

Rock River Water Reclamation District
Sampling/Monitoring Manhole Installation Application
For Approval – General Instructions

- 1) Prior to installing a sampling or monitoring manhole, the Application for Approval needs to be submitted to the District. The Industrial/Commercial User (I/CU), his agent or plumbing contractor must satisfactorily comply with these instructions and receive a service connection permit from the District Engineering Department prior to construction.
- 2) Upon receipt, District Engineering and Plant Operations staff will review the Application for Approval of the manhole installation. The review period is seven days. If additional information is required, District staff will contact the applicant.
- 3) When the completed Application for Approval is reviewed and found to be in compliance with all requirements, the form will be signed by the Plant Operations and Engineering Departments and the permit will be issued subject to prior approval of the Industrial/Commercial Application for Sewer Connection Permit and payment of any connection fees.
- 4) Specific details discussing the District requirements for a sampling manhole and a monitoring manhole for flow measurement purposed may be found in the attached “Sampling/Monitoring Manhole Specifications and Installation Requirements”.
- 5) The District Engineering Department must be contacted at least twenty-four (24) hours prior to the start of the manhole installation work to arrange for an inspector.
- 6) Specific instructions for completing the respective sections of the application are:

Section I – General Information (Self-Explanatory)

Section II – Manhole Detail Drawing

Submit appropriate manhole detail. The drawings must specify if the manhole is a sampling manhole, monitoring manhole or enhanced monitoring manhole.

Section III – Site Plan

Submit site plan showing the industrial/commercial site, including building location. Site plan should also include existing sanitary sewer upstream and downstream of the proposed manhole.

Section IV- Flow Meter Detail

For a flow monitoring manhole, provide information about the type and size of primary device, type of flow meter, if required, and the flow meter location.

Section V – Installation Date

Provide the date you estimate for installation of the sampling manhole.