



**Southwest Suburban Sewer District**  
**SIDE SEWER BEST MANAGEMENT**  
**PRACTICES (BMP)**

December 2025

## **BEST MANAGEMENT PRACTICES (BMP)**

### **1. Unauthorized Connection Prohibition**

#### 1.01 Purpose and Intent:

- A. The District is committed to maintaining a reliable and compliant sanitary sewer system. Unauthorized or illegal connections introduce stormwater, surface water, or groundwater into the District's collection system, resulting in increased treatment costs, reduced capacity, and potential sanitary sewer overflows (SSOs).
- B. These Best Management Practices (BMP) establish the District's standards, inspection authority, and enforcement procedures for identifying, removing, and preventing unauthorized connections in accordance with RCW 57.08.005(11), the District's Side Sewer Regulations, and the Washington State Department of Ecology (Ecology) infiltration and inflow (I/I) Reduction Program.

#### 1.02 Scope and Applicability:

- A. This BMP applies to all properties connected or proposing to connect to the District's sanitary sewer system. It supplements the District's *Side Sewer Regulations*, and *I/I Reduction Program*.
- B. Agencies that contract with the District for wastewater treatment services shall ensure that they have adopted side sewer regulations meeting or exceeding the requirement of the District's Side Sewer Regulations and these Best Management Practices. Compliance with the Side Sewer Regulations and Best Management Practices are a condition of the District's agreement to accept wastewater for treatment.

#### 1.03 Unauthorized Connections Prohibited:

- A. The following are expressly prohibited from discharge into the District's sanitary sewer system:
  - 1. Roof downspouts, foundation drains, sump pumps, or area drains.
  - 2. Stormwater or groundwater collection systems.
  - 3. Surface drains, gutters, driveway drains, and cisterns.
  - 4. Septic tanks, cesspools, or privy vaults.
  - 5. Cooling water, industrial process water, or unpolluted drainage water.
- B. Each structure shall have one (1) direct side sewer connection to the District main and shall connect only to sanitary plumbing fixtures within the structure.

1.04 District Authority and Inspection:

A. Under RCW 57.08.005(11), the District retains the right to:

1. Inspect private property for unauthorized or cross connections.
2. Require disconnection or redirection of prohibited connections at the owner's expense.
3. Suspend or terminate sewer service for continued or willful noncompliance.
4. Access private side sewers for inspection in coordination with local jurisdictions.

1.05 Enforcement and Compliance Process:

A. When an unauthorized connection is identified:

1. The District shall issue a Notice of Violation (NOV) identifying the issue and corrective actions.
2. The owner shall disconnect or redirect the connection within thirty (30) days of notice unless extended by the District.
3. All work must be performed under a valid Side Sewer Permit and inspected by District staff.
4. Failure to comply may result in penalties, liens, or suspension of service.

1.06 Fees and Charges: A fee of \$250.00 per inspection will be charged to recover District costs. Noncompliance may incur a daily enforcement charge up to \$100.00 per day.

1.07 Exemptions and Exceptions: Exceptions may be granted by District if disconnection would compromise a building's structural integrity and does not adversely affect system performance. Approval must be in writing by the General Manager.

1.08 References:

- A. RCW 57.08.005(11).
- B. District *Side Sewer Regulations*.
- C. District *Enforcement Response Plan (ERP)*.
- D. Ecology Regional BMP Toolkit – Unauthorized Connection Prohibition.

## 2. Side Sewer Maintenance Guidance

2.01 Purpose and Intent: This BMP provides property owners with maintenance and inspection guidance for private side sewers to prevent infiltration and inflow (I/I) and maintain system reliability. Proper side sewer maintenance reduces the likelihood of blockages, backups, and unauthorized stormwater entry.

2.02 Ownership and Responsibilities:

- A. Property Owner: Owns and maintains the side sewer from the building to the District's main, including within easements.
- B. District: Maintains the public main sewer, and laterals to the property line and performs inspections for permitted work.

2.03 Proper Use and Maintenance:

A. Do:

- 1. Have Closed-Circuit Television (CCTV) inspections every 5 to 10 years.
- 2. Keep cleanouts capped and accessible.
- 3. Remove trees near side sewer alignment.

