

# **JACKSONVILLE ENVIRONMENTAL PROTECTION BOARD**

## **RULE 3 WATER POLLUTION**

**Amended December 1992, effective January 1993**  
**Amended November 1993, effective December 1993**  
**Amended February 1995, effective March 1995**  
**Amended November 1999, effective December 5, 1999**  
**Amended March 13, 2000, effective April 3, 2000**  
**Amended April 11, 2011, Effective May 2, 2011**  
**Amended April 18, 2022, Effective May 11, 2022**

**RULE OF THE  
JACKSONVILLE ENVIRONMENTAL PROTECTION BOARD  
RULE 3  
WATER POLLUTION**

**PART I - GENERAL PROVISIONS**

- 3.101 Definitions
- 3.102 Severability
- 3.103 Requirements and Prohibitions
- 3.104 Variances
- 3.105 Appeals
- 3.106 Penalties and Damages
- 3.107 Enforcement

**PART II - WATER QUALITY STANDARDS**

- 3.201 Surface Water Standards
- 3.202 Groundwater Standards
- 3.203 Groundwater and Surface Water Clean Up Target Levels

**PART III - WASTEWATER TREATMENT FACILITIES**

- 3.301 Permits
- 3.302 Domestic Wastewater Treatment Facilities
- 3.303 Domestic Treatment Facility Classification – Staffing Requirements
- 3.304 Domestic Operator Certification
- 3.305 Domestic Wastewater Treatment Facility Monitoring
- 3.306 Industrial Wastewater Treatment Facilities
- 3.307 Reuse of Reclaimed Water and Land Application
- 3.308 Liability of Wastewater Treatment Facility Operators

**PART IV – WASTEWATER COLLECTION/TRANSMISSION SYSTEMS**

- 3.401 General Adoptions
- 3.402 Permits
- 3.403 General Requirements, Design Standards and Performance Considerations
- 3.404 Wastewater Collection/Transmission Systems with Pump Stations – Design Standards and Requirements
- 3.405 Wastewater Collection/Transmission Systems with Pump Stations - Operation and Maintenance Requirements
- 3.406 Gravity System Requirements
- 3.407 Low Pressure Sewer Systems
- 3.408 Wastewater Collection/Transmission Systems - Prohibitions

**PART V - LARGE WASTEWATER TREATMENT FACILITIES AND REQUIREMENTS FOR CONNECTION TO REGIONAL SEWER UTILITY**

- 3.501 Permits
- 3.502 Large Wastewater Treatment Facilities
- 3.503 Mandatory Connection of Wastewater Treatment Facilities to Regional Sewer Utility
- 3.504 Construction Practices for Connection to Regional Sewer Utility
- 3.505 Domestic Wastewater Biosolids

## **PART VI - NONPOINT SOURCE POLLUTION**

- 3.601 Scope and Intent
- 3.602 Stormwater System Design, Permitting, Maintenance
- 3.603 Operation and Maintenance Requirements
- 3.604 Erosion and Sediment Control
- 3.605 Compliance with Duval County Master Stormwater Plan

## **PART VII - CITY OF JACKSONVILLE'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

- 3.701 Declaration, Intent and Scope
- 3.702 Definitions
- 3.703 Division to Assist Stormwater Management Utility Director
- 3.704 Stormwater Discharges from Industrial Activities and Construction Sites
- 3.705 Illicit Discharges; Reporting
- 3.706 Control of Pollutant Contributions from Stormwater Sewer Systems Connected to the MS4
- 3.707 General Prohibition
- 3.708 Correction and Discontinuance of Prohibited Discharges
- 3.709 Emergency Conditions
- 3.710 Liability for Pollution Abatement
- 3.711 Industrial and High Risk Runoff

**TRACKING TABLE FOR THE AMENDMENT OF CURRENT RULE 3**

<b>Current Rule 3 Sections</b>	<b>Amended Rule 3 Sections</b>
<p><b>PART I - GENERAL PROVISIONS</b></p> <p>3.101 Definitions            3.102 Severability            3.103 Requirements and Prohibitions            3.104 Variances            3.105 Appeals            3.106 Penalties and Damages            3.107 Enforcement</p>	<p><b>PART I</b></p> <p>3.101 AMENDED            3.102 NO CHANGE            3.103 AMENDED            3.104 NO CHANGE            3.105 NO CHANGE            3.106 AMENDED            3.107 NO CHANGE</p>
<p><b>PART II - WATER QUALITY STANDARDS</b></p> <p>3.201 Surface Water Standards            3.202 Groundwater Standards            3.203 Groundwater and Surface Water Clean Up Target Levels</p>	<p><b>PART II</b></p> <p>3.201 AMENDED            3.202 AMENDED            3.203 AMENDED</p>
<p><b>PART III - WASTEWATER TREATMENT FACILITIES</b></p> <p>3.301 Permits            3.302 Domestic Wastewater Treatment Facilities            3.303 Domestic Treatment Facility Classification – Staffing Requirements            3.304 Domestic Operator Certification            3.305 Domestic Wastewater Treatment Facility Monitoring            3.306 Industrial Wastewater Treatment Facilities            3.307 Reuse of Reclaimed Water and Land Application            3.308 Liability of Wastewater Treatment Facility Operators</p>	<p><b>PART III</b></p> <p>3.301 AMENDED            3.302 AMENDED            3.303 AMENDED            3.304 AMENDED            3.305 AMENDED            3.306 AMENDED            3.307 AMENDED            3.308 AMENDED</p>
<p><b>PART IV – WASTEWATER COLLECTION/ TRANSMISSION SYSTEMS</b></p> <p>3.401 General Adoptions            3.402 Permits            3.403 General Requirements, Design Standards and Performance Considerations            3.404 Wastewater Collection/Transmission Systems with Pump Stations – Design Standards and Requirements            3.405 Wastewater Collection/Transmission Systems with Pump Stations - Operation and Maintenance Requirements            3.406 Gravity System Requirements            3.407 Low Pressure Sewer Systems            3.408 Wastewater Collection/Transmission Systems – Prohibitions</p>	<p><b>PART IV</b></p> <p>3.401 AMENDED            3.402 AMENDED            3.403 AMENDED            3.404 AMENDED            3.405 AMENDED            3.406 AMENDED            3.407 AMENDED            3.408 AMENDED</p>
<p><b>PART V - LARGE WASTEWATER TREATMENT FACILITIES AND REQUIREMENTS FOR CONNECTION TO REGIONAL SEWER UTILITY</b></p> <p>3.501 Permits            3.502 Large Wastewater Treatment Facilities            3.503 Mandatory Connection of Wastewater Treatment Facilities to Regional Sewer Utility            3.504 Construction Practices for Connection to Regional Sewer Utility            3.505 Domestic Wastewater Biosolids</p>	<p><b>PART V</b></p> <p>3.501 AMENDED            3.502 AMENDED            3.503 AMENDED            3.504 AMENDED            3.505 AMENDED</p>

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<p><b>PART VI - NONPOINT SOURCE POLLUTION</b></p> <p>3.601 Scope and Intent</p> <p>3.602 Stormwater System Design, Permitting and Maintenance</p> <p>3.603 Operation and Maintenance Requirements</p> <p>3.604 Erosion and Sediment Control</p> <p>3.605 Compliance with Duval County Master Stormwater Plan</p>	<p><b>PART VI</b></p> <p>3.601 AMENDED</p> <p>3.602 AMENDED</p> <p>3.603 AMENDED</p> <p>3.604 AMENDED</p> <p>3.605 AMENDED</p>
<p><b>PART VII - CITY OF JACKSONVILLE'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM</b></p> <p>3.701 Declaration, Intent and Scope</p> <p>3.702 Definitions</p> <p>3.703 Division to Assist Stormwater Management Utility Director</p> <p>3.704 Stormwater Discharges from Industrial Activities and Construction Sites</p> <p>3.705 Illicit Discharges; Reporting</p> <p>3.706 Control of Pollutant Contributions from Stormwater Sewer Systems Connected to the MS4</p> <p>3.707 General Prohibition</p> <p>3.708 Correction and Discontinuance of Prohibited Discharges</p> <p>3.709 Emergency Conditions</p> <p>3.710 Liability for Pollution Abatement</p> <p>3.711 Industrial and High-Risk Runoff</p>	<p><b>PART VII</b></p> <p>3.701 AMENDED</p> <p>3.702 AMENDED</p> <p>3.703 NO CHANGE</p> <p>3.704 AMENDED</p> <p>3.705 AMENDED</p> <p>3.706 NO CHANGE</p> <p>3.707 AMENDED</p> <p>3.708 AMENDED</p> <p>3.709 AMENDED</p> <p>3.710 NO CHANGE</p> <p>3.711 NO CHANGE</p>

# JACKSONVILLE ENVIRONMENTAL PROTECTION BOARD

## RULE 3

### WATER POLLUTION

Jacksonville Environmental Protection Board Rule 3 as amended April 11, 2011 and effective May 2, 2011 is hereby revised and amended with portions of the rule reorganized and renumbered. The following Board Rule 3 is adopted by the Jacksonville Environmental Protection Board.

#### Specific Authority

The Jacksonville Environmental Protection Board adopts this Rule as the City's standards with respect to water pollution control. The specific authority for adopting this Rule is found in Sections 360.108, 362.104(c), and 73.102, Ordinance Code. The law implemented is Chapter 362, Ordinance Code.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, Effective 5/11/2022]

### PART I GENERAL PROVISIONS

#### 3.101 Definitions

Throughout this Rule, definitions contained in adopted sections of the Florida Administrative Code and the St. Johns River Water Management Rules are hereby adopted and incorporated by reference except that, whenever used in this Rule:

- A. **Board** means the Jacksonville Environmental Protection Board.
- B. **CFR** means the Code of Federal Regulations.
- C. **City** means City of Jacksonville.
- D. **Department** means the City of Jacksonville Neighborhoods Department.
- E. **Discharge** includes, but is not limited to, any spilling, leaking, seeping, pouring, emitting, emptying, or dumping of any material, including liquids.
- F. **Division** means the Environmental Quality Division of the Neighborhoods Department.
- G. **Engineer Report** means an operation and maintenance performance report, or report on the design, standards, performance and/or function of any Wastewater Treatment Facility or any Wastewater Collection/Transmission System prepared, signed and sealed by a professional engineer licensed in the state of Florida.
- H. **EPA** means the U.S. Environmental Protection Agency.
- I. **Erosion** means the wearing away of the land surface by water, wind or other geological agents; detachment and movement of soil or rock fragments by wind, water, or gravity.
- J. **FAC** means the Florida Administrative Code.
- K. **FDEP** means the Florida Department of Environmental Protection.

- L. **Food Service Establishment** means any place where food is prepared and intended for individual portion service, and includes the site at which individual portions are provided. The term includes any such place regardless of whether consumption is on or off the premises and regardless of whether there is a charge for the food. The term includes delicatessens that offer prepared food in individual service portions, including those in retail stores. Any commercial property or institutional property which has a Food Service Establishment is also included in the scope of this definition, including but not limited to schools, daycares, institutions and fraternal organizations and private clubs.
- M. **GPD** means gallons per day of wastewater.
- N. **Gravity System** means a Wastewater Collection/Transmission System using Slope and grade of collection lines for gravity discharge to a utility point of connection without the use of a Pump Station.
- O. **Grinder Pump** means a pump capable of macerating all material found in normal domestic wastewater into a slurry.
- P. **Hazardous Materials** has the meaning set forth in Chapter 376, Ordinance Code.
- Q. **Illicit Connection** means any man-made conveyance connecting a non-stormwater discharge directly to MS4.
- R. **Large Wastewater Treatment Facility** means:
- (1) Any wastewater treatment facility and appurtenant sewerage of any privately owned water and sewer utility, now or hereinafter operated or constructed in territories covered by a certificate of public convenience and necessity issued by the Public Service Commission (PSC) or
- (2) Any privately owned wastewater treatment facility and appurtenant sewerage with treatment capacities and customer base that would qualify it as a PSC certificated facility; which has the ability to provide for new connections within existing capacity or via future construction of additional capacity, and which complies with wastewater treatment and disposal regulations to attain water quality standards (i.e., this Rule and FDEP rules adopted herein) and which is specifically operated and monitored in accordance with requirements of Chapters 62-600 and 62-699, FAC, relating to frequency, methodology and operator class for facilities greater than one MGD.
- Note: As of the effective date of this Rule, the sole permitted Large Wastewater Treatment Facility in Duval County is Normandy Village Utility Company.
- S. **Low Pressure Sewer System** means a Wastewater Collection/Transmission System that consists of a pump or pumps manifolded to a low pressure sewer force main with discharge to an open or low pressure location such as a Gravity System sewer manifold, as set forth in Rule 62-604.300, FAC.
- T. **Macerator Pump** means a pump that reduces solids to small pieces to create a slurry which can then be moved by pumping.
- U. **MGD** means million gallons per day of wastewater.
- V. **Multi-Residential Property or Properties** (singular or plural may be used in this Rule) means any building, structure or combination of buildings or structures that provide(s) a living environment of more than 25 units or processes 10,000 GPD of wastewater, regardless of duration, including but not limited to apartment buildings, condominiums, townhome communities, mobile home parks, manufactured home communities, land-leased communities, assisted living

facilities, group homes, dwellings converted to apartments, single rooms occupied as separate living quarters, rooming houses, hotels, motels, inns, RV Parks, dormitories, hospitals, and nursing homes, which buildings or structures utilize private Wastewater Collection/ Transmission Systems.

- W. **NPDES** means EPA's National Pollution Discharge Elimination System.
- X. **Pump Station** means any wastewater pump system, sometimes referred to as a lift station, and designed for Wastewater Collection/Transmission Systems and Low Pressure Sewer Systems.
- Y. **Pump Station Identifier** means a Pump Station naming convention consisting of a unique set of alphanumeric characters assigned to each Pump Station by the Division.
- Z. **Receiving Water** means those creeks, streams, rivers, lakes, sinkholes, groundwaters and other bodies of water into which surface waters are directed, either naturally or in man-made ditches, pipes, or open systems.
- AA. **Regional Sewer Utility** means:  
(1) JEA publicly owned sewer utility treatment works and appurtenant sewerage, existing and future, and  
(2) the publicly owned sewer utility treatment works of the cities of Baldwin, Atlantic Beach, Jacksonville Beach, and Neptune Beach and appurtenant sewerage, existing and future, which conform to those cities' Master Plan for Regional Sewerage Development; which comply with wastewater treatment and disposal regulations to attain water quality standards (i.e., this Rule 3 and FDEP rules adopted herein).
- BB. **SJRWMD** means the St. Johns River Water Management District.
- CC. **Slope** means the degree of deviation of a surface from the horizontal; measured as a numerical ratio, percentage, in degrees, or the difference in elevation between two points divided by the horizontal distance that separates the two points.
- DD. **Storm Sewer, Municipal Separate Storm Sewer System or MS4** means that conveyance or system of conveyances (including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, man-made channels, pipes, head walls, manholes and storm drains), designed or used for collecting or conveying stormwater, which is not a combined sewer, and which is not part of a publicly owned treatment works as defined in 40 CFR 122.2 and 40 CFR 403.3.
- EE. **Telemetry** means a cellular-based system that communicates alarm conditions.
- FF. **Wastewater Collection/Transmission System(s)** means sewers, pipelines, conduits, pump stations, force mains, and all other facilities used for collection and transmission of wastewater from individual service connections to facilities intended for the purpose of providing treatment prior to release to the environment, and includes Gravity Systems, systems with Pump Stations, and Low Pressure Sewer Systems.
- GG. **Wastewater Treatment Facility** means any facility, plant or other works used for the purpose of treating, stabilizing, or holding domestic wastes.
- HH. **Wastewater Treatment Facility Identifier** means a naming convention consisting of a unique set of alphanumeric characters assigned to each Wastewater Treatment Facility by the Division.



- II. **Waters** are as defined in Section 403.031, Florida Statutes, and include, but are not limited to, rivers, lakes, streams, springs, impoundments, wetlands, and all other waters or bodies of water, including fresh, brackish, saline, tidal, surface, or underground waters. Waters owned entirely by one person other than the state are included only in regard to possible discharge on other property or water. Underground waters include, but are not limited to, all underground waters passing through pores of rock or soils or flowing through channels, whether man-made or natural. The full definition and boundaries are set forth in Section 403.031, Florida Statutes. Waters may also be identified by the Water Body Identification number or WBID, a unique identifier assigned to each body of water in Florida, by FDEP.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### 3.102 Severability

The provisions of these water pollution control rules are severable. If one or more of the provisions should be invalidated, the Board intends that the other portions should become effective or remain in effect.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### 3.103 Requirements and Prohibitions

- A. Unless otherwise specified, all documents or notifications required by this Rule to be provided to the Division in writing are to be sent by e-mail as specified, or by mail to the *Environmental Quality Division, Water Branch, 214 N. Hogan Street, Fifth Floor, Jacksonville, Florida 32202*. Certain requirements of this rule may require that a specific section of the Water Branch be named as a recipient of requested documents or written notifications. Notifications by telephone shall be made by calling the Division at (904) 255-7100.
1. Notifications regarding unlawful discharge from Wastewater Collection/Transmission Systems shall be made by e-mail to [SSO@coj.net](mailto:SSO@coj.net).
  2. Notifications regarding any erosion and sediment control matter shall be made by e-mail to [ESC@coj.net](mailto:ESC@coj.net).
- B. It shall be unlawful for a person to discharge, or to cause or allow to be discharged, unpermitted Discharges of untreated domestic wastewater, industrial wastewater, or other untreated waste or wastewater, sediment, turbid water, or other material to MS4 or Waters within Duval County, by direct or indirect flow, or to the ground or surrounding environment, in violation of the requirements, conditions, and standards of the rules of the Board.
1. Activities that are subject to the requirements of this Rule include those activities that cause or contribute to a violation of the City of Jacksonville Municipal Separate Storm Sewer System NPDES Permit No. FLS000012. In addition to illicit discharges, as defined in Part VII of this Rule, Discharge of spills and the dumping and disposal of materials other than stormwater, including, but not limited to, industrial and commercial wastes, commercial car wash wastes, sewage, garbage, yard waste, trash, petroleum products (including used motor vehicle fluids), leaf litter, grass clippings, and animal wastes), into the MS4 whether directly or indirectly, are prohibited, unless authorized under a NPDES permit.
  2. In addition to the notification requirements of Chapter 754, Ordinance Code, and Part VII of this Rule, it shall be a violation of this Rule for any person responsible for the illicit discharge to fail to notify the Division within 72 hours after discovering an illicit discharge.

- C. In addition to the notification requirements of Chapter 754, Ordinance Code and Part VII of this Rule, it shall be a violation of this Rule for any person to fail to notify the City Engineer's Office and the Division before owners and operators of industrial facilities and/or construction sites discharge stormwater to an MS4. The noticed discharge shall not begin earlier than 5:00 p.m. of the next municipal working day after the City Engineer's Office receives the notice, pursuant to Part VII of this Rule.
- D. It shall be a violation of this Rule for any person to violate any condition of the City MS4 NPDES Permit Number FLS000012 as amended or revised, or any other valid general or individual NPDES stormwater discharge permit.
- E. The construction, use, maintenance or continued existence of Illicit Connections to a Storm Sewer or the MS4 is prohibited. This prohibition expressly includes, without limitation, Illicit Connections made in the past, regardless of whether the connection was permissible under law, rules, regulations or practices at the time of connection. Any Illicit Connection must be corrected within five working days upon notification to the current property owner by the Division.
- F. Industrial or domestic wastewater shall not be discharged into a sewer designed to carry stormwater nor shall stormwater be discharged into a sewer designed to carry wastewater.
- G. If an owner or operator of a Wastewater Collection/Transmission System discovers that a release or discharge of wastewater from the system to the ground or surrounding environment has occurred, including direct discharge by overland flow or through conveyances to MS4 or Waters, the owner or operator shall notify the Division immediately upon discovery of such release or discharge by calling (904) 255-7100 or by e-mail at [SSO@coj.net](mailto:SSO@coj.net).
- H. The failure to operate and maintain all Wastewater Collection/Transmission Systems to remain operational, to function as intended, and to provide uninterrupted transmission of wastewater to the Regional Sewer Utility point of connection is prohibited.
- I. No waste or wastewater shall be allowed to bypass its Wastewater Collection/Transmission System or its Wastewater Treatment Facility, except for Division approved temporary permitted systems.
- J. The failure of the owners of all Wastewater Treatment Facilities and Wastewater Collection/Transmission Systems, to provide safe, dry access at all times to the systems and facilities for inspection and sampling by Division staff is prohibited.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, Effective 5/11/2022]

### **3.104 Variances**

A variance from requirements of this Rule may be requested in accordance with Section 360.111, Ordinance Code.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### **3.105 Appeals**

Appeals shall be in accordance with Chapter 360, Part 4, Ordinance Code.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### **3.106 Penalties and Damages**

Penalties for violations of this Rule shall be in accordance with Chapter 362, Part 1, Ordinance Code. Damages shall be assessed in accordance with Chapter 360, Part 5, Ordinance Code. The Department, as part of its assessment of damages for violations of this Rule, shall include the aquatic animal damage valuation at current market rate or, if no market rate is established, pursuant to Chapter 62-11, FAC, Aquatic Animal Damage Valuation dated February 16, 1993.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, Effective 5/11/2022]

### **3.107 Enforcement**

Enforcement of violations of this Rule shall be in accordance with Chapter 360, Ordinance Code.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

## **PART II WATER QUALITY STANDARDS**

### **3.201 Surface Water Standards**

Chapter 62-302, FAC, is hereby adopted and incorporated by reference as the City's antidegradation policy and ambient water quality standards for surface waters in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

### **3.202 Groundwater Standards**

Chapter 62-520, FAC, is hereby adopted and incorporated by reference as the City's ambient water quality standards for ground-waters in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

### **3.203 Groundwater and Surface Water Clean Up Target Levels**

Chapter 62-777, Table I, FAC, is hereby adopted and incorporated by reference as the City's Groundwater and Surface Water Clean Up Target Levels.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

## **PART III WASTEWATER TREATMENT FACILITIES**

### **3.301 Permits**

Chapters 62-4, 62-520, 62-620, and 62-660, FAC, are hereby adopted and incorporated by reference as the City's permitting requirements for Wastewater Treatment Facilities in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

### **3.302 Domestic Wastewater Treatment Facilities**

Chapter 62-600, FAC, is hereby adopted and incorporated by reference as the City's design and performance standards for domestic Wastewater Treatment Facilities in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

### **3.303 Domestic Treatment Facility Classification – Staffing Requirements**

Rule 62-699.310, FAC, is hereby adopted and incorporated by reference as the City's classification and staffing requirements for domestic Wastewater Treatment Facilities in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

### **3.304 Domestic Operator Certification**

Rule 62-699.311, FAC, is hereby adopted and incorporated by reference as the City's requirement for certification of operators of domestic Wastewater Treatment Facilities in Duval County. The Board does not establish a new fee or certification process, but merely establishes that failure of a Wastewater Treatment Facility to employ state-certified operators shall be a violation of this Rule.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

### **3.305 Domestic Wastewater Treatment Facility Monitoring**

- A. Chapter 62-600, FAC, is hereby adopted and incorporated by reference as the City's requirements for monitoring and reporting by domestic Wastewater Treatment Facilities and for laboratory certification in Duval County. All testing must be completed by a certified laboratory. The Division may require retesting from a certified laboratory for any lab results provided by a noncertified laboratory.
- B. Any person signing a report required by this Rule (e.g., monthly Discharge Monitoring Report, Operation and Maintenance Performance Report, Capacity Analysis Report, Engineering Report, Wastewater Treatment Facility's Master Plan, etc.) shall be responsible for the accuracy of the report. Any operator employed to comply with monitoring and operating schedules required for a Wastewater Treatment Facility shall be responsible for any failure to comply with monitoring and operating requirements.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

### **3.306 Industrial Wastewater Treatment Facilities**

Chapter 62-660, FAC, is hereby adopted and incorporated by reference as the City's design and performance standards for industrial Wastewater Treatment Facilities in Duval County, for consideration in the permitting of any Wastewater Collection/Transmission System with components impacted by industrial wastewater.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

### **3.307 Reuse of Reclaimed Water and Land Application**

Chapter 62-610, FAC, is hereby adopted and incorporated by reference as the City's design and performance standards for reuse of reclaimed water and land application of effluents in Duval County and for consideration in the review of any discharge from a reuse or reclaimed water system resulting in a violation of the water quality standards adopted by this Rule.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

### **3.308 Liability of Wastewater Treatment Facility Operators**

#### **A. General Liability**

In addition to the owner, an operator of a Wastewater Treatment Facility may also be held liable for failure to comply with the requirements of this Rule pursuant to Section 362.110(c), Ordinance Code.

#### **B. Special Liability Related to Board Rules:**

1. Domestic Wastewater Treatment Facility operators shall be responsible for the following:
  - a. Compliance with applicable requirements of Chapter 62-600, FAC, for Domestic Wastewater Facilities, Chapter 62-600, FAC, for Domestic Wastewater Treatment Facilities, Chapter 62-602, FAC, for Water or Domestic Wastewater Treatment Plant Operators and Distribution System Operators, and Chapter 62-699, FAC, for Treatment Plant Classification and Staffing.
  - b. Familiarity with rules and permit conditions as a basis for establishing a contractual scope of services.
  - c. Explaining to the owner all permit and rule requirements, which could be under the control of a certified operator. The owner shall then contract for the appropriate services for that Wastewater Treatment Facility. The operator shall clearly document the services to be provided to the owner in a contract signed by the owner.
  - d. Accomplishing the specifications of the contractual agreement in a manner consistent with Chapters 62-602 and 62-699, FAC, and this Rule.
  - e. Performing plant process control consistent with "Standard Operating Practice," as defined in Rule 62-602.200(17), FAC.
  - f. Providing a copy of the contract for services to the Division within 30 days of the contractual agreement. The copy of the contract for services provided to the Division is not required to include fees or costs.

- g. Providing prompt notification and making diligent requests to an owner regarding necessary operation, maintenance, and repair not covered by service agreement, and/or beyond the service contract scope (e.g., major equipment replacement and other operation, maintenance and repair to reasonably ensure required effluent quality, etc.), as required to maintain continuous compliance with permit conditions. It is intended that responsibility for such permit conditions be limited to those in which the operator has responsibility.
- h. Posting an unobstructed sign made of durable weather resistant material at a location visible to the public with a telephone number for a point of contact in case of emergency.
  - (1) The sign shall include, but not be limited to, the following information:
    - (a) the Wastewater Treatment Facility Identifier on a separate line, prominent in the upper corner of the sign;
    - (b) the Wastewater Treatment Facility address;
    - (c) the name of the Wastewater Treatment Facility owner;
    - (d) the telephone number of the Wastewater Treatment Facility owner;
    - (e) the name of the Wastewater Treatment Facility Operator; and
    - (f) the 24 hour telephone number for operator notification.
  - (2) All print shall be in a black block font with a minimum one inch letter size on a white background with a minimum one inch spacing between each of the following:
    - (a) the Wastewater Treatment Facility Identifier and the Wastewater Treatment Facility address;
    - (b) the Wastewater Treatment Facility address and the Wastewater Treatment Facility owner information; and
    - (c) the Wastewater Treatment Facility owner information and the Wastewater Treatment Facility operator information.
- i. Notifying the Division of an owner's failure to authorize operation, maintenance and repair pursuant to these Rules.

## 2. Operation in Duval County

- a. Any person responsible for requirements at a private Wastewater Treatment Facility or Wastewater Treatment Facility in Duval County, as set forth in this Rule, shall provide to the Division, in writing, within five business days of a request by the Division:
  - (1) The operator's state certificate number, level, and expiration date;
  - (2) The name and location of the Wastewater Treatment Facility; and

- (3) The duration of contract for employment or contract for services (including starting/ending dates or hiring date).
- b. Companies with multiple operator employees and domestic Wastewater Treatment Facilities under contract may list all employees and domestic Wastewater Treatment Facilities in one letter. If the information provided to the Division changes, a letter amending the information provided shall be sent to the Division within 30 days of changes.
- c. All documents shall be sent by e-mail with attachments to [SSO@coj.net](mailto:SSO@coj.net), or by mail.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]



**PART IV  
WASTEWATER COLLECTION/TRANSMISSION SYSTEMS**

**3.401 General Adoptions**

- A. The requirements, guidelines, standards, performance considerations, and prohibitions set forth in Chapter 62-604, FAC, for Wastewater Collection/Transmission Systems are hereby adopted and incorporated by reference.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

**3.402 Permits**

- A. Chapters 62-4, 62-520, 62-620, and 62-660, FAC, are hereby adopted and incorporated by reference as the City's permitting requirements for Wastewater Collection/Transmission Systems and Wastewater Treatment Facilities in Duval County.
- B. Chapter 62-604, FAC, and DEP Form 62-604.300(3)(a) as revised by FDEP are hereby adopted and incorporated by reference as the City's construction and permitting requirements and form for Wastewater Collection/Transmission Systems in Duval County.
- C. Any service or system connecting directly into a Wastewater Collection/Transmission System Pump Station shall require a FDEP Wastewater Collection/Transmission System permit prior to construction. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.
- D. All new construction of private sewer with Regional Sewer Utility owned components of contiguous sewer shall require a FDEP Wastewater Collection/Transmission System permit to construct. The Regional Sewer Utility owned components shall be included in the FDEP permit application. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.
- E. Any accepting utility's industrial pretreatment program as approved by the EPA is hereby adopted and incorporated by reference in this Rule for all Wastewater Collection/Transmission System projects where the design flow includes non-domestic wastewater in the calculations and application for the construction permit. A letter from the utility must accompany any such permit application. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.
- F. All new private Gravity Systems determined to be extensions of gravity or trunk lines between sanitary sewer manholes that can serve current customers or provide for additional connections in the future shall require a FDEP Wastewater Collection/Transmission System permit to construct. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.
- G. All JEA Regional Sewer Utility Wastewater Collection/Transmission System construction projects with piping greater than 12 inches in diameter shall require a FDEP Wastewater Collection/Transmission Systems permit to construct. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.

- H. All Low Pressure Sewer Systems, as described in this Rule which have not previously applied for and received a FDEP construction permit for that specific system shall require a FDEP Wastewater Collection/Transmission System permit to construct. Permit applications shall be submitted to the Division on DEP Form 62-604.300(3)(a) with all required signatures and the correct fee for the Division. The FDEP shall be paid directly to FDEP following processing of the application by EQD.
- I. The owner of the property on which construction of the Wastewater Collection/Transmission System is to occur shall be the accepted responsible party for signing and approving the FDEP construction permit application DEP Form 62-604.300(3)(a) submitted to the Division. Proof of property ownership shall be submitted with each application. The property owner may authorize an agent to act on its behalf by providing written authorization with the application. The authorization must be signed by the deeded owner, if an individual, or by an officer or managing member of a corporate or business entity deeded owner.
- J. All Wastewater Collection/Transmission Systems require inspection during construction by the project engineer of record and the Regional Sewer Utility pursuant to Chapter 62-604, FAC.
- K. A Notice of Completion of Construction for a Domestic Wastewater Collection/Transmission System [DEP Form 62-604.300(3)(b)] is required to be submitted to, and approved by, the Division prior to placing any portion of the constructed system into service. This form must be used for requests for temporary use as well.
- L. All applications for a construction permit for a Wastewater Collection/Transmission System shall include the Duval County Real Estate Parcel ID Number for the property on which the system is located, and the GPS coordinates of the location of the Pump Station, if any, with accuracy within fifty feet.
- M. In addition to returning a permit application after written notification pursuant to Rule 62-4.050(5), FAC, any permit application or other required forms that are submitted to the Division without the required signature of the applicant or authorized agent and the correct fee amount, will be returned to the applicant, together with any check(s) submitted, for correction and resubmission to the Division.
- N. Exceptions:
  - 1. A FDEP Wastewater Collection/Transmission System construction permit is not required for a Pump Station serving a single-family residence that transmits to a Gravity System that is located in a utility easement or right-of-way fronting said single-family residence.
  - 2. A FDEP Wastewater Collection/Transmission System construction permit is not required for JEA Wastewater Collection/Transmission System construction projects with piping 12 inches or less in diameter.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.403 General Requirements, Design Standards and Performance Considerations**

- A. Rules 62-604.300 and 62.604.400, FAC, are hereby adopted and incorporated by reference as the City's general technical guidance, and the design and performance consideration standards, for Wastewater Collection/Transmission Systems in Duval County, as well the specific requirements as otherwise set forth in this Rule.

B. Design requirements in this Rule shall apply to all Wastewater Collection/Transmission Systems for which a permit application is received after the effective date of this Rule. If the Division documents a violation of the requirements of this Rule, and upon notice by the Division to the Wastewater Collection/Transmission System owner, the owner must provide copies of the Wastewater Collection/Transmission System engineering design records, including all design drawings and engineering calculations within three business days of a request by the Division.

1. In the event the Division documents a violation of the requirements of this Rule at any Wastewater Collection/Transmission System with a Pump Station that includes, but is not limited to:
  - a. an unlawful discharge of untreated wastewater from manholes or the Pump Station wet well to the ground or surrounding area with exposure to the nearby residents, MS4 or Waters; or
  - b. a system that is nonoperational or otherwise unable to transmit wastewater to the point of connection to Regional Sewer Utility at the time of the Division investigation or inspection; or
  - c. any other unlawful bypass of the system;

the owner shall repair or replace the Wastewater Collection/Transmission System as required below.

- (1) If FDEP and Division permit records, or other historical wastewater engineer design records, together with the required Pump Station maintenance records are available, the owner shall submit an Engineer Report that verifies the flows, force main pressure, pump specifications and pump curves, with calculations, that verifies the permitted design remains compliant as permitted. Once reviewed and accepted by the Division, the owner shall repair the Wastewater Collection/Transmission System with Pumps Station as recommended by the Engineer Report and accepted by the Division.
- (2) If no FDEP and Division permit records, or historical wastewater engineering design records are produced, the Division requires that the owner submit an Engineer Report with all necessary drawings, calculations (to include, but not be limited to flows to the system, pump specifications and curves, and force main pressure) and methodologies used in order to verify the Wastewater Collection/Transmission System meets current design and performance standards. If not, the Engineer Report shall provide recommendations for corrective actions and provide a proposed project schedule to complete the recommended actions at the Wastewater Collection/Transmission System with Pump Station. The owner shall repair or replace the system as recommended by the Engineer Report and accepted by the Division no later than the deadline set by the Division after consideration of the Engineer Report proposed project schedule.

