTOR:	
CONTRACTOR'S Contact Person:	Cell Phone:
HRSD Project Manager:	Cell Phone:
FIRM's Contact Person:	Cell Phone:
FIRM's Inspector:	Cell Phone:
Locality where Tie-In will take place:	
Locality Contact Person:	Cell Phone:
Locality Pump Station(s) to be Shut Down:	Time of Shutdown:
Other Locality / Government / Private Pump Station(s) affected by Shut Down:	Why:
Location to take Sewage from Shutdown: (include map and details on receiving facilities)	
Location to take Grit/Material from Shutdown: (include map and details on receiving facilities)	
CONTRACTOR will Blow Air: <input type="checkbox"/> YES <input type="checkbox"/> NO	Start Time: Air Injection Location:
Planned time at which service will be restored:	A.M. / P.M.
Latest worst-case time at which service will be restored:	A.M. / P.M.
Special Conditions or Requirements:	

Attach Contractor's Work Plan Below

Contractor's Work Plan

(List detailed step-by-step procedure with approximate times
for each step / milestone)

Contractor's Contingency Plan

(List steps to be taken by the Contractor / Subcontractors
if something goes wrong)

Preparation Checklist:

Have the following issues been brought to the Contractor's attention and adequately addressed?

- Interim Valve Guides submitted and approved
- Interim Record Drawings submitted and approved
- Jurisdictional approved Traffic Control Plan
- Dewatering System; Method _____
- Number of Crews _____; Number of Workers _____
(separate crews required for each 12-hour or longer shift)
- Pipe exposed to limit of tie-in. No additional excavation required for tie-in.
- Check and confirm dimensions of existing pipe and proposed pipe
- Stone in Excavation to provide working area
- Tanker Trucks; number of trucks _____
- Staging Area of Tanker Trucks near Excavation
- Confirm length of Vac-haul / Tanker Truck suction hose adequate length for desired wetwell sewage level during pump & haul
- Suction pipe/well point discharge must be hauled to sanitary sewer
- HRSD Pump Around & No Charge Policy (4/29/2011)

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- Air Vent must be at high point; will be used to blow off air when pipe is pressurized; Contractor to have a valve and riser pipe available for immediate installation. Contractor to provide a 50 gallon drum at designated Air Vent for any sewage release during air venting.

- Compressor (Blowing Air); Include a map of the compressor location if to be used

- Confirmation that HRSD has exercised valves per the Valve Operations Request and is prepared for the valve closure / opening support.

- Lights on-site and in working condition

- If HDD or HDPE pipe bursting prior to tie-in, confirm relaxation time prior to cutting pull heads – TIME: _____

Material Checklist:

MATERIAL	REQ'D #/LENGTH	QUANTITY ON-SITE	VERIFIED BY	DATE
Bends / Fittings				
Sleeves (minimum of 2 long body type)				
Restrained Pipe				
Mega-Lugs or approved equal				
Extra Pipe				
Shrink Wrap or other approved pipe / fitting wrap				
Adaptors to Existing Pipe				
Insulated joint (polyethylene spool piece or as otherwise approved) if specified				
Utility warning tape				
#57 Stone				
Project specific stone and other backfill materials in anticipation of backfilling in heavy rain event.				
Surveying Equipment / GPS Equipment				
Ladders per OSHA regs				
Trench Box / Sheeting				
Lights				

MATERIAL	REQ'D #/LENGTH	QUANTITY ON-SITE	VERIFIED BY	DATE
Generator(s)				
Pipe Saw				
Air compressor and attachments / wrenchs				
Torque wrench(s)				
Fuel for generators and other critical equipment				
Other:				

Acceptance Checklist

Prior to Backfilling

- Adequate temporary thrust restraint
- Air Vent riser pipes are installed correctly; corporation stop is OPEN.
- Joints are to be left exposed while pressure is restored
- HRSD confirmed that line is ready for testing (air purged from line).
- Pre Shutdown Pressure has been restored to line for one hour.
- No leaks by visual check and feeling by hand around joints.
- Bolts on Mega-Lugs (or other approved system) are tight and wedging nuts are broken off.
- Measurements and X-Y-Z coordinate data have been taken in the connection area (for record drawings / Valve Guides).
- Photos of New Piping for GIS
- Soil density compaction tests performed (if under pavement)

Pressure Before Shutdown: _____ Time: _____