B. Do Not:

- 1. Pour grease or flush wipes.
- 2. Connect downspouts or sump pumps.
- 3. Ignore slow drains or odors.

2.04 Inspection and Repair:

- A. Hire a licensed side sewer contractor for CCTV inspections.
- B. Obtain a Side Sewer Permit for work in ROW or easements.
- C. Repair or replace cracked or leaking pipes under District inspection.

2.05 Backwater Valves: If installed, the property owner must maintain backwater valves annually. Contact the District for guidance.

2.06 Education and Outreach: The District will distribute homeowner guides, contractor lists, and digital maintenance resources.

2.07 References:

- A. District *Side Sewer Regulations*.
- B. District *Enforcement Response Plan (ERP)*.
- C. Ecology and King County *BMP Toolkit – Side Sewer Maintenance Guidance*.

**3. Courtesy Notice Regarding Roots in Side Sewer Connections**

3.01 Purpose and Intent: To notify property owners when roots or blockages are observed in private side sewers during District CCTV inspections and to encourage timely corrective action.

3.02 Program Overview: The District's CCTV crews document root intrusion in private laterals. The Sewer Supervisor reviews the footage and authorizes mailing a Courtesy Notice with a photo and description of the issue. The notice includes instructions for the property owner to contact a licensed plumber or side sewer contractor.

3.03 Implementation:

- A. Identification: Roots observed during CCTV inspection are logged with manhole and address.
- B. Notification: Courtesy Notice with photo and District contact information is mailed to the property owner.
- C. Tracking: Follow-up data are stored in the District's asset management system (GIS).
- D. Verification: Owners may provide documentation of maintenance or cleaning to close the case.

3.04 Education and Outreach: Public education includes website postings, sample root intrusion photos, and maintenance contractor lists. The goal is to reduce service calls and prevent SSOs caused by root-related blockages.

3.05 Metrics:

- A. Number of notices issued.
- B. Follow-up compliance rate.
- C. Reduction in repeat blockages.

3.06 References:

- A. District Side Sewer Regulations.
- B. District Root and Grease Intrusion Standard Operating Procedure (SOP).
- C. Ecology Regional BMP Toolkit – Courtesy Notice BMP.

#### **4. Private Property Inflow & Infiltration (I/I) Source Disconnection and Redirection**

4.01 Purpose and Intent: This BMP educates property owners on how to identify and disconnect private I/I sources such as downspouts, sump pumps, and foundation drains to prevent stormwater from entering the sanitary sewer.

4.02 Typical I/I Sources:

- A. Roof downspouts and roof leaders.
- B. Sump pumps or foundation drains.
- C. Driveway and yard drains.

D. Leaking or damaged laterals.

E. Uncapped cleanouts.

4.03 Property Owner Responsibilities:

A. Inspect private side sewers for leaks or cross-connections.

B. Disconnect and redirect stormwater to approved storm systems or rain gardens.

C. Obtain District permits for right-of-way work.

D. Hire a licensed contractor for disconnection and inspection.

4.04 Acceptable Redirection Methods:

**Source**

**Redirect To**

Roof Downspouts: Rain garden, cistern, or storm drain

Sump Pumps: Lawn, rain garden, or drywell

Area Drains: Storm drain or landscaped infiltration area

Open Cleanouts: Replace cap and seal

4.05 Education and Outreach: The District will publish I/I guidance on its website and distribute printed materials, including proper downspout disconnection diagrams and contact information for stormwater programs in Burien, Normandy Park, and King County.

4.06 Tracking and Performance: Performance will be measured through:

A. Number of educational materials distributed.

B. Reduction in private I/I sources.

C. Flow reductions in monitored basins.

4.07 References:

A. RCW 57.08.005(11).

B. *District Side Sewer Regulations*.

C. Ecology and King County BMP Toolkit – *I/I Source Disconnection and Redirection*.

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## Southwest Suburban Sewer District

17840 DES MOINES MEMORIAL DR S  
BURIEN, WASHINGTON 98148-1706  
206-244-9575 FAX 206-433-8546  
[www.swssd.com](http://www.swssd.com)

**DATE**

**PROPERTY OWNER**

**ADDRESS**

**CITY**

### NOTICE OF ROOTS OBSERVED IN SIDE SEWER

Property Address: **ADDRