



Town of Medfield  
Department of Public Works

**Sewer Rules and Regulations**

BOARD OF WATER AND SEWERAGE

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## **Medfield Sewer Department Rules and Regulations**

By the virtue of Massachusetts General Law Chapter 41 and other authority and powers, the Board of Water and Sewerage of the Town of Medfield, Massachusetts, establish the following Rules and Regulations relating to the provision of sewage collection and treatment by the Medfield Water and Sewer Department. All consumers on the Medfield Sewer system are bound by these Rules and Regulations and future amendments and are further bound to utilize sewage collection services only for purposes stated in application made by the consumer for sewer service, made to and approved by the Medfield Water and Sewer Department and Wastewater Treatment Plant Department.

### **Index**

#### **Section 1 – Definitions**

#### **Section 2 – Building Sewers and Connections**

1. Prohibitions
2. Street Opening and Trench Permits
3. Sewer Connection Permits
4. Permit Limits
5. Permit and Installation Costs
6. Grease, Oil, Sand Interceptors
7. Separate Building Sewers Required
8. Connection to Building Drain
9. Prohibited Connections
10. Method of Pipe Laying and Backfilling
11. Notification and Inspection of Work
12. Protection of Public and Property
13. Reporting of Prohibited Substances Found in Sewer
14. Proper Venting Required
15. Performance Standard for Agent
16. Variations from Rules and Regulations
17. License for Drain Layers
18. Wastewater Metering
19. Refundable Deposits

#### **Section 3 – Extensions of Public Sewer**

1. Prohibitions
2. Costs for Installation and Connections
3. Extending Sewer Mains
4. Service Connections
5. Construction and Material Specifications

6. Resident Inspection
7. Record Drawing
8. Public Safety
9. Qualifications of Contractor

#### **Section 4 – Use of the Public/Private Sewer**

1. Unlawful Discharges
2. Board Approval of Discharges
3. Disposal of Unpolluted Waters Prohibited
4. Required Connection of Public Sewer
5. Prohibited Wastes
6. Disposal of Prohibited Wastes
7. Pretreatment Requirements
8. Compliance Requirements
9. Control Manholes
10. Wastewater Sampling
11. Alternative Requirements
12. Dilution
13. Sewer User Fees
14. Commercial Sewer Discharge Permit

#### **Section 5 – Additional Rules**

#### **Section 6 – Protection from Damage**

1. Vandalism
2. Trespass
3. Flood Plain Construction

#### **Section 7 – Powers and Authority of Inspectors**

1. Permission for Inspection
2. Entry on Easements
3. Failure or Refusal to Allow Entry

#### **Section 8 – Penalties**

1. Written Notice
2. Fines
3. Drain Layers
4. Liability
5. Suspension of Treatment Services
6. Cause to Revoke Permit
7. Legal Action

8. Liens
9. Fraud
10. Publication of Violators

#### **Section 9 – Validity**

1. Conflicting Bylaws
2. Severability

#### **Appendix A – Schedule for Sewer Service and Other Rates**

## Section 1: Definitions

Unless the context indicates otherwise, the meaning of terms used in these Rules and Regulations shall be as follows:

1. Act – shall mean the Federal Water Pollution Control Act (P.L. 92-500), also known as the Clean Water Act, as amended (33 U.S.C. 1251, et. Seq.).
2. Applicant – shall mean any person requesting approval to discharge wastewater to the Town of Medfield wastewater facilities.
3. Authorized Representative of Industrial User – shall mean either:
  - a. A principal executive officer of at least the level of vice-president, if the industrial user is a corporation.
  - b. A general partner or proprietor if the industrial user is a partnership or proprietorship respectively; or
  - c. A duly authorized representative of the individual designated above, if such representative is responsible for the overall operation of the facilities from which the discharge of wastewater originates.
  - d. A manager or authorized representative of the LLC, if the industrial user is a Limited Liability Company (LLC).
4. The Board – shall mean the Medfield Board of Water and Sewerage or its authorized representative.
5. Board of Health – shall mean the Medfield Board of Health or any agent or officer duly authorized to act in its place.
6. Building Drain – shall mean that part of the lowest horizontal piping of a drainage system which receives the discharge from sanitary or approved waste inside the walls of the building and conveys it to the building sewer, ending ten (10) feet outside the inner face of the building wall.
7. Building Sewer or Service Connection – shall mean the extension from the building drain to the public sewer or other place of disposal.
8. Contractor – shall mean the party doing the construction: either a private contractor or Town contractor.
9. Department – shall mean the Medfield Water and Sewer Department.
10. Department of Environmental Protection,(DEP) - means state or local government agency responsible for enforcing environmental laws and regulations
11. Director – shall mean the Director of Public Works or their appointed representative, deputy or agent.
12. Drain Layer – shall mean a person licensed by the Town of Medfield to lay building sewers from existing public sewers to building drains.
13. EPA- shall mean United States Environmental Protection Agency
14. Floatable Oil – means oil, fat, wax, or grease that will separate from wastewater under the force of gravity. A wastewater shall be considered free of floatable oil if it is properly pretreated and the wastewater does not interfere with the collection system.
15. Industrial Wastes – shall mean the wastewater from industrial processes, trade, or business as distinct from domestic or sanitary wastes.

16. Inspector – shall mean a qualified construction inspector of the Town of Medfield appointed by the Department of Public Works.
17. Owner – the owner of the property or building from which sewage discharged to the Public Sewer originates.
18. POTW – shall mean Publicly Owned Treatment Works, owned and operated by the Town of Medfield.
19. Private Sewer – shall mean a privately owned and maintained gravity or pressure collection system operated on privately-owned property or public way that ultimately connects into the public sewer.
20. Public Sewer – shall mean a common sewer controlled by the Town of Medfield.
21. Sanitary Sewer – shall mean a sewer which carries wastewater, and to which storm, surface, and groundwater are not intentionally admitted.
22. Sewer – shall mean a pipe or conduit which carries wastewater.
23. Sewer System – shall mean all pipelines, conduits, pumping stations, force mains, and all other structures, devices, appurtenances, and facilities used for collecting, conveying, treating, and disposing of wastewater.
24. Town – shall mean the Town of Medfield or any duly authorized officer, agent or representative of the Town of Medfield.
25. Wastewater or Sewage – shall mean the spent or used water of the community and may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with any groundwater, surface water, and storm water that may be present.

