

MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY
Acceptance of Water/Sewer Facilities

PURPOSE

This Standard Operating Procedure (SOP) outlines the method by which a developer requests the Public Service Authority (PSA) to accept water/sewer facilities for ownership and maintenance.

GENERAL

This procedure provides guidance and steps to have the PSA accept ownership of newly constructed water/sewer facilities.

PROCEDURE

- A. Upon completion of the project or approved phase, the developer/agent will notify the PSA, in writing, that the facility is ready for testing.
- B. The developer/agent will notify the PSA at least 48 hours in advance of all required testing.
- C. The developer/agent will perform testing in accordance with the PSA water/sewer technical specifications and provide certification by a professional engineer or certified laboratory.
- D. The developer/agent will forward test certification and laboratory results to the VDH District Engineer for applicable water facilities or DEQ Area Engineer for applicable sewer facilities and the PSA Engineer along with the developer's engineer's certificate of substantial completion.
- E. VDH District Engineer for applicable water facilities or DEQ Area Engineer for applicable sewer facilities and the PSA Engineer will approve the facility to be placed in service or provide the developer with the criteria needed for acceptance.
- F. The developer/agent will request, in writing that the PSA accept the facility for ownership and maintenance. Certified as-built drawings in both paper and electronic format must accompany this request.
- G. PSA Engineer will review as-built drawings and provide PSA Director a recommendation for acceptance.
- H. The PSA Director will issue an acceptance letter identifying date of the one-year warranty period. The PSA Director will establish a bond amount to be posted by the developer/agent.

- I. Developer/agent will execute acceptance letter including any applicable documents/deeds and return with appropriate bond instrument to PSA Director.
- J. PSA will accept and commence operation of the facilities upon receipt of executed acceptance letter and all requested documents.
- K. PSA Director will request the PSA Board to accept the facilities by resolution. The value of the new facilities will be added to PSA assets inventory.
- L. PSA Director will arrange for a warranty inspection with the developer/agent at least two weeks before the end of the warranty period.
- M. The developer/agent will make necessary corrections and notify PSA after completion.
- N. PSA Director will release the bond after satisfactory completion of the repairs.