C. In addition to the requirements of Chapter 62-604, FAC, the following guidance documents and manuals are hereby adopted and incorporated by reference as additional requirements for permitting Wastewater Collection/Transmission Systems in Duval County, Florida:

1. JEA *Water, Sewer and Reclaimed Water Design Standards*, December, 2009 Edition and subsequent revisions thereto, published by JEA; and

2. City of Jacksonville *Land Development Procedures Manual*, last revised July 2021, and subsequent revisions thereto, published by the City's Development Services Division; and
  3. *Recommended Standards for Wastewater Facilities – Policies for the Design, Review, and Approval of Plans and Specifications for Wastewater Collection and Treatment Facilities*, 2004 Edition, and subsequent revisions thereto, published by Health Research, Inc., Health Education Services Division, P.O. Box 7126 Albany, N.Y. 12224, (518) 439-7286, [www.hes.org](http://www.hes.org).
- D. The substitution of Regional Sewer Utility specifications may be allowed upon petition to the Division, provided said petition includes documentation of written concurrence by the Regional Sewer Utility.
- E. Manifolding of multiple customers' connections into a privately owned force main, Gravity Sewer, or Wastewater Collection/Transmission System with Pump Station is prohibited, unless the construction permit applicant provides a permanent operation, maintenance and repair agreement (OMR Agreement) for cost sharing of operation, maintenance and repair of the Wastewater Collection/Transmission System, including costs of upgrades, and demonstrates capability for operation of any Pump Station, in the form of management corporations, bonds, or maintenance contracts. The OMR Agreement must:
1. Be signed by all private entities served by the manifold system;
  2. Be conveyed in perpetuity and included in any transfer of ownership;
  3. Prohibit any one customer or party from denying service to any other customer or party bound by the agreement for any reason, ensuring continued wastewater transmission to Regional Sewer Utility point of connection for all parties while any disputes are resolved;
  4. Include a statement of operation maintenance costs and responsibilities for each customer or party;
  5. Contain the Duval County Real Estate Parcel ID Number for each of the properties connected to the manifold system; and
  6. Be recorded in the Official Records of Duval County, and re-recorded upon transfer of ownership from last recorded document.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.404 Wastewater Collection/Transmission Systems with Pump Stations – Design Standards and Requirements**

- A. As of the effective date of this Rule or as otherwise provided in this Rule, in addition to the specific design standards and requirements otherwise adopted by reference in this Rule, specifically, but not limited to Chapter 62-604, FAC, the following minimum design standards and requirements shall apply to:
1. all privately and publicly owned Wastewater Collection/Transmission System Pump Stations, but not those owned by publicly owned Regional Sewer Utilities;
  2. existing Pump Stations permitted after 1991;

3. Pump Stations undergoing construction or modification pursuant to a FDEP permit issued after the effective date of this Rule; and
  4. all Pump Stations for which the owner cannot produce wastewater engineering design records following a documented violation.
- B. All Pump Stations identified above in this Rule are required to comply with the design standards set forth in this Rule, including but not limited to:
1. All Pump Stations discharging to Gravity System manholes owned by a Regional Sewer Utility shall require the installation of a force main shut off valve, accessible to the Regional Sewer Utility, in the right-of-way.
  2. The Regional Sewer Utility being connected to by a private force main shall be granted an easement or otherwise permitted access by the private owner to the pump-out and shut-off valve.
  3. Acid and corrosion protection as approved by the Regional Sewer Utility is required for new or existing manholes into which any force main discharges.
  4. Any four inch or larger force main within a Regional Sewer Utility easement shall not be considered a service connection and a liner will be required.
  5. A copy of the detailed and dimensioned as-built drawing, including location of Pump Station and force main point of connection with Regional Sewer Utility, as submitted to the Regional Sewer Utility, shall be provided to the Division.
  6. A copy of the factory certified pump-performance test by Hydraulic Institute Standard or field performance test by vendor, as submitted to the Regional Sewer Utility, shall be provided to the Division.
  7. Within six months of the effective date of this Rule, or within 30 days of notification by the Division to the Pump Station Owner, an unobstructed sign made of durable weather resistant material shall be posted at a location visible to the public.
    - a. the sign shall be posted at all Pump Stations with the following, current, information:
      - (1) The Pump Station Identifier on a separate line prominent in the upper left corner of the sign;
      - (2) the Pump Station address;
      - (3) the name of the Pump Station owner;
      - (4) the telephone number of the Pump Station owner;
      - (5) the name of the property manager for Pump Station owner, if applicable;
      - (6) the telephone number of the property manager;
      - (7) the name of the Pump Station operator; and
      - (8) a 24 hour telephone number for operator notification.

- b. All print shall be in a black block font with a minimum one inch letter size on a white background with a minimum of one inch spacing between each of the following:
  - (1) the Pump Station Identifier and the Pump Station address;
  - (2) the Pump Station address and the Pump Station owner information;
  - (3) the property manager address and the property manager information; and
  - (4) the Pump Station owner information and the Pump Station operator information.
  
- 8. All Pump Station control systems shall be equipped with both audible and visual alarms, generator receptacle, lightning protection, surge protection, phase protection, and estimated time meters for each pump.
  - a. All Pump Stations applying for a permit as of the effective date of this Rule, and all Pump Stations repaired or modified following a documented violation by the Division, shall connect Telemetry that includes the following minimum requirements:
    - (1) must be cellular based with a service provider;
    - (2) must have battery back-up with a minimum of two hours reserve and able to remain functioning in the event of electrical service failure;
    - (3) must be able to notify by call or text message at least
      - (a) the Pump Station owner,
      - (b) any property manager, and
      - (c) the contracted Pump Station operator;
    - (4) must send notifications for
      - (a) power failure at the Pump Station,
      - (b) wet well high water, and
      - (c) pump failure to start pursuant to Rule 3.404.B.9.d. below;
    - (5) cannot be a Telemetry unit that is centrally monitored only; and
    - (6) must be owned by the Pump Station owner, not rented or leased.
  
- 9. All Pump Stations shall be constructed with a minimum of:
  - a. two pumps;
  - b. each pump shall be a standby for the other and shall be of the same capacity and capable of handling flows in excess of the design peak flow;
  - c. the control system shall automatically alternate pumping starts; and

- d. should the lead pump fail, the station shall activate an alarm prior to alternation and start of the lag pump.
10. All Pump Stations for which a permit application is filed as of the effective date of this Rule, and all Pump Stations repaired or modified following a documented violation by the Division after the effective date of this Rule, shall be equipped with Grinder Pumps or Macerator Pumps.
11. In-place emergency generator power with automatic transfer switch and a maintenance contract are required for Wastewater Collection/Transmission System Pump Stations upon reaching 175,000 GPD capacity. Any site with planned capacity exceeding 175,000 GPD based on average daily flows will have a site layout to accommodate installation of on-site emergency power for in-place generator.
12. All Pump Stations will have electrical connections for temporary or installed emergency power. Pump Stations without on-site emergency power shall have a pump out within a 25 foot radius of the Pump Station wet well.
13. At a minimum, the Pump Station control panel, any other electrical components, the wet well, and the valve box, must be secured by a locking mechanism and the key available to on-site personnel and/or the contracted operator for emergency access.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.405 Wastewater Collection/Transmission Systems with Pump Stations - Operation and Maintenance Requirements**

- A. In addition to the specific operation and maintenance requirements otherwise adopted by reference in this Rule, specifically, but not limited to Chapter 62-604, FAC, the following minimum operation and maintenance requirements shall apply to all privately and publicly owned Wastewater Collection/Transmission Systems with Pump Stations:
  1. Pursuant to Rule 62-604.500, FAC, copies of record drawings and the operation and maintenance manual shall be available at a site within the boundaries of the FDEP district office or delegated local program permitting the Wastewater Collection/Transmission System (the Division), for use by operation and maintenance personnel and for inspection by Division personnel, and must be produced to Division personnel upon request. Also pursuant to Rule 62-604.500, FAC, if modifications were made to the system since the original permitting and construction, revisions to the operation and maintenance manual and drawings are required upon modification.
  2. As of the effective date of this Rule:
    - a. All Pump Stations shall be under the responsible charge of a state licensed Wastewater Treatment Facility operator, or a certified Wastewater Collection/Transmission System operator (University of Florida Training, Research and Education for Environmental Occupations "UF TREEO" or similar training course by a certified environmental trainer), or manufacturer trained and certified technician.
    - b. If an operator is using manufacturer training as their demonstrated certification, then manufacturer certification is required for each type of pump system operated by a manufacturer trained, certified technician. However, the Board and Division strongly encourage all operators to take the UF TREEO center courses on

maintaining Wastewater Collection/Transmission Systems, or similar training course by a certified environmental trainer provided in Florida.

- c. The Board strongly encourages the development of mentoring and apprenticeship training under the supervision of an experienced operator prior to an operator's independent operation and maintenance of a Pump Station.
3. Any person responsible for requirements at a Wastewater Collection/Transmission System in Duval County, as set forth in this Rule, shall be required to provide to the Division, in writing, documentation of the operator's state issued Wastewater Treatment Facility operator license, Wastewater Collection/Transmission System operator certification from a training course such as that provided by the UF TREEO center, or documentation of manufacturer training for each certified technician from each manufacturer of systems operated by that person. For operators at publicly owned Regional Sewer Utility providers, documentation shall be provided within five business days of a request by the Division.
4. All Pump Stations shall be visited by a state licensed, UF TREEO (or similar) certified, or manufacturer-trained/certified operator as frequently as necessary to preclude Pump Station failure but in no case less than once per month.
  - a. All maintenance actions performed by the operator shall be documented on the form provided by the Division to the level of detail and specificity required. An owner or operator may propose an alternative form, but all of the information required by this Rule must be included.
  - b. The detailed maintenance records, as set forth below, for the previous year to the current date shall be kept on-site for all privately owned Pump Stations, and regional Wastewater Treatment Facility Pump Stations.
  - c. The maintenance records are the property of the Pump Station owner, and shall be maintained on a rolling five year calendar basis in the possession of Pump Station owner. The records shall not be maintained solely by the contracted operator.
5. The Pump Station owner is responsible for ensuring required maintenance and operation of the Pump Station.
6. Maintenance of the Pump Station shall include the following minimum services provided by a state licensed, certified or manufacturer-trained/certified operator:
  - a. Once a month the Pump Station owner shall ensure that each of the following maintenance actions is performed by the operator, and that each required maintenance action is documented on the maintenance form required by this Rule:
    - (1) remove and dispose of any debris from the inside surface of the wet well of the Pump Station that may interfere with the operation of the Pump Station;
    - (2) document the hour meter reading for all pumps, as well as the change in meter readings from the previous month;
    - (3) run each pump manually through a cycle and document the amp draw;
    - (4) document the voltage at the control panel source;



- (5) cycle alarms;
  - (6) confirm floats are properly set;
  - (7) confirm floats are clear of grease and clean if any grease present;
  - (8) ensure that pump cables and pump chains are in good condition, are secure, and not around the pump suction;
  - (9) with Pump Station wet well pumped down, stick the bottom of the tank to confirm the absence or presence of sand or debris, and remove and dispose of any sand or debris in the bottom of the wet well that may interfere with the operation of the Pump Station;
  - (10) ensure that any grass around the Pump Station, the wet well entrance, the valve box entrance and any vegetation that would hinder access to the control panel is trimmed back and the area is free from debris;
  - (11) exercise all isolation valves completely closed and leave completely open;
  - (12) confirm all electrical lugs in control panel are tight and seal is secure for panel;
  - (13) secure each lock and lubricate as needed; and
  - (14) inspect the check valves to ensure they are functioning properly and will prevent back flow from the force main to the wet well.
- b. Once every three months the Pump Station owner shall ensure that a Megohm test is performed on the pump motors to determine the condition of the motor winding insulation to establish a base line reading to be used over time to determine if the windings are deteriorating, and document this action on the maintenance form required by this Rule.
- c. For Pump Stations servicing Multi-Residential Properties and Food Service Establishments, upon recommendation by the operator, but no less than once every six months the Pump Station owner shall ensure the following maintenance actions are performed by the operator, and that each required maintenance action is documented on the maintenance form required by this Rule:
- (1) pump out wet wells and pressure wash to prevent solids and grease build-up, to reduce odors, and to reduce potential damage to the pumps.
    - (a) The Pump Station owner must provide the operator access to a water supply source;
    - (b) the removed wastewater shall be hauled by a state licensed hauler to a Wastewater Treatment Facility and the invoice for hauling and disposal, with the amount of wastewater removed documented, shall be provided to the Pump Station owner; and
    - (c) the Pump Station owner shall provide the hauling and disposal invoices for the last five years to the Division upon request.

- (2) pull the pumps and inspect the impeller and suction ports of each pump, noting the condition of each pump.
- d. For Pump Stations servicing all other locations (not Multi-Residential Properties and Food Service Establishments), upon recommendation by the operator, but no less than once every two years, the Pump Station owner shall ensure the following maintenance actions are performed by the operator, and that each required maintenance action is documented on the maintenance form required by this Rule:
  - (1) pump out wet wells and pressure wash to prevent solids and grease build-up, to reduce odors, and to reduce potential damage to the pumps.
    - (a) The Pump Station owner must provide the operator access to a water supply source;
    - (b) the removed wastewater shall be hauled by a state licensed hauler to a Wastewater Treatment Facility and the invoice for hauling and disposal, with the amount of wastewater removed documented, shall be provided to the Pump Station owner; and
    - (c) the Pump Station owner shall provide the hauling and disposal invoices for the last five years to the Division upon request.
  - (2) pull the pumps and inspect the impeller and suction ports of each pump.
- e. For Pump Stations monitored by a Supervisory Control and Data Acquisition System (SCADA System), a Pump Station owner may submit a request for approval of an alternative maintenance plan in cooperation with the contracted operator. The request must outline in detail:
  - (1) the proposed maintenance plan and schedule;
  - (2) the SCADA System data monitored and the data retention plan for the SCADA System data. At a minimum, the data otherwise documented for the required maintenance as outlined in this rule must be made a permanent part of the Pump Station owner's maintenance records;
  - (3) the operator's training and state license or certification level;
  - (4) the training and certification or state license level of each staff member of the operator's company; and
  - (5) the response times provided by the operator in event of a SCADA alert.

The Pump Station owner shall provide any additional information requested by the Division in order to evaluate the request. Any alternative maintenance plan acceptable to the Division must be approved by the Board as an alternative monitoring plan for compliance with the requirements of this Rule.
- f. Jetting of Wastewater Collection/Transmission System lines upstream of the Pump Station and through the discharge line to the last manhole prior to the Regional Sewer Utility point of connection shall be conducted as needed to clear grease and sediment from Wastewater Collection/Transmission System lines.

- (1) A pump truck must remove all trash, grease and debris jetted through the lines to the last manhole prior to the Regional Sewer Utility point of connection to be hauled to a Wastewater Treatment Facility and must not allow the trash, grease and debris to be jetted into the Regional Sewer Utility mains.
  - (2) The invoice for hauling and disposal, with the amount of wastewater removed documented, shall be provided to the Pump Station owner and kept with the required maintenance records.
- g. The operator shall document on the maintenance form any notice made by the operator to the Pump Station owner of an unlawful discharge of wastewater as required by this Rule. The information documented on the maintenance record shall include details of who was notified with the date and time of the notification.
7. In the case of a breakdown or malfunction of a Pump Station, the Pump Station owner or operator shall document the breakdown or malfunction event and the reason therefore on the maintenance form upon discovery of the initial alarm of the system malfunction.
8. The owner or operator shall investigate each instance of system malfunction, including the failure of an alarm of malfunction. During the malfunction investigation, if a Pump Station owner or operator discovers that a release or Discharge of wastewater from the Wastewater Collection/Transmission System lines, manholes or Pump Station wet well, to MS4, Waters, the ground or surrounding environment has occurred, the Pump Station owner or operator shall notify the Division by telephone at (904) 255-7100 or e-mail at [SSO@coj.net](mailto:SSO@coj.net) immediately upon discovery of such release or Discharge.
  - a. If any release of wastewater occurs, a copy of the invoice or report, without monetary information, from the operator shall be submitted to the Division by the Pump Station owner within five business days.
    - (1) The operator invoice or report, without monetary information, shall include:
      - (a) the cause of the release of wastewater;
      - (b) detail the repairs made, including method and materials; and
      - (c) include the amount of wastewater removed by pump truck.
    - (2) A copy of the invoice, without monetary cost, for the disposal of the wastewater at a permitted Wastewater Treatment Facility shall also be submitted by e-mail to the Division.
  - b. The failure of an operator to notify the Pump Station owner of the breakdown or malfunction shall not relieve the Pump Station owner of the responsibility to notify the Division. In addition to the Pump Station owner, an operator may also be held liable for failure to notify the Division pursuant to Section 362.110(c), Ordinance Code.
  - c. Notifying the Division does not relieve the Pump Station owner or operator of the notification requirements for Discharges, spills or releases of untreated wastewater or other abnormal events set forth in Rule 62-604.550, FAC.

9. Electrical service must be supplied to the Pump Station at all times. In the event electrical service fails, regardless of the reason, and temporary or emergency power cannot be supplied, it is mandatory that the Pump Station be monitored and the Pump Station wet well be pumped and hauled by a state licensed hauler to a Wastewater Treatment Facility to prevent an unlawful Discharge of wastewater. A copy of the invoice stating the amount of wastewater pumped and hauled to the Wastewater Treatment Facility shall be provided to the Pump Station owner.
  10. In lieu of the requirements specified in this Rule, publicly owned Regional Sewer Utilities shall conduct operation and maintenance in accordance with federal and state requirements, which are consistent with the requirements of this Rule, and provide documentation of such maintenance within five business days of a request by the Division.
- B. In addition to any permit or design requirements of this Rule, replacements of pumps require the following:
1. Pumps at a Pump Station that are replaced must be replaced by similar or upgraded equipment to ensure there is no degradation of the design and performance of the system.
  2. For each pump replacement, if different manufacturer and model as permitted, the operation and maintenance manual shall be revised.
  3. For each pump replacement, copies of the manufacturer's pump curves for the original pump and the replacement pump shall be provided to the Division within three business days of completion of the replacement.
  4. The copies provided shall identify the:
    - a. Pump Station owner's name and address;
    - b. the address of the Pump Station; and
    - c. the Pump Station Identifier;and be sent to the Division by e-mail with attachments to [SSO@coj.net](mailto:SSO@coj.net).
  5. An upgrade to pumps required by a change in force main pressure, flows to the Pump Station, or change in capacity, may require a permit pursuant to this Rule.
  6. Publicly owned Regional Sewer Utilities shall provide this documentation within five business days of a request by the Division.
- C. Exception: For the purpose of this Section, a Pump Station serving an individual single-family residence that transmits to a Gravity System, which system is located in a utility easement or right-of-way fronting the individual single-family residence, is considered a service connection and the requirements for Wastewater Collection/Transmission System Pump Station shall not apply.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/191, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.406 Gravity System Requirements**

- A. Service connections of a single building by Gravity System to an existing permitted Wastewater Collection/Transmission System having sufficient available capacity are exempt from Wastewater Collection/Transmission Systems design and performance standards.

1. All Wastewater Collection/Transmission Systems requiring FDEP construction permits, including private systems, will be video recorded via closed circuit television (CCTV) inspection per Regional Sewer Utility specifications and a copy of the video will be provided to the Regional Sewer Utility and to the Division, in current media form, upon request.
  2. Wherever a leak occurs along a service connection or private Wastewater Collection/Transmission System, up to the point of connection to the Gravity System, repair shall be the responsibility of and be effected by the property owner.
    - a. The property owner shall notify the Division by telephone at (904) 255-7100 or by e-mail at [SSO@coj.net](mailto:SSO@coj.net) immediately upon discovery of such a leak.
    - b. If any release of wastewater occurs, a copy of an invoice or report shall be submitted to the Division within five business days. The invoice or report shall include:
      - (1) the cause of the release of wastewater;
      - (2) the details of repairs made, including method and materials; and
      - (3) the amount of wastewater removed by pump truck for disposal at a permitted wastewater treatment facility.
    - c. The invoice or report and all attachments shall be provided to the Division by e-mail to [SSO@coj.net](mailto:SSO@coj.net). The documents provided are not required to contain cost information.
    - d. Any repairs to lines or manholes may require a Florida Plumbing Permit from the City's Building Inspection Division.
    - e. Replacement of a private force main may require a permit pursuant to this Rule.
- B. Rules 62-604.300 and 62.604.400, FAC, are hereby adopted and incorporated by reference as the City's general technical guidance, and the design and performance consideration standards, for Wastewater Collection/Transmission Systems in Duval County. In addition to the specific requirements as otherwise set forth in this Rule, the following standards shall apply to Gravity Systems:
1. A Gravity System shall be designed to maintain a minimum of a 2.1 feet per second (fps) scour velocity when flowing full. Any application having a lesser Slope must include a statement by the owner or Regional Sewer Utility accepting the additional operation and maintenance liability.
  2. It is prohibited to substitute an oversized Gravity System to subvert the intent of the requirements of *JEA Water, Sewer and Reclaimed Water Design Standards*, December 2009, and subsequent revisions thereto and/or the requirements of this Rule, regarding velocities.
  3. Where polyvinyl chloride (PVC) pipe is used for a Gravity System, the design will provide for protection from overburden or traffic loading. The minimum depth of cover shall be in accordance with Regional Sewer Utility standards.

- C. Deviations from the design standards adopted in the referenced documents, rules or regulations or otherwise set forth in this Rule are prohibited, unless authorized and approved in writing by the Regional Sewer Utility and the Division or other appropriate agency.
- D. Measurement and payment provisions of adopted City or Regional Sewer Utility documents are not adopted by this Rule.
- E. Jetting of Gravity System lines throughout the private property to the last manhole prior to the Regional Sewer Utility point of connection shall be conducted as needed to clear grease and sediment from collection lines. A pump truck must remove all trash, grease and debris jetted through the lines to the last manhole prior to the Regional Sewer Utility point of connection to be hauled to a Wastewater Treatment Facility and must not allow the trash, grease and debris to be jetted into the Regional Sewer Utility mains.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.407 Low Pressure Sewer Systems**

Low Pressure Sewer Systems represent a special opportunity to retrofit neighborhood-wide failing septic tank systems and to preclude septic tanks in isolated areas unsuitable for septic tanks. Low Pressure Sewer Systems also represent special liabilities requiring caution in design and performance considerations for construction permit review.

- A. Approval Criteria for Low Pressure Sewer Systems:
  - 1. In addition to the minimum requirements set forth in this Rule, the design and standards guidance adopted in Rule 62-604.300, FAC, and otherwise adopted in this Rule, are the minimum design and performance considerations, and requirements, for Low Pressure Sewer Systems.
  - 2. Low Pressure Sewer Systems will be permitted for construction only where operated by a competent maintenance entity, such as a Regional Sewer Utility, community-owned utility or permanent management corporation (resorts, commercial projects, etc.).
  - 3. When the applicant for a Low Pressure Sewer System construction permit is a Regional Sewer Utility, and construction was completed in compliance with Low Pressure Sewer System design requirements, the operation and maintenance responsibilities may be transferred to a single residential private property owner if an easement is recorded in the public record, signed by the residential property owner, accepting maintenance responsibilities for the Pump Station and lateral line from residence to the point of connection to the Regional Sewer Utility Low Pressure Sewer main, which easement must run with title to the property.
  - 4. When the applicant for a Low Pressure Sewer System construction permit is not a Regional Sewer Utility, the applicant will submit documents demonstrating capability (assets, equipment, resources) to provide for perpetual operation and maintenance of the Low Pressure Sewer System.
  - 5. Applications for Low Pressure Sewer System construction permits for systems not previously permitted shall be submitted on DEP Form 62-604.300(3)(a), adopted in this Rule.
  - 6. For single or Multi-Residential Properties, each lot shall be served by a single service connection (tank, pump, service line, electrical).

7. A visual alarm and an audible alarm shall be required with each electrical control panel to be placed in a location for passers-by to see and/or hear the alarm and call for assistance.
  8. Low Pressure Sewer System tanks will be installed between the house and the public right-of-way.
  9. The Low Pressure Sewer System must discharge into a sanitary sewer manhole.
  10. All manholes receiving discharge from Low Pressure Sewer Systems shall be protected against corrosive gases.
- B. The construction of a Low Pressure Sewer System may be determined appropriate:
1. for retrofitting existing failed septic tank areas;
  2. as an alternative to future septic tanks systems;
  3. outside the urbanized area for connection of subdivision to a temporary nonregional sewer utility Wastewater Treatment Facility;
  4. within the urbanized area in low-density development (> one acre lots);
  5. in areas where site conditions preclude conventional systems (i.e., low-lying waterfront lots);
  6. for low flow commercial facilities with failed septic tanks when connection to an accessible Gravity System manhole is precluded due to the determination that the Slope is inadequate.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.408 Wastewater Collection/Transmission Systems - Prohibitions**

- A. In addition to the prohibitions listed in Chapter 62-604, FAC, and this Rule, the following substances are prohibited from Discharge into sanitary sewers:
1. non-contact cooling water and condensation;
  2. substances exceeding the loading or concentration allowances of the Regional Sewer Utility 's industrial wastewater pretreatment standards; and
  3. rainfall runoff inflow.
- B. Drop connections in lieu of extending sanitary sewer lines which would otherwise provide for the extension of Gravity Systems to serve other properties are prohibited.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, amended 4/18/2022, effective 5/11/2022]

**PART V  
LARGE WASTEWATER TREATMENT FACILITIES  
AND REQUIREMENTS FOR CONNECTION TO REGIONAL SEWER UTILITY**

**3.501 Permits**

Chapters 62-4, 62-520, 62-620, and 62-660, FAC, are hereby adopted and incorporated by reference as the City's permitting requirements for Wastewater Collection/Transmission Systems and Wastewater Treatment Facilities in Duval County.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

**3.502 Large Wastewater Treatment Facilities**

Due to the past accelerated growth of Duval County, and because discharges from Large Wastewater Treatment Facilities with capacity greater than one MGD discharging to both groundwaters and surface waters which violate effluent limits and water quality standards still exist and cause or contribute to water quality violations, the Board finds and determines that, in cases of repeated noncompliance with state and local regulations, regulation regarding continued permitted status is necessary and connection of the Large Wastewater Treatment Facilities to the Regional Sewer Utility may be required in order to improve, and to preserve as improved, the quality of water in Duval County for public health and welfare and to protect the environment, including, but not limited to, the propagation of fish and other marine and wildlife dependent thereon.

A. Alternative or Additional Requirements for Large Wastewater Treatment Facilities

Large Wastewater Treatment Facilities, those with a capacity of greater than one MGD, may require additional monitoring frequency, methodology, operator class certification and operator attendance than is required by Chapters 62-600 and 62-699, FAC, in order to ensure the compliance with effluent limits and water quality standards. In such case where the Division has established additional requirements, the Large Wastewater Treatment Facility may apply, in writing, to the Division for approval of alternative monitoring methodology as equivalent in reliability to the frequency, methodology, operator class certification and operator attendance for Large Wastewater Treatment Facilities. However, the Division's approval may not reduce the requirements set forth in FAC rules without FDEP concurrence.

B. Special Requirements for Designation of Water Reuse Systems as a Large Wastewater Treatment Facility:

1. Percolation ponds, absorption fields, overland flow, and other land application systems described in Chapter 62-610, FAC, which do not reduce water consumption shall not be considered as reuse systems for purposes of this Rule.
2. Where the SJRWMD mandates reuse, any Wastewater Treatment Facility which discharges effluent by reuse systems may be approved by the Division as a Large Wastewater Treatment Facilities provided that the following criteria are met:
  - a. the Large Wastewater Treatment Facility complies with wastewater treatment and disposal regulations to attain water quality standards set forth in this Rule and in the rules and regulations adopted herein;
  - b. the Large Wastewater Treatment Facility is specifically operated and monitored in accordance with the requirements of Chapters 62-600 and 62-699, FAC, relating to frequency, methodology and operator class certification for facilities with capacity greater than one MGD;



- c. the requirements of Rules 62-610.400 through 62-610.426, FAC, or the requirements of Rules 62-610.450 through 62-610.491, FAC, are met; and
- d. the implementation of water reuse systems shall be used for one or more of the following purposes;
  - (1) irrigation of vegetated land surfaces as described in Chapter 62-610 Part II, FAC,
  - (2) reuse systems as described by Chapter 62-610 Part III, FAC, including, but not limited to,
    - (a) irrigation of residential lawns, golf courses, cemeteries, parks, landscape areas, or highway medians,
    - (b) Fire protection,
    - (c) Aesthetic purposes (decorative ponds or fountains),
    - (d) Toilet flush,
    - (e) Dust control on construction sites, and
    - (f) Irrigation of edible crops.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.503 Mandatory Connection of Wastewater Treatment Facilities to Regional Sewer Utility**

- A. Wastewater Treatment Facilities shall be required to connect to Regional Sewer Utility, where a point of connection to the Regional Sewer Utility is available, in the event of the following conditions:
  - 1. any continuing or repeated violation of effluent limits. The Wastewater Treatment Facility is required to notify the Division of upsets, malfunctions, etc., which can reasonably be expected to cause violations of this Rule or any rule or regulation adopted herein, and provide a statement of corrective actions taken;
  - 2. any violation of operator staffing requirements in Chapter 62-699, FAC, and this Rule;
  - 3. any failure to maintain equipment to operate as designed and/or permitted, including the failure to have and use an operation and maintenance manual to ensure the continuous operation of all equipment;
  - 4. any failure to immediately initiate repairs of malfunctions or failed equipment upon discovery. This includes failure to replace equipment which is continuously or chronically malfunctioning, even with prior notice to the Division;
  - 5. any failure to provide chlorine or other chemicals or equipment for the disinfection of effluent and failure to have backup equipment or methods available in case of primary equipment failure;
  - 6. failure to maintain a valid permit;

7. noncompliance with permit conditions;
  8. failure to monitor the Large Wastewater Treatment Facilities with the required frequency;
  9. failure to submit monthly Discharge Monitoring Reports; or
  10. Any combination of violations of any applicable rules and regulations where the violations have been continual or repeated.
- B. Domestic Wastewater Treatment Facilities shall connect to a Regional Sewer Utility as required below. Connection to the least-expensive alternative to the point of connection to the Regional Sewer Utility is permissible.
1. Availability and Feasibility:
    - a. For purposes of this Rule, a Gravity System, Low Pressure Sewer System, or force main will be considered available if a letter has been received from the appropriate Regional Sewer Utility notifying the owner of the domestic Wastewater Treatment Facility that a point of connection is available.
    - b. All connections are presumed to be financially feasible, unless the operator provides evidence in the alternative. However, a domestic Wastewater Treatment Facility which is unable to obtain financing for the connection may petition the Division for continued operation, subject to the operating obligations of this Rule. Connection is not presumed feasible and the owner's petition shall be granted if the results of the EPA computer models for project cost projections and ability to pay analysis demonstrate an inability to pay the documented project costs. Petitioner must submit a detailed project proposal with itemized costs and tax returns for the past three years with the petition.
    - c. Because the EPA's computer models are not designed for not-for-profit organizations, a not-for-profit petitioner will be required to submit a detailed project proposal with itemized costs and financial documentation and statements prepared by a certified public accountant as requested by the Division.
    - d. It shall be the obligation of the petitioning domestic Wastewater Treatment Facility owner to provide complete documentation in a format specified by the Division. All such petitions must be received by the Division no later than 120 days after notification that a point of connection is available and feasible. All fiscal data is to be certified by a Florida registered Certified Public Accountant at the petitioner's expense. The relief provisions of this Rule do not apply to connections using monies obtained from State Revolving Fund Loans pursuant to Chapter 119, Ordinance Code.
  2. All domestic Wastewater Treatment Facilities which have access to an available Gravity System main in a right-of-way which abuts the lot or parcel on which the domestic Wastewater Treatment Facility is located or which have access to an available and feasible Gravity System, Low Pressure Sewer System, or force main shall apply to the Regional Sewer Utility and the Division for all permits necessary to connect to such Regional Sewer Utility as soon as possible, but in no event later than 90 days after a letter has been received from the appropriate Regional Sewer Utility notifying the owner of the domestic Wastewater Treatment Facility that a point of connection is available. Connection to such Regional Sewer Utility shall be completed within 180 days of the receipt of such permits from the Division and Regional Sewer Utility. Later connection dates may be adopted by Board Order upon showing of Division approved plans

necessitating a longer compliance schedule; provided that no extension will be granted for more than five years after the point of connection becomes available and feasible. The Board may also consider variances as set forth in Chapter 360, Ordinance Code; provided that such variance is for a maximum of five years after the point of connection becomes available and feasible. The owner and/or operator of any domestic Wastewater Treatment Facility which does not hold a current operating permit or which is not currently in compliance with the applicable operating permit, or any compliance plan stipulation for such domestic Wastewater Treatment Facility shall, within 30 days of the effective date of this Rule, submit a compliance schedule to the Division identifying those corrective actions which will be implemented to bring the domestic Wastewater Treatment Facility into compliance and to provide the "high degree of reliability" specified in this Rule below. Such corrective actions shall be implemented within 60 days of Division approval of the compliance plan and receipt of all permits necessary to implement actions.

3. Notwithstanding the provisions of this Rule, any domestic Wastewater Treatment Facility to be phased out and connected using monies obtained from State Revolving Fund Loans pursuant to Chapter 119, Ordinance Code, shall connect to the Gravity System, Low Pressure Sewer System, or force main constructed by or under the direction of the Regional Sewer Utility. Application for the permits necessary to achieve such connection shall be made to the Division and Regional Sewer Utility within 90 days of the owner or operator's receipt of notice from the Regional Sewer Utility that the Regional Sewer Utility engineering plans and drawings for the construction project related to the domestic Wastewater Treatment Facility have been completed and approved by all appropriate governmental agencies and are available for review and inspection by the owner or operator of the domestic Wastewater Treatment Facility. Connection shall thereafter occur within 60 days of receipt of written notice from the Regional Sewer Utility that the Gravity System, Low Pressure Sewer System, or force mains have been constructed and are available for connection. Later connection dates may be adopted by Board Order upon the showing of Division approved plans necessitating a longer compliance schedule; provided that no extension of time may be granted which is longer than one year from the receipt of notice by the owner or operator of the domestic Wastewater Treatment Facility that the Gravity System, Low Pressure Sewer System, or force main is available for connection if the point of connection is less than 300 feet from the property. The Board may also consider variances as set forth in Chapter 360, Ordinance Code; provided that such variance is for a maximum of one year after receipt of the foregoing.
4. Non-Compliance with Effluent Limits and Requirements Pending Connection to a Regional Sewer Utility.
  - a. For purposes of this requirement, the term non-compliance shall mean the following four categories:
    - (1) Failure to Monitor and Sample shall mean any one event of failure to monitor and sample the domestic Wastewater Treatment Facility in accordance with the requirements of the applicable operating permit, or Board Order; provided that the permittee fails to notify the Division of the failure within 24 hours and provided that such failure occurs during a time period when the facility was not substantially complying with its effluent limits.
      - (a) For purposes of this category, a domestic Wastewater Treatment Facility is not in substantial compliance with its effluent limits (annual, quarterly, monthly, daily, weekly, or maximum) if it has violated (as defined in Chapter 360, Ordinance Code) any

parameter by more than 20%, three or more times in less than six months.

- (2) Exceedance of Monthly Average Effluent Limits shall mean two consecutive months in which the domestic Wastewater Treatment Facility exceeds any of the monthly average effluent limitations for the domestic Wastewater Treatment Facility discharge by more than 20%.
  - (3) Failure to Notify Regarding Equipment Failures shall mean any one event of violation of the maximum discharge limits by more than 20% where the domestic Wastewater Treatment Facility has failed to notify the Division, as required by permit or rule, of an equipment failure or malfunction which will cause, or has the potential to cause, exceedance of the discharge limits.
  - (4) Exceedance of Maximum Discharge Limits shall mean any two episodes in one month (any consecutive 30 day period) where maximum discharge limits are exceeded by more than 20%.
- b. Any domestic Wastewater Treatment Facility which experiences more than three episodes of non-compliance in the same category in less than 12 months shall be required to connect to a Regional Sewer Utility, regardless of whether the point of connection for the Wastewater Treatment Facility is feasible as defined herein, or shall otherwise cease operation as a domestic Wastewater Treatment Facility.
- (1) A determination of non-compliance under this Rule which is based upon one or more alleged effluent violations shall not be made unless the owner of the domestic Wastewater Treatment Facility has received at least 24 hours' notice of the sampling by the Division and has been provided the opportunity to take split samples.
5. Continued Operation shall mean any business which would undergo foreclosure or bankruptcy as the result of complying with the Regional Sewer Utility connection requirements or for which connection is not feasible as outlined in this Rule above may submit documentation of its situation along with an alternative compliance plan prepared by a professional engineer to provide for continued operation of the Wastewater Treatment Facility in a manner that provides a "high degree of reliability."
- a. In approving continued operation under this paragraph, the Board may approve a reasonable period for amortization of domestic Wastewater Treatment Facility replacement or major rehabilitation costs.
  - b. "High degree of reliability" shall mean measures which may include or are comparable to any or all of the following:
    - (1) advanced wastewater treatment as described in Rule 62-600.720(4)(c), FAC; extended aeration; or land application with restricted access, or other reuse, and the above to include six day/week certified operator attendance and operation, maintenance, and repair in accordance with an engineer prepared operation, maintenance and repair manual; or
    - (2) a facility which by its operating history has provided continual compliance without the need for agency enforcement may be proposed in an engineer's report submitted to the Division for consideration of concurrence as meeting the "high degree of reliability", however, an operation,

maintenance and repair plan will be required, regardless of the proposed designation.