## **Section 2: Installation and Maintenance of Building Sewer and Connections**

### **1. Prohibitions**

Building sewers shall be constructed by licensed drain layers only. No person shall uncover, make any connections with or opening into, use, alter or disturb any public or private sewer or appurtenance thereof without first obtaining a written permit from the Department. Any person proposing a new discharge into the sewer system or a substantial change in the volume or character of pollutants that are being discharged into the sewer system shall notify the Department at least ten (10) business days prior to the proposed change or connection in order to obtain approval.

No person shall break, cut or remove any pipe of the Public or Private Sanitary Sewer or make or cause to be made any connection to Sewer except through the connection branches provided for that purpose unless, in another manner, approved by the Department.

Building sewers shall only be installed and connected during normal working hours of the Town. Emergency working hours may be approved in writing by the Department of Public Works at its discretion.

### **2. Street Opening & Trench Permits**

In addition to the specified Sewer Connection Permit discussed herein, excavation work in the Town of Medfield public right-of-way requires a Street Opening Permit from the Department of Public Works. Applicants must also obtain a Trench Permit prior to the creation of a trench on public and/or private property in accordance with Chapter 82A of the Massachusetts General Laws, and section 14.00 of title 520 of the Code of Massachusetts Regulations.

### **3. Sewer Connection Permits**

#### **a. Permits**

There are two classes of Sewer connection permits:

- i. Residential connection permits,
- ii. Business / commercial connection permits

#### **b. Applications**

- i. Sewer Connection Permit Applications: Applications shall be made on the Town of Medfield Sewer Connection Permit Application form only. Completed applications shall be forwarded to the Director for approval. Applications for service to an existing building shall include a sketch showing proposed sewer including all bends, cleanouts, and other structures. Applications for service to a new building shall include design plans prepared by a professional engineer showing the sewer service, including but not limited to existing conditions, proposed grading and drainage, proposed site layout, proposed sewer profile, other utilities, details and other information pertinent in the judgment of the Director. Applications for service to any building, existing or proposed, which is to be serviced by a low pressure sewer shall include design plans prepared by a professional engineer. Permit and inspection fees for connection permits shall be paid to the Town when an application is filed.
- ii. Plumbing Inspection Permit: The Applicant shall also apply for a Plumbing Inspection Permit for the purpose of having the Plumbing Inspector or their designee review the interior of the property to assure that all sanitary codes are in compliance, when connection to the municipal system is accomplished.

### **4. Permit Limits**

- a. For any permit, if said permit is granted, the permit shall be valid for no more than one hundred and eighty (180) calendar days from the date of issue. If the project does not substantially commence within this time period the permit shall become invalid and a new permit shall be obtained prior to construction.
- b. Drain Layers Permits: The permit shall be available for inspection at the site of work. Drain layers shall install and/or connect Building Sewers only during normal working hours of the Department. Emergency working hours may be approved on a case by case basis by the Director.
- c. All open permits are subject to inspection by the town and will be determined to be approved prior to final close out.

**5. Permit and Installation Costs****a. Connection and Permit Cost**

- i. Sewer Connection Charges shall be as defined in Appendix A, Schedule for Sewer Service and Other Rates

**b. Installation Cost and Indemnification**

Costs incidental to the connection of the Building Sewer to the Public Sewer and inspection shall be borne by the Owner. In either case, the Owner shall indemnify the Town from any loss or damage that may directly or indirectly be caused by the installation and connection of the Building Sewer.

**6. Grease, Oil, Sand Interceptors**

Grease, oil and sand interceptors shall be provided and maintained by and be the sole responsibility of the Owner when, in the opinion of the Director, they are necessary for the proper handling of liquid wastes containing grease in excessive amounts or any flammable wastes, sand or other harmful ingredients, except that such interceptors shall not be required for private living quarters or dwelling units. All interceptors shall be of a type and capacity approved by the Director and shall be located outside the building as to be readily and easily accessible for cleaning and inspection. Each restaurant, nursing home, school, or other facility from which quantities of grease can be expected to be discharged must have an approved grease trap. Each gasoline station must have an approved gasoline trap. Each car wash must have an approved sand trap. Grease traps shall comply with all the requirements of Title 5 (310 CMR 15.000: Septic Systems).

**7. Separate Building Sewers Required**

A separate and independent Building Sewer shall be provided from each building; unless otherwise approved by the Director. In cases where one building stands at the rear of another on an interior lot and no private Sewer is available or can be constructed to the rear building through an adjoining alley, courtyard, or driveway, the Building Sewer from the front building may be extended to the rear building and the whole considered one Building Sewer, if approved by the Director. The Town will not assume any responsibility for damages caused by any such connection.

**8. Connection to the Building Drain**

Whenever possible, the Building Sewer shall be brought to the building at an elevation which allows for four feet of cover to the top of the pipe. For buildings in which the building drain is too low to permit gravity flow to the Public Sewer, wastewater shall be pumped by an approved means and discharged to the Building Sewer. Pump devices shall be installed and maintained by and shall be the sole responsibility of the Owner with no liability assumed by the Town.

The Building Sewer shall be laid at uniform grade and in straight alignment insofar as possible. All changes in direction shall be made with manholes or cleanouts subject to the approval of the Director. No Building Sewer shall be laid parallel to and within five (5) feet of any bearing wall. Construction



and materials shall conform to Town specifications outlined in Sections 2, 3, 4, and 5 of these Rules and Regulations.

Where applicable, all building connections shall have the building drain exit the building at approximately the same elevation and location that the current septic system pipe exits the building, unless specifically requested otherwise by the Director.

## **9. Prohibited Connections**

No person shall connect roof downspouts, exterior foundation drains, sump pumps, areaway drains, garage drains or other sources of surface runoff or groundwater to a Building Sewer which discharges to a sanitary sewer. Upon confirming the existence of a prohibited connection the Owner will be notified and given thirty (30) days to secure a contractor and to make the necessary alterations. Shall the violator fail to follow through within the given time period, a fine shall be levied for each day thereafter in accordance with the penalty provisions provided for herein.

## **10. Method of Pipe Installation and Backfilling**

### **a. General**

Connection of the Building Sewer into the Public Sewer shall conform to the requirements of the state building and plumbing code or other applicable rules and regulations of the Town, or procedures set in current specifications.

- i. All pipes shall be made gas and water tight.
- ii. No blocks or stones shall be used to support the pipe.
- iii. Trench shall be kept dry at all times during construction.
- iv. Connection of the Building Sewer into Public Sewer shall be made at the connection stub if available. If not, a connection may be made by tapping the existing sewer if approved by the DPW Director.

### **b. Method of Construction**

- i. Ductile Iron Pipe
- ii. PVC sewer pipe SDR35
- iii. Low Pressure Sewer Pipe SDR21
- iv. All joints shall be tight and waterproof. Pipes installed on fill or unusable ground shall be ductile iron except that nonmetallic material may be accepted if laid on suitable concrete bed or cradle as approved by the Director.

## **11. Notification and Inspection of Work**

The Applicant shall notify the Department at least forty-eight (48) hours prior to the start of an approved installation. The applicant must notify the Department a second time when the Sewer Connection is ready for inspection and connection to the Public Sewer. The Applicant shall connect all sanitary sewer discharges to the Building Sewer and the connection to the Public Sewer shall be made under the supervision of the Director or their designee. All connections shall be made in the approved manner; no caps and/or plugs are to be removed without explicit orders, and under the

direct supervision of the Director; and (where applicable) the existing septic tanks must be pumped, crushed and filled, then inspected for the Board of Health. No backfilling of any trench shall be made without the approval of the Director.

Changes of the building drain shall be inspected by the Plumbing Inspector or their designee, to assure compliance with all applicable plumbing code requirements.

## **12. Protection of Public and Property**

Excavations for Sewer installations shall be guarded with barricades and lights. A police detail may be required by the Town to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a satisfactory manner. A street opening permit shall be obtained from the Town at least seventy-two (72) hours before opening the street except under emergency conditions as determined by the Director.

## **13. Reporting of Prohibited Substances Found in Sewer**

The discovering Contractor shall give a full written report to the Director within twenty-four (24) hours in the event that prohibited substances are found in the sewer during the course of any work.

## **14. Proper Venting Required**

No building shall be connected to a Public Sewer system unless said building has a vent line extended to a point above the roof, properly vented according to state building and plumbing codes.

## **15. Performance Standard for Contractors**

All Contractors shall agree to perform work according to all rules, regulations and conditions of the Board prior to any work done in the Town. The Contractors shall be fully insured and shall indemnify the Town against any and all claims, liabilities, or actions for damages incurred in, or in any way connected with, the performance of the work on the building drain or sewer, or by reason of any acts of omission in the performance of the work. The Board and Director reserves the right to authorize and allow only approved Contractors to perform work on building drains and sewers.

## **16. Variations from Rules and Regulations**

Any variation from these rules and regulations of the Town shall receive the approval of the Board before implementation.

## **17. License for Drain Layers**

Drain layers must obtain a license from the Town before performing any work. Licenses shall be issued for one calendar year commencing January 1. An annual fee will be required with the completed license application. The applicant will supervise and be responsible for all work performed under the license. (A \$5,000 bond, cash deposit or certified check, Certificates of Insurance, and three letters of recommendation must also be submitted. Certificates of Insurance in the sum of \$100,000 to cover General Liability, including bodily injury, property damage and \$300,000 for XCU coverage for

explosion, collapse, or underground damage shall remain in effect for the duration of the license term. No insurance policy may be canceled without thirty (30) days prior written notice by registered mail to the Board or duly authorized representative and the Fire Department. Such insurance shall indemnify the Town against all claims, liabilities, or actions for damages incurred in, or in any way connected with, the performance of work by a drain layer and for, or by reason of, any acts of omission of said drain layer in the performance of his work. If the liability insurance or bond is canceled or expires, the drain layer's license shall become void.) Any blasting required, shall be done by a Person licensed to perform blasting in the Commonwealth, and only after receiving a blasting permit from the Fire Department.

No person duly licensed to construct building and other private sewers and make connections with the public sewers may allow his name to be used by any other person for the purpose of obtaining permits or for doing work under his license. Licenses are issued to individuals only, not companies. More than one person may be listed on an individual license at the discretion of the Director. Building sewer installation work may only be performed by drain layers licensed by the Town. Applicants for permits to do such work must be licensed drain layers, or the property owners.

### **18. Wastewater Metering**

In the event an Owner is not connected to the public water supply, but is connected to the Public Sewer, said Owner shall install and maintain a water meter, at their expense, from which the Town may calculate the use of Sewer. The type of meter and method of installation shall be in conformance with the Department standards or as otherwise required by the Director.

### **19. Refundable Deposits**

All sewer work being conducted within the Town's right-of-way is required to submit a refundable deposit prior to any work commencing. The refundable deposit will be determined by the Director at his/her discretion according to the extent of work being proposed by an applicant/contractor. Once the work is completed and inspected to the satisfaction of the Town, the applicant/contractor may request the deposit be returned to them. Once the request is received, the Town will return the deposit within 30 days.

## **Section 3: Extensions of Public Sewer**

### **1. Prohibitions**

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public or private sewer or appurtenance thereof without first obtaining a written permit from the Department. Any person proposing a new discharge into the sewer system or a substantial change in the volume or character of pollutants that are being discharged into the sewer system shall notify the Department at least ten (10) business days prior to the proposed change or connection in order to obtain approval.

**2. Costs for Installation and Connections**

- a. Sewer Connection Charges shall be as defined in Appendix A, Schedule for Sewer Service and Other Rates
- b. All costs incident to the installation and connection of the Public Sewer shall be borne by the Applicant. The Owner, licensed installing Contractor, and/or Applicant shall indemnify the Town from any loss or damage that may directly or indirectly be occasioned by the installation of the Public Sewer.

**3. Extending Sewer Mains**

The public may request to fund and contract to extend the existing sewer main to their residence, at the residents cost, and discretion of the Board and Director.. The sewer extension shall be designed in a manner to facilitate future expansion. No sewer extension of 500 feet or more shall be approved until such extension is added to the Town's Warrant and voted and approved at an Annual or Special Town Meeting.

**4. Service Connections**

A separate and independent house service connection shall be provided between the sewer main and the property line for each separate piece of property which the Public Sewer abuts, unless otherwise approved by the Director.

**5. Construction and Material Specifications**

The size, slope, alignment, materials of construction of a sewer, and the methods to be used in excavating, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing codes, and other applicable rules and regulations of the Town. In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Society of Testing and Materials (ASTM) and in Water Pollution Control Federation (WPCF) Manual of Practice 9 shall apply.

**6. Town Inspection**

During construction there must be a full-time qualified inspector, hired by the Director, unless otherwise waived by the Board or the director, to inspect the work for conformance with these Rules and Regulations, with the approved plans and specifications, and with good sanitary engineering practice. All costs related to the engineering inspection plus a 10 percent administrative fee shall be borne by the Applicant.

**7. Record Drawing**

Within 30 days of the completion of construction, the Applicant must submit to the Director one set of reproducible as-built record drawings. The drawings shall show the actual in-laid plan and profile of the public sewer, as well as house service connections. Ties shall be provided for all manholes and house services. Depths of house service shall also be provided.

**8. Protection of Public and Property**

Excavations for Sewer installations shall be guarded with barricades and lights. A police detail may be required by the Town to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a satisfactory manner. A street opening permit shall be obtained from the Town at least seventy-two (72) hours before opening the street except under emergency conditions as determined by the Director.

**9. Qualifications of Contractor**

Whenever public sewers are to be constructed, the Director may make such investigations as they deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Board all such information the Board may request, including but not limited to bonding capability, proof of insurance, references, and a list of equipment to be used. The Board reserves the right to reject the Contractor if the information submitted fails to satisfy the Board that it is properly qualified to complete the work as proposed. As a minimum, the Contractor shall have been engaged in the mainline public sewer construction business for at least three years; shall have good references; shall have adequate equipment to complete the work; shall have personnel experienced in mainline sewer construction; and shall be bondable for the full amount of the estimated construction cost. The Contractor 's qualifications shall be approved by the Board prior to beginning work.

**Section 4: Use of Public/Private Sewer****1. Unlawful Discharges**

It is unlawful to deposit, discharge, or otherwise dispose of domestic wastewater, industrial wastes, stormwater, or other wastes into the Medfield sewer system, except in accordance with these Rules and Regulations, other applicable rules or regulations and other applicable law.

**2. Board Approval of Discharges**

It shall be unlawful to discharge any domestic wastewater, industrial wastes, or other wastes to a natural outlet without first obtaining any necessary Federal, State, and Local discharge permits and performing proper treatment subject to the approval of the Board.

**3. Disposal of Unpolluted Waters Prohibited**

No person shall discharge or cause to be discharged any unpolluted waters such as storm water, surface water, sump pump discharge, groundwater, roof runoff, subsurface drainage, uncontaminated cooling water, or unpolluted industrial process waters to any sanitary sewer.

**4. Required Connection of Public Sewer**

Owners of houses, building, or properties abutting on a street, alley, easement, or right-of-way in which a public sewer is located, or may in the future be located, may be ordered by the Town's Board

of Health (acting under Title 5, 210 CMR, SEC, 15.02) to connect to such public sewer for disposal of domestic wastewater with the approval of the Board.

### **5. Prohibited Wastes**

No person shall discharge, or shall cause or allow to be discharged into any sewer under the control of the Board, any substances, water or wastes that the Town has identified as likely, either singly or by interaction with other substances:

- a. To harm either the sewerage system or the wastewater treatment process;
- b. To pass through, or cause interference, or be otherwise incompatible with the treatment process, including sludge disposal;
- c. To cause a violation of any federal or state permits issued to the wastewater treatment facilities;
- d. To affect adversely receiving waters or violate water quality criteria;
- e. To endanger life, limb or public property; or
- f. To constitute a nuisance.

National Pretreatment Standards: All users of the Public Sewer shall comply with the most stringent of current National Pretreatment Standards as set by the EPA, State or Local requirements or the limits contained in 360 CMR 10.024. Upon the promulgation of National Pretreatment Standards for the particular industrial category, it will be the responsibility of the user to comply with all applicable requirements under the Act and under subtitles C and D of the Resource Conservation and Recovery Act. Users within those industrial categories shall submit to the Town all reports required by 40 CFR 403.12.

Specific Prohibitions: The following discharges are specifically prohibited:

- a. Ground, storm and surface waters, roof and surface runoff, and subsurface drainage.
- b. Non-contact cooling water and non-contact industrial process waters or uncontaminated contact cooling water and uncontaminated industrial process water.
- c. Fuel oils, crude oils, lubricating oils or any other oils, or greases of hydrocarbon or petroleum origin, in excess of 15 milligrams per liter.
- d. Any liquids, solids or gasses which by reason of their nature or quantity are, or may be, sufficient either alone or by interaction with other substances to cause fire or explosion or be injurious in any other way to the sewerage system or receiving waters. At no time shall a reading on an explosion hazard meter at the point of discharge to the sewer or at any point therein exceeds 10 percent of the lower explosive limit of the substance. Substances regulated hereby include, but are not limited to, gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohol, ketones, aldehydes, peroxides and methyl ethyl ketone and any other substances which the Board, the Massachusetts Department of Environmental Protection, or EPA has notified the user is a fire hazard or a hazard to the sewerage system or receiving water.

- e. Any noxious or malodorous liquids, gases, or solids which either singly or by interaction with other wastes are sufficient to create a public nuisance or are sufficient to prevent entry into the sewers for maintenance and repair.
- f. Waters or wastes having a pH lower than 5.5 or higher than 9.0 or having other corrosive or injurious properties capable of causing damage or hazard to structures, equipment, sewerage systems and personnel. If National Pretreatment Standards promulgated by the EPA impose more stringent standards, affected users within the category must comply with the more stringent limitations.
- g. Waters and wastes which adversely affect the ability to dispose of wastewater residuals in an environmentally sound and economic manner in accordance with applicable state and federal requirements.
- h. Solids or viscous substances in quantities or of such size as to be capable of causing obstruction to the flow in sewers, or other interference with the proper operation of the sewerage system, including but not limited to, sand, mud, metal, glass, wood, plastic, improperly shredded garbage, rubber, latex, lime or other slurries, grease, animal guts or tissues, bones, hair hides, whole blood, entrails, feathers, ashes, cinders, stone or marble dust, straw, shavings, grass clippings, rags, spent grains, spent hops, tar, asphalt residues, residues from refining or processing of fuel or lubrication oil, or glass grinding or polishing wastes.
- i. Liquids or vapors having a temperature higher than 82 degrees Centigrade or 180 degrees Fahrenheit unless the Board approves alternative temperature limits but in no case heat in such quantities that it may cause the temperature at the wastewater treatment facilities to exceed 40 degrees Centigrade or 104 degrees Fahrenheit.
- j. Waters or wastes containing fats, grease or oils, not specifically prohibited elsewhere in these Rules and Regulations in excess of 100 mg/l or containing other substances which may solidify or become viscous at temperatures between 0 degrees Centigrade or 32 degrees Fahrenheit, and 82 degrees Centigrade or 180 degrees Fahrenheit. Waters or wastes containing such substances, excluding normal household waste, shall exclude all visible floating oils, fats and greases. The use of chemical or physical means to bypass or release fats, oils, and greases into any sewer is prohibited.
- k. Waters or wastes containing amounts of toxic or objectionable metals or non-metals in excess of the limits contained herein or as designated by the Board or in the Sewer Use Discharge Permits.
- l. Radioactive wastes or isotopes of such half-life or concentrations as may exceed limits established by federal or state regulations.
- m. Wastewater treatment facility sludge.
- n. Substances exerting or causing turbidity or discoloration in such quantities as to change noticeably the color of the wastewater at the sewerage treatment facilities including, but not limited to, dye waters and vegetable tanning solutions.
- o. Slugs as defined as any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's ordinances, local limits or permit conditions. POTWs are required to ensure that industrial



users have policies and procedures in place to prevent or mitigate the effects of slug discharges

- p. Hazardous waste or wastewater resulting from treatment of hazardous or toxic wastes, as designated under state and federal law, and discharged to the sewerage system by dedicated pipe, truck or rail.
- q. Discharges containing pathogenic organisms in such quantities as determined by appropriate local, federal, and/or state officials to be a hazard to public health.
- r. Filter backwash from industrial pretreatment processes or wastewater treatment plants unless specifically authorized by the Board.
- s. Any substance which will violate any NPDES (National Pollution Discharge Elimination System) and/or state permit, or the receiving water quality standards, or otherwise violates any federal or state law, regulation, or administrative rule.
- t. Sewer originating from outside town unless approved in writing by the Board.
- u. In no case shall a substance discharged to the system cause the Board, or any receiving facility, to be in non-compliance with sludge use or disposal criteria, guidelines or regulations developed under Section 405 of the Clean Water Act; any criteria, guidelines or regulations affecting sludge use or disposal developed pursuant to the Solid Waste Disposal Act, or State criteria applicable to the sludge management method being used. In no case shall a substance discharged to the sewer system cause the Board, or any receiving facility, to incur additional expense for the handling, treatment, or disposal of wastewaters of sludge because of the nature or characteristics of the discharged substance.
- v. Upon the promulgation of the National Categorical Pretreatment Standards for a particular industrial subcategory, the National Standard, if more stringent than the limitations imposed under these regulations for sources in the subcategory, shall immediately supersede the limitations imposed hereunder. The user shall be responsible for all applicable reporting requirements of the Section. State requirement and limitations on discharges shall apply in any case where they are more stringent than national requirement and limitations or those set forth in these regulations.

## **6. Disposal of Prohibited Wastes**

If any wastewaters or wastes are discharged, or are proposed to be discharged to the Public Sewers, which contain prohibited characteristics, as outlined in the Section, the Director or the Board may:

- a. Reject the wastewaters or waste,
- b. Require pretreatment of wastewaters or wastes to modify them to an acceptable condition for discharge to the public sewer system,
- c. Require control over the quantities and rates of discharge of the wastewaters or wastes, and/or,
- d. Require payment to cover the added cost of handling and treating the wastewaters or wastes not covered by existing taxes or sewer fees,



If the Director or the Board permits the pretreatment or equalization of wastewater or waste flows, the design and installation of the plants and equipment shall be subject to the review and approval of the Board and subject to the requirements of all applicable codes, bylaws and law and these Rules and Regulations. Any costs involved with such reviews shall be paid by the person requesting the permit. The applicant shall maintain and operate pretreatment and equalization facilities at his own expense.

## **7. Pretreatment Requirements**

All categories of users subject to Categorical Pretreatment Standards and requirements are required to submit to the Board records and reports as required and defined by 40 CFR 403.12 and State regulations and to any other reasonable requests for information from the Board. All industrial users are required to submit the information listed below. All reports submitted to the Town must be signed by a responsible corporate officer of a corporation, a general partner of a partnership, the sole proprietor of a sole proprietorship, or a duly authorized representative of an individual. Such reports are to include, but are not limited to:

- a. Baseline Report (including compliance schedule) due within one hundred eighty (180) days after the effective date of an applicable Categorical Pretreatment Standard, or one hundred eighty (180) days after the final administrative decision made upon a category determination submission under 40 CFR 403.6 (a)(4), whichever is later.
- b. Report on compliance with Categorical Pretreatment Standard deadline is due within ninety (90) days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of a new user following commencement of introduction of wastewater into the POTW.
- c. Periodic reports on continued compliance are due during the months of June and December, unless required more frequently by the Board or in the Categorical Pretreatment Standard.
- d. The Industrial user must provide notice of slug loading or any other potential problem or condition within two (2) hours of violation. The following information must be submitted;
  - i. A description of the discharge and cause of the violation;
  - ii. The period of the violation, including exact dates and times, if not corrected, the anticipated time the violation is expected to continue;
  - iii. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the violation.

If this information is provided orally, a written submission must be provided within five (5) days.

- e. Continuous pH measurement records, if user stores, uses or discharges any materials with a potential to alter the pH of the sewer discharge to a degree of violation. Users that have a potential discharge waste with a pH lower than 5.5 or in excess of 9.0 or having any other corrosive properties will be required to install a holding tank, at their own expense, so that representative sampling of the effluent may be taken by the Town or its agent, for analysis. A primary flow of measurement device must be installed in such a manner that it is the final collection point for waste before joining sanitary discharge points entering the Public Sewer.

- f. Records pertaining to change in the level or nature of business activity, production capacity, staffing or other activity which significantly alters the amount of wastewater produced, or the characteristics of the discharge.
- g. Records of on-site storage (inventories) for all toxic or hazardous substances present at the facility, including the type and maximum quantity for each material located on the premises.
- h. Records of generation rates and disposal shipments for all special and hazardous wastes, including residual substances produced or concentrated by any wastewater pretreatment systems or processes.
- i. Training records and other documentation of qualifications for all personnel involved in the handling of hazardous wastes, special wastes and pretreatment systems or processes.
- j. Purchasing records and logs for certain materials which have a bearing on the proper operation and maintenance of any wastewater pretreatment system. Such materials may include purchased acids, bases, polymers, filtration aids, media replacement cartridges, etc. The Town may also request the documentation of material throughout for any compounds or substances determined to be of particular concern because of interference, inhibition, pass-through, toxicity or safety to the public treatment works, the workers or the environment.
- k. Water consumption records, such as meter readings, log books, line drawings and process schematics which describe the water using processes, the sources and final discharge points for water, including an itemization of water used in sanitary processes, cooling or product uses.
- l. Water treatment additive dosage calculations and records, particularly any toxic additives such as biocides and anti-fouling agents.
- m. Wastewater collection and treatment operation and maintenance records.
- n. Records of any related permits, such as direct discharge permits for cooling water disposal or permits for hazardous waste.
- o. Laboratory analysis records of effluent discharged into the POTW and any materials hauled off site for resource recovery or disposal.
- p. Documentation of design flows, capacities, rated efficiencies and settings for all pollution control devices and systems, including, but not limited to, the wastewater pretreatment system components such as pumps, tanks, mixers, clarifiers, filter presses, centrifuges, and pH meters, recorders, flow meters and primary flow measurement devices.

Any industrial user subject to the reporting requirements established in the Section shall be required to maintain for a minimum of three (3) years all records of monitoring activities and results and shall make such records of monitoring activities available for inspection and copying by the EPA and the Board. The period of retention shall be extended during the course of any unresolved litigation in which the industrial user is involved.

Information and data obtained from reports and other information supplied by any category of users shall be available to the public or other governmental agency without restriction unless the user specifically requests and is able to demonstrate that the release of such information would

divulge trade secrets or secret processes. Any user or industrial user able to establish such condition is entitled to have those portions of reports and other requests for information, which would reveal trade secrets and secret processes, withheld from the public but other governmental entities may receive such information upon written request. Wastewater constituents and characteristics will not be recognized as confidential information under any circumstances.

## **8. Compliance Requirements**

The Board may require a user of the Public Sewer to provide information needed to determine compliance with these rules and regulations. These requirements may include, but are not limited to:

- a. Wastewater peak discharge rate and volume over a specified time period.
- b. Chemical analyses of wastewaters.
- c. Information on raw materials, processes, and products affecting wastewater volume and quality.
- d. Quantity and disposition of specific liquid, sludge, oil, solvent, or other materials important to sewer use control.
- e. A plot plan of sewers of the user's property showing sewer and pretreatment facility locations.
- f. Detail of wastewater pretreatment facilities.
- g. Details of systems to prevent and control the losses of materials through spills to the public Sewer.
- h. When preliminary treatment or flow equalizing facilities are provided for any wastewaters or wastes, they shall be maintained continuously and satisfactory in effective operation by the owner at their expense.

## **9. Control Structures**

When required by the Board, the owner of any property serviced by a building sewer carrying industrial wastes shall install a suitable control structure together with such necessary meters, and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastewater or wastes. Such structure, when required, shall be constructed in accordance with plans approved by the Board. The structure shall be installed by the owner at their expense, and shall be maintained by the Owner so as to be safe and accessible at all times to the Town personnel.

## **10. Wastewater Sampling**

All measurements, tests, and analyses of the characteristics of wastewaters to which reference is made in these Rules and Regulations shall be determined in accordance with the latest edition of "Standard Methods for the Examination of Water and Wastewater" published by the American Public Health Association, and EPA test methods listed in 40 CFR 136 or suitable procedures adopted by the EPA, and shall be determined at the control structure provided, or from suitable samples taken at said control structure. In the event that no special structure has been required by the Board, samples shall be taken at suitable locations within the establishment from which the wastewaters are being

discharged. Sampling shall be carried out by accepted methods specifically designed to obtain representative samples of the total wastewater discharge and of slugs if any occur. The particular analyses involved will determine whether a twenty-four (24) hour composite of all outfalls from an individual discharger is appropriate or whether a separate sample or samples should be taken. Frequency of sampling shall be established by the Board on an individual basis.

All Owners discharging into a Public Sewer shall perform such monitoring of their discharges as the Board and/or other duly authorized employee of the Town may reasonably require, including installation, use and maintenance of monitoring equipment, keeping records and reporting the results of such monitoring to the Board. Such records shall be made available upon request by the Board to other agencies having jurisdiction over the discharges to the receiving waters.

Any costs involved in examination and tests shall be paid by the individual Owner. The Board may check these tests as necessary.

#### **11. Alternative Requirements**

If any wastewaters contain the substances or possess the characteristics enumerated in Section 4 of these regulations the Board may,

- a. Modify the Sewer Discharge Permit,
- b. Require pretreatment to an acceptable condition for discharge to the public sewers;
- c. Require control over the quantities and rates of discharge;
- d. Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under the provisions of Section 4; and/or
- e. Require the development of a compliance schedule by each user for installation of technology required to meet applicable Pretreatment Standards and Requirements.

#### **12. Dilution**

It shall be illegal to meet the requirements of these Rules and Regulations by diluting wastes in lieu of proper treatment.

#### **13. Sewerage Charges**

The service fees to be paid to the Town shall be based on sewerage rates established by the Board. The fees to be paid to the Town by Owners may also include a betterment fee intended for capital debt repayment. See Appendix A for a list of fees and other charges.

#### **14. Commercial Sewer Discharge Permit**

Commercial users discharging over 10,000 gallons per day shall obtain a Commercial Sewer Discharge Permit. All new facilities or facilities under new ownership shall obtain a Commercial Sewer Discharge Permit before connection to the Public Sewer. Commercial users required to obtain

a Commercial Sewer Discharge Permit shall complete and file with the Town an application in the form prescribed by the Town

New users shall apply at least ninety (90) days prior to connecting to or contributing to the Sewer System. Permits shall be issued for a specific time period and shall not exceed five (5) years. A permit may be issued for a period less than a year or may be stated to expire on a specific date. A commercial user shall apply for permit reissuance a minimum of ninety (90) days prior to the expiration of the applicant's existing permit. The terms and conditions of the permit may be subject to modification by the Board during the terms of the permit as discharge standards or requirements are modified or other just cause exists. The commercial user shall be informed of any proposed changes in this permit at least thirty (30) days prior to the effective date of change. Any changes or new conditions in the permit shall include a time schedule for compliance set by the Board. Commercial Sewer Discharge Permits are issued to a specific user for a specific facility. A Commercial Sewer Discharge Permit shall not be reassigned or transferred to a new owner, different premises, or a new facility without approval of the Board.

### **Section 5: Additional Rules**

1. All work must adhere to the Mass State Standards for sanitary sewer installation and additional standards set forth by the town director.
2. Gravity Building Sewers must be a minimum of six (6) inches in diameter and sized based on the anticipated flows. Building Sewers must have a tee-wye clean-out located ten (10) feet from the building's exterior wall.
3. Six (6) inch pipe must be used to within ten (10) feet of the building, at which point the plumbing regulations will be adhered to. If a four (4) inch pipe extends from the building, a four (4) to six (6) inch flexible coupling or approved equal will be used in joining the six (6) inch to the four (4) inch pipe. A licensed plumber must perform all work within ten (10) feet of the building.
4. All changes in direction are to be made with either twenty-two (22) or forty-five (45) degree bends with at least three (3) feet of horizontal pipe between fittings. At a minimum, where two bends are used to form a ninety (90) degree bend, a tee-wye clean-out shall be provided. A clean-out shall be provided every one hundred (100) feet. Where conditions warrant, as determined by the Director, a sewer manhole shall be provided in lieu of a clean-out.
5. All clean-outs must be the same diameter as the horizontal Building Sewer into which the clean-out is connected.
6. All clean-outs must be extended to finished grade and be provided with a screw on cap.
7. If a clean-out is installed under a paved or traveled area, an appropriate sized frame and cover shall be provided and brought to grade with courses of barrel block, brick, and mortar. The frame and cover shall be installed to prevent any load from being transferred onto the PVC riser or clean-out.
8. All commercial, industrial, and residential apartment and condominium buildings with 4 or more units shall use a sewer manhole, in place of a clean-out, outside of the building foundation and for changes in direction at the discretion of the Director.

9. Crushed stone shall be placed a minimum of six (6) inches above and below and all around the sewer pipe at full width of the trench and around any clean-outs.
10. Building Sewers must be installed at a minimum slope of 2.00% (1/4" per foot) and a maximum slope of 7.00%. The Town, depending on site conditions, may modify the slope requirements.
11. Sewers must not connect directly into any manhole without prior written approval of the Director. Inside drop connections for services to manholes are not permitted, unless prior approval of the Director is granted.
12. All clean-outs or manholes must meet the Town's specifications.
13. Garages and other establishments where gasoline is used shall not have floor drains connected to the common sewer. Grease, gasoline, oil or any other substance shall be disposed of in a safe manner and not into the sanitary system or drainage system.
14. All necessary easements for sewer connections shall be obtained by the property Owner and recorded in the Registry of Deeds or Land Court.
15. The cost of cleaning, maintaining, repairing or replacing any particular sewer connection shall be paid by the property Owner connected to the sewer system, up to the Public Sewer.
16. Low pressure building sewers may be required to install a manhole before connection to gravity sewer main. In cases where a connection directly to the Gravity Main is allowed, a clean-out is required before the connection.
17. Any privately owned project that extends a Public Sewer main must stub for all properties that it passes.
18. Clean-out manholes are required on low pressure force mains.
19. Sewer tape is required on all Building Sewers eighteen (18) inches above the pipe.
20. Drain layers must submit an as-built upon completion of a Building Sewer.
21. Ties shall be provided to all manholes and clean-outs as well as depth of building sewer at the house.
22. Connection fees for commercial/residential buildings are based on the number of units within the building connected to a Public Sewer.
23. Excavations within public ways may be required to use flowable fill as seen fit by the Director.
24. All manhole frames located on private property shall have a minimum of a 26" cover and be marked "SEWER".
25. All manhole frames located in a public right of way shall have a minimum of a 32" cover and be marked "SEWER".
26. All manholes and piping shall be tested for watertightness.
27. All gravity sewer pipes shall be tested for leaks by conducting a low pressure air test.
28. All low pressure sewer pipes shall be tested for leaks at 150% of the design operating total dynamic head in accordance with AWWA (American Water Works Association) C600 "Installation of Cast Iron Water Mains."
29. Manholes shall be vacuum tested at 10"Hg or if Director approves, by plugging all openings and filling with water for 15 minutes with no leaks.
30. Director may request a retest as seen fit.

## **Section 6: Protection from Damage**

### **1. Vandalism**

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface, or tamper with, any structure, appurtenance, or equipment which is part of the sewerage works. Any person violating this provision shall be subject to Criminal Prosecution.

### **2. Trespass**

No unauthorized person may enter or remain in or upon any land or structure of the sewerage works. Any person violating this provision shall be subject to charges of trespass.

## **Section 7: Powers and Authority of Inspectors**

### **1. Permission for Inspection**

The Board, and other duly authorized representatives of the Town bearing proper credentials and identification shall be permitted to enter, at reasonable times (without prior notification), all residential, business, commercial, and industrial properties for the purposes of inspection, observation, measurement, repair, maintenance, sampling, and testing in accordance with these Rules and Regulations or applicable rules and regulations. Such representatives may inquire into metallurgical, chemical, oil, refining, ceramic, paper, or other industrial activity bearing on the kind and source of discharge to the public sewers, natural outlets, or sewage works.

The Inspector shall in no case act as a foreman or perform other duties for the Contractor or interfere with the work by the Contractor. Any advice, which the Inspector may give the Contractor, shall in no circumstances be construed as binding to the Director or the Town in any way.

### **2. Entry on Easements**

The Board, and other authorized agents of the Town, bearing proper credentials and identification, shall be permitted to enter upon all private properties through which the Town holds an easement for the purposes of, but not limited to, inspection, observation, measurement, sampling, repair, maintenance, and testing of any portion of the sewage works lying within said easement. All entries and subsequent work, if any, on said easement, shall be done in full accordance with the terms of the easement.

### **3. Failure or Refusal to Allow Entry**

Any person or entity failing to arrange for or refusing entry or inspection under the provisions of the or any applicable rules and regulations shall be in violation of these Rules and Regulations and shall be subject to the fines and other penalties and enforcement action set forth in Section 8.



## **Section 8: Penalties**

### **1. Written Notice**

Any person found to be violating any provision of these Rules and Regulations shall be served by the Town with written notice stating the nature of the violation and providing a reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violations. The Director, at their discretion, can order an immediate cease and desist of discharge to the public sewers.

### **2. Fines**

The Board or its designees may assess any person who continues any violation beyond the time limit provided for above, whether intentionally or not, a fine not exceeding five thousand dollars (\$5,000) per day, per connection, or such other fine as the Board may authorize by rule or regulation. Each day in which any such violation shall continue shall be deemed a separate violation.

Failure to clean grease interceptors on a quarterly basis may result in a fine of three hundred dollars (\$300.00) per violation, per day. Exceeding daily Pretreatment Standards shall be deemed a separate violation as each effluent characteristic listed in Section 4 of these regulations or regulations by Federal or State Categorical Pretreatment Standards.

### **3. Drain Layers**

Any licensed drain layer who violates any of these Rules and Regulations, or who does not perform in a satisfactory manner, as determined by the Board, shall be subject to penalties. The degree of penalties shall depend on the severity of the violation as determined by the Board, and shall range from an oral warning to revocation of license.

### **4. Liability**

Any person violating any of the provisions of these Rules and Regulations shall become liable to the Town for any expense, loss, or damage occasioned the Town by reason of such violation.

### **5. Suspension of Treatment Services**

The Board or the Director may suspend the wastewater treatment service, or an Industrial Sewer Discharge Permit, in order to stop an actual or threatened discharge which may endanger the health or welfare of persons, the environment, cause interference to the POTW, cause the Town treating the waters to violate any condition of its NPDES Permit, any Federal or State law, regulation, or administrative rule or order.

Any person notified of a suspension of the wastewater treatment service or the Industrial Sewer Discharge Permit shall immediately cease discharge. Failure to comply with the suspension order may be cause for immediate severance of the sewer connection, to prevent damage to the POTW system or endangerment to any individuals. The Board shall reinstate the Industrial Sewer Discharge Permit or



the wastewater treatment service upon proof of the elimination of the non-complying discharge. A detailed written statement submitted by the user describing the causes of the harmful contribution and the measures taken to prevent any future occurrence shall be submitted to the Board within fifteen (15) days of the date of occurrence.

#### **6. Cause to Revoke Permit**

Any user, who violates the following conditions of these Rules and Regulations or applicable State and Federal regulations, is subject to having its permit revoked, after a hearing before the Board:

- a. Failure of an industrial user to report the constituents and characteristics of its discharge;
- b. Failure of the industrial user to report the significant changes in operations, or wastewater constituents and characteristics;
- c. Refusal of reasonable access to the industrial user's premises for the purpose of inspection or monitoring; or
- d. Violation of the conditions of the Permit: or
- e. Substantial violation of these Rules and Regulations.

#### **7. Legal Action**

At any time the Board or the Director may take legal action in order to halt a discharge in violation of these Rules and Regulations or any applicable rules and regulation, the POTW's NPDES Permit, or any Federal or State law, regulation, or any administrative order of the Town or other governmental authority, or to enforce any provision of these Rules and Regulations or such rule, regulations, permit, law, or order, and any violator shall be liable to the Town for any and all damage and expenses, including attorney's fees, incurred by the Board or the Town in connection with or as a result of such action.

### **Section 9: Validity**

#### **1. Conflicting Provisions**

All previously issued Rules and Regulations or parts of Rules and Regulations in conflict herewith are hereby repealed.

#### **2. Severability**

The invalidity of any section, clause, sentence or provision of these Rules and Regulations shall not affect the validity of any part of these Rules and Regulations which can be given effect without such invalid part or parts.

Passed and adopted by the Medfield Board of Water and Sewerage on this 11th day of February, 2025.

### **Appendix A – Schedule for Sewer Service and Other Rates**

#### **Sewer Service Fees:**

Sewer rate per thousand gallons: (See rate on current Utility Bill or town website)

Sewer base charge: (See rate on current Utility Bill or town website)

#### **New Sewer Service Permit Fees:**

	In Town Road	As Part of Capital Project with Betterments
Residential: 6-inch Gravity Service	\$2,500	\$250
Residential: Low Pressure Service	\$2,500	\$250
Commercial: 6 or 8-inch Gravity Service	\$2,500	\$250
Commercial: Pressure or other	\$2,500	\$250

#### **Non-Sewer Service Charges:**

Drainlayer License	\$100.00
Trench Permit	\$50.00
Street Opening Permit	\$50.00