- c. Future enforcement may revoke the Continued Operation status by Board Order and the connection requirements of this Rule will apply.
- d. Every domestic Wastewater Treatment Facility applying for continued operation beyond the effective date of this Rule shall be required to comply with the requirements of state and local law, including, but not limited to:
  - (1) “high degree of reliability” standards set forth in this Rule;
  - (2) water quality based effluent limits;
  - (3) antidegradation;
  - (4) reuse;
  - (5) dechlorination; or
  - (6) an engineer prepared operation and maintenance performance report.

C. When a Regional Sewer Utility connection becomes available, any property utilizing a temporary private domestic Wastewater Treatment Facility which is undergoing redevelopment shall be required by the Division to apply for a permit to connect the system to the Regional Sewer Utility in accordance with local and state regulations within a reasonable time as determined by the Division.

D. Industrial process wastewaters and cooling waters are exempt from the mandatory connection requirements of this Rule except in the event of mandatory connection as an enforcement remedy for violations of this Rule.

E. Ownership:

Nothing in this Rule requiring connection to a Regional Sewer Utility shall be construed as conveying ownership of sewer systems or facilities to the Regional Sewer Utility owner or as restricting the conveyance by sale, dedication, or condemnation, of ownership of such systems or facilities to the Regional Sewer Utility owner.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.504 Construction Practices for Connection to Regional Sewer Utility**

- A. All Wastewater Treatment Facilities, Wastewater Collection/Transmission Systems and appurtenances thereto shall conform to the rules, regulations, standards and guidelines adopted in this Rule.
- B. All Food Service Establishments, and Multi-Residential Properties, and commercial facilities requiring industrial pre-treatment pursuant to other regulations or Regional Sewer Utility requirements, shall be equipped with grease traps or grease interceptors designed in accordance with Chapter 62-6, FAC. Maintenance and cleanout of the grease traps will be the responsibility of the property owner. Any utility representative for a Wastewater Treatment Facility treating less

than five MGD, who discovers failure by a property owner to comply with the requirement shall notify the Division of the noncompliance within 48 hours of discovery.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions, 4/18/2022, amended 4/18/2022, effective 5/11/2022]

### **3.505 Domestic Wastewater Biosolids**

Chapter 62-640, FAC, is hereby adopted and incorporated by reference as the requirements for Domestic Wastewater Biosolids which are to be applied to land or distributed and marketed.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, effective 5/11/2022]

**PART VI  
NONPOINT SOURCE POLLUTION**

**3.601 Scope and Intent**

The Discharge of untreated stormwater may reasonably be expected to be a source of pollution to waters and is, therefore, subject to Board regulation. The Board's intent is to prevent pollution of waters by Discharges of stormwater, to ensure that the designated most beneficial uses of waters, as prescribed by Chapter 62-302, FAC, are protected.

- A. The Board's intent is to ensure compliance with established FAC provisions.
- B. In addition to the permitting requirements contained throughout this Rule, stormwater Discharges to groundwaters shall be regulated under the provisions of Chapter 62-520.420, FAC, and other applicable rules of FDEP.
- C. Erosion during and immediately following the construction phase is a major contributor to the pollution of drainage ways, tributaries, and rivers and is a major factor in the degradation of the water quality in these water bodies. Therefore, the Board intends to prevent pollution of waters by minimizing the impact of erosion and sedimentation resulting from construction practices.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]

**3.602 Stormwater System Design, Permitting, Maintenance**

All stormwater systems within the Duval County shall be designed, permitted, operated, and maintained in accordance with the applicable requirements of FDEP or the SJRWMD. In general, stormwater systems constructed between February 1, 1982 and April 1, 1986 were permitted under Chapter 62-25, FAC (now repealed), while systems constructed on or after April 1, 1986 were permitted under Chapter 40C-42, FAC (now repealed).

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

**3.603 Operation and Maintenance Requirements**

- A. The legal entity responsible for maintaining a stormwater management system, as identified in the applicable FDEP or SJRWMD permit, shall ensure that the system is periodically inspected and maintained as necessary, to ensure that it continues to function in accordance with the original, permitted, and approved design. In addition to any specific operation and maintenance requirements imposed by either FDEP or SJRWMD for permitted stormwater systems, the following operational maintenance activities shall be performed on a regular basis or as needed on all permitted systems constructed on or after February 1, 1982:
  - 1. removal of trash and debris;
  - 2. inspection of inlets and outlets;
  - 3. removal of sediments when the storage volume or conveyance capacity of the stormwater management system is below design levels; and
  - 4. stabilization and restoration of eroded areas.
- B. Based on the type of system, the following specific operational maintenance activities are required, in addition to the specific practices set forth in this Rule:

1. Retention, swale and underdrain systems shall include provisions for
    - a. mowing and removal of grass clippings, and
    - b. Aeration, tilling, or replacement of topsoil as needed to restore the percolation capability of the system. If tilling or replacement of the topsoil is utilized, vegetation must be established on the disturbed surfaces.
  2. Exfiltration systems shall include provisions for removal of sediment and debris from sediment sumps.
  3. Wet detention systems shall include provisions for operational maintenance of the littoral zone. Replanting shall be required if the percentage of vegetative cover falls below the permitted level. It is recommended that native vegetation be maintained in the littoral zone as part of the system's operation and maintenance plan. Undesirable species such as cattail and exotic plants should be controlled if they become a nuisance. Access must be restricted or side slopes maintained so as to comply with requirements as permitted under Chapter 62-25, FAC, or Chapter 40C-42, FAC.
  4. Dry detention systems shall include provisions for mowing and removal of grass clippings.
  5. Systems in sensitive karst areas shall include provisions for the repair of any sinkhole or solution pipe that develops in the system.
- C. If the system is not functioning as designed and permitted, operational maintenance must be performed immediately to restore the system. If operational maintenance measures are insufficient to enable the system to meet the design and performance standards of this Rule, the permittee must either replace the system or construct an alternative design as approved by the Division and state agencies. A permit modification must be obtained from SJRWMD or FDEP prior to any modification of the permitted system.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.604 Erosion and Sediment Control**

- A. In addition to the minimum requirements set forth in the City of Jacksonville *Land Development Procedures Manual*, last revised July 2021, and subsequent revisions thereto, as maintained by the City's Development Services Division, soil erosion and sediment control measures within Duval County, Florida, shall conform to the standards described in the *Florida Stormwater Erosion and Sedimentation Control Inspector's Manual*, published by FDEP, last revised October 2018, and subsequent revisions thereto. Both documents are hereby adopted and incorporated herein by reference.
- B. Any person who has been issued an NPDES permit authorizing discharges to a Storm Sewer or MS4 shall submit a complete copy of the permit to the owner of the Storm Sewer, MS4 or right-of-way of same, including, but not limited to any municipality, the SJRWMD or the Florida Department of Transportation.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoptions 4/18/2022, amended 4/18/2022, effective 5/11/2022]



### **3.605 Compliance with Duval County Master Stormwater Plan**

The Duval County Master Stormwater Plan (“Master Plan”), in whole or upon completion of any basin, is hereby adopted and incorporated by reference as the Master Plan for the management of stormwater in Duval County. Compliance with the elements of the Master Plan is required.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended for adoption 4/18/2022, effective 5/11/2022]

**PART VII  
CITY OF JACKSONVILLE'S  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM**

**3.701 Declaration, Intent and Scope**

The Board finds and declares that regulation of stormwater discharging to the MS4 and to Waters within Duval County is necessary to provide a mechanism for mitigating the damaging effects of uncontrolled and unplanned stormwater runoff and to improve the public health, safety and welfare and the environment by providing for the safe and efficient capture and conveyance of stormwater runoff and the correction of stormwater problems and further supports the Board's long standing rules for nonpoint source pollution in Part VI of this Rule. The Board intends that the Division ensure compliance with the City's NPDES Permit and for the Division to assist the Stormwater Management Utility in the establishment and implementation of a plan for storm management including assisting in the planning, design, coordination, construction, management, regulation, operation, maintenance, inspection, surveying and enforcement regarding the NPDES Permit. Further, it is necessary to encourage and facilitate urban water resources best management techniques including, but not limited to, the retention/detention of stormwater runoff, minimization of the need to construct Storm Sewers, compliance with Total Maximum Daily Load (TMDL) requirements mandated by the State or Federal Government, and the enhancement of the environment.

NOTE: Where provisions of Part VII of this Rule or Chapter 754, Ordinance Code, conflict with other provisions of this Rule and Chapter 362, Ordinance Code, the Division shall enforce the more stringent provisions of Parts I through VI of this Rule and Chapter 362.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

**3.702 Definitions**

Definitions set forth in Part VII of this Rule generally apply to this Part, unless specific to the context of Chapter 754, Ordinance Code, and the definitions set forth therein otherwise requires adherence to those definitions as restated below:

- A. **Best management practices (BMPs)** means those schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce pollutants from entering the MS4 or being discharged from the MS4 so as to protect or restore the quality of surface waters in Duval County. BMPs include, but are not limited to, treatment methods and practices to control site runoff, spillage, leaks, sludge, waste disposal or runoff from raw material.
- B. **Developed property** shall mean any parcel of land that has been modified by the action of persons to reduce the land's natural ability to absorb and hold rainfall. These modifications include, but are not limited to, clearing, grading, cementing, filling, or compacting the natural ground, or erecting or constructing buildings, parking lots, driveways, patios, decks, walkways, and athletic courts.
- C. **Discharge** includes, but is not limited to, any spilling, leaking, seeping, pouring, emitting, emptying or dumping of any material, including liquids.
- D. **Drainage area** shall mean the watershed (acreage) contributing surface water runoff to the City's storm drainage system.
- E. **Illicit connection** means any man-made conveyance connecting a non-stormwater discharge directly to an MS4.

- F. **Illicit discharge** means any Discharge to a an MS4 that is not composed entirely of stormwater except Discharges pursuant to an NPDES permit (other than the City's NPDES Permit). The term also does not include water line flushing, landscape irrigation, diverted stream flows, rising underground waters, uncontaminated ground water infiltration (as defined at 40 CFR 35.2005(20)) to MS4, well point water discharges from potable water sources, foundation drains, air conditioning condensate, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, dechlorinated swimming pool discharges, flows from riparian habitats and wetlands, street wash waters, and discharges or flows from emergency firefighting activities.
- G. **Impervious area or impervious surface** shall mean a surface which has been compacted or covered with a layer of material so that it is resistant to infiltration by water, including semi-pervious surfaces such as compacted clay, gravel used as travel ways, most conventionally surfaced streets, roofs, sidewalks, parking lots, or other similar surfaces.
- H. **Industrial activities** mean activities which are conducted on properties designated for industrial land use according to local comprehensive plans and at facilities identified by the U.S. Environmental Protection Agency as requiring an NPDES permit under the definition of "Stormwater Discharge Associated with Industrial Activity" in 40 CFR 122.26.
- I. **Industrial and high risk runoff** means discharges from landfills, hazardous waste treatment, storage, disposal and recovery facilities, facilities that have reported under the requirements of EPCRA Title 3, Section 313, and any other industrial or commercial discharge which the Stormwater Management Utility Director determines is contributing a substantial pollutant loading to the MS4.
- J. **Municipal Separate Storm Sewer System or MS4** means that conveyance or system of conveyances (including roads with drainage systems, streets, catch basins, curbs, gutters, ditches, man-made channels, pipes, head walls, manholes and storm drains) governed by the MS4, designed or used for collecting or conveying stormwater, which is not a combined sewer, and which is not part of a publicly owned treatment works as defined in 40 CFR 122.2.
- K. **Nonresidential properties** shall mean and include all property zoned or used for commercial, industrial, retail, governmental, or other nonresidential purposes and shall include all developed real property in the City not classified as single-family or multifamily as defined in Chapter 754, Ordinance Code.
- L. **Owner** shall mean the person in whom the ownership, dominion or title of property is vested. The term may include a tenant, if chargeable under a lease agreement for the maintenance of the property, and any agent of the owner or tenant, including a developer.
- M. **Person** shall mean any person, firm, individual, partnership corporation, organization or association of any kind.
- N. **Receiving water** shall mean those creeks, streams, rivers, lakes, sinkholes, and other bodies of water into which stormwaters are directed, either naturally or through man-made ditches, pipes, or open systems.
- O. **Single Family Unit (SFU)** shall mean the basic unit for the computation of stormwater service charges and is defined as 3100 square feet of impervious area, which represents the estimated average impervious area for all developed, detached single-family dwelling units in the City.
- P. **Storm sewer** refers to a Municipal Separate Storm Sewer System or MS4 [for Part VII of this Rule].

- Q. **Stormwater** means stormwater runoff, surface runoff and drainage.
- R. **Stormwater detention basin** shall mean a facility, either natural or man-made, that collects and contains stormwater runoff and allows the release of the stormwater through a structure that is designed to control the rate of the release of the stormwater, as acknowledged by the Stormwater Management Utility Director or designee.
- S. **Stormwater detention/retention basin** shall mean a facility, either natural or man-made, that performs a combination of both a stormwater detention basin and a retention basin, as acknowledged by the Stormwater Management Utility Director or designee.
- T. **City's/State's stormwater management system** shall mean and include all natural and man-made elements used to convey stormwater from the first point of impact with the surface of the earth to a suitable receiving water body or location internal or external to the boundaries of the City. The stormwater management system includes all pipes, channels, streams, ditches, wetlands, sinkholes, detention/retention basins, ponds, and other stormwater conveyance and treatment facilities, and includes TMDL compliance requirements.
- U. **Stormwater retention basin** shall mean a facility, either natural or man-made, that collects and contains stormwater runoff and only allows the release of the stormwater runoff by one or more of the following: evaporation, percolation into the natural ground and/or percolation into a man-made filtration system that may convey the stormwater runoff to a stormwater management system, as acknowledged by the Stormwater Management Utility Director or designee.
- V. **TMDL** shall mean the Total Maximum Daily Load nutrient load requirements with which the City shall be required to comply.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### 3.703 Division to Assist Stormwater Management Utility Director

The Division will assist the Stormwater Management Utility Director with the:

- A. Preparation of plans for improvements and betterments to the stormwater management system;
- B. Promulgation of regulations for the use of the stormwater management utility and system, including provisions for enforcement of such regulations;
- C. Review and approval of procedures, regulations and criteria by which City departments and agencies review all new development permits within the City for compliance with stormwater management regulations included in present City ordinances or ordinances later adopted; and
- D. Evaluation of water quality concerns for discharges to the stormwater management system.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### 3.704 Stormwater Discharges from Industrial Activities and Construction Sites

- A. Using best management practices, stormwater from construction sites shall be controlled to retain sediment on-site and prevent violations of state water quality standards. All erosion and sediment controls required under the pollution prevention plan of a NPDES permit for construction, required by a stormwater permit issued by the FDEP or the SJRWMD, or required by a City permit or approved construction plan shall be properly implemented, maintained and operated. The minimum requirements for controlling stormwater run-off from construction sites are specified in

the *City Land Development Procedures Manual* and its standard specifications and details, and pursuant to this Rule.

- B. Stormwater from areas of construction activity shall be treated or managed on-site, using best management practices, before being discharged to an MS4 or to surface waters. All stormwater discharges from the site shall be of a quality which will not adversely impact the water quality or the beneficial uses of the receiving water.
- C. Owners and operators of industrial facilities and/or construction sites that will discharge stormwater to an MS4 shall notify the Office of the City Engineer, in writing, before the discharge begins. The noticed discharge shall not begin earlier than 5:00 p.m. of the next municipal working day after the City Engineer's Office receives the notice.
- D. Any person who has been issued an NPDES permit authorizing discharges to the MS4 shall submit a complete copy of the permit to the City NPDES coordinator, within 60 days after the effective date of the corresponding Part of Chapter 754, Ordinance Code, or 60 days after the issuance, of the permit.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.705 Illicit Discharges; Reporting**

Illicit discharges to the MS4 are prohibited. Within 72 hours after discovering an illicit discharge, persons responsible for the discharge shall report the discovery to the City Engineer's Office. Initially, the report may be by telephone, but the person responsible shall submit a written report within 72 hours of discovery. The report shall include a description of the discharge (i.e. volume, content, and frequency); the location of the point of discharge to the MS4; the measures taken or to be taken to terminate the discharge; and the name, address and telephone number of the person who may be contacted for additional information.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.706 Control of Pollutant Contributions from Stormwater Sewer Systems Connected to the MS4**

The discharge of stormwater between interconnected state, or other municipal storm sewer systems shall not impair the quality of the discharge from the MS4. Owners of sections of a Storm Sewer connected to the MS4 are responsible for the quality of discharge from their portion of the system and shall coordinate with owners of downstream segments before beginning to modify their system segments.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### **3.707 General Prohibition**

Unless authorized under a current NPDES permit, the following Discharges into the MS4 are prohibited:

- A. Illicit discharges,
- B. Discharge of spills, or
- C. Dumping and disposal of materials other than stormwater, including, but not limited to;
  - 1. industrial and commercial wastes,
  - 2. commercial car wash wastes,
  - 3. sewage,
  - 4. garbage or solid waste,
  - 5. yard waste,
  - 6. trash,
  - 7. petroleum products (including used motor vehicle fluids),
  - 8. leaf litter,
  - 9. grass clippings, or

10. animal wastes.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.708 Correction and Discontinuance of Prohibited Discharges**

- A. Pursuant to Chapter 754, Ordinance Code, the Stormwater Management Utility Director may order the correction of any unsafe, nonconforming, or unauthorized, condition which violates any provision of the corresponding Part of Chapter 754. The Stormwater Management Utility Director may also order discontinuance of any activity causing such condition. The Division may assist the Stormwater Management Utility Director as needed.
- B. Pursuant to Chapter 754, Ordinance Code, whenever the Stormwater Management Utility Director orders the correction or discontinuance of any condition or activity on any premises in accordance with Chapter 754, Ordinance Code, the Director shall notify the owner or other person responsible for the condition or activity in writing which notice shall include the nature of the violation, direct the person to correct or discontinue the condition or activity, and provide a reasonable time for the satisfactory correction thereof. Within the time specified in the notice, the responsible person shall permanently cease or correct all violations. Failure to comply with such an order shall constitute a violation of the corresponding Part of Chapter 754, Ordinance Code. The Division may assist the Stormwater Management Utility Director as needed.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.709 Emergency Conditions**

Notwithstanding any other provisions of the corresponding Part of Chapter 754, Ordinance Code, whenever the Stormwater Management Utility Director determines that conditions or activities exist requiring immediate action to protect public health, safety or welfare, or to provide for compliance with the corresponding Part of Chapter 754, the terms of the City's NPDES permit conditions or the stormwater control conditions of any City-issued permit or City approved construction plan, City forces are authorized to enter in or upon any property at a reasonable time for the purpose of testing, inspecting, investigating, measuring, sampling and correcting such emergency conditions. Failure to admit personnel responding to emergency conditions, as determined and authorized by the Stormwater Management Utility Director, shall constitute a separate violation of the corresponding Part of Chapter 754 Ordinance Code. The Division may assist the Stormwater Management Utility Director as needed.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11; Amended 4/18/2022, effective 5/11/2022]

### **3.710 Liability for Pollution Abatement**

Any person responsible for illicit discharges, or noncompliance with best management practices at industrial and/or construction sites who fails to correct any prohibited condition or discontinue any prohibited activity at the order of the Stormwater Management Utility Director, pursuant to Chapter 754, Ordinance Code, shall be liable to the City for the expenses incurred in abating pollution, including expenses incurred in testing, measuring, sampling, collecting, removing, treating, disposing of the polluting materials, and preventing further noncompliance or illicit discharges.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

### **3.711 Industrial and High Risk Runoff**

Pursuant to Chapter 754, Ordinance Code, and within the schedule established under the City's joint NPDES Permit, the Stormwater Management Utility Director shall identify and develop a program to control pollutants in

stormwater discharges to the MS4 from industrial and high risk runoff sources. In developing a control strategy, the Stormwater Management Utility Director may rely on data submitted by industrial facilities to state and federal environmental regulatory agencies in satisfaction of their state and/or federal discharge permits. If such data is inadequate for developing a pollutant control program for industrial and high risk runoff sources, the Stormwater Management Utility Director may require such sources to conduct self-monitoring. The Division may assist the Stormwater Management Utility Director as needed.

[History: Former Rule 3 revised, renumbered, and newly adopted 4/11/11, effective 5/02/11]

**DONE AND ORDERED** This **18<sup>th</sup>** day of **April 2022**, at the regular meeting of the Environmental Protection Board, City of Jacksonville.

**JACKSONVILLE ENVIRONMENTAL PROTECTION BOARD**



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David Wood, Chair

**City of Jacksonville  
Pump Station Inspection Form**

**Inspection Date:**

Pump Station Information		
Location Name		
Pump Station Identifier		
Address		
Owner		
Operator Company		
Operator Company Inspector (Print & Sign)		
<i>Circle Pump Station Type:</i>		
Duplex   Simplex   Triplex   Low Pressure System	Submersible	Aboveground

Requirements and Prohibitions (JEPB Rule 3.103)		Yes	No
.B	Evidence of discharge of untreated wastewater to surface water (creek, river) or groundwater?		
	Evidence of discharge of untreated wastewater to ground or surrounding environment?		
.E	Pump station system or wet well connected to stormwater pipes, drains, ditches, ponds, swales, or any other stormwater structures?		
.J	Safe, clean, and dry access to pump station?		

Operation and Maintenance (JEPB Rule 3.405):		Yes	No
.A.6.a.(1)	Wet well interior surface is free of debris?		
.A.6.a.(5)	Alarms cycled and functioning?		
.A.6.a.(6)	Floats set?		
.A.6.a.(7)	Floats clear of grease?		
.A.6.a.(8)	Pump cables/chains are in good condition, secure, and not around pump suction?		
.A.6.a.(9)	Wet well pumped down, bottom inspected for sand/debris, sand/debris removed?		
.A.6.a.(10)	Grass around pump station is trimmed and area is free of debris?		
.A.6.a.(11)	Isolation valves exercised – completely closed then left completely open?		
.A.6.a.(12)	Confirmed electrical lugs in panel tight and seal secure?		
.A.6.a.(13)	Secured each lock and lubricated as needed?		

Pump Diagnostics		Pump 1	Pump 2	Pump 3
.A.6.a.(2)	Hour meter readings			
	Change from last month			
.A.6.a.(3)	Amp draw			
.A.6.a.(4)	Voltage			
.A.6.b	Megohm test (once every 3 months– or enter date last done)			

Wet Well Pump Out and Pump Inspection – Circle Required Frequency		6 months	2 years
A.6.c & d	Wet well pumped out and pressure washed?	Yes	No
A.6.c & d	Hauling/disposal invoice provided to pump station owner?		
	Date of next scheduled pump out and pump inspection		
.A.6.c & d	Pumps pulled and impellers and ports inspected?		
	<i>Conditions of the impellers and ports must be documented in the notes/comments box below.</i>		

Inspector Notes/Comments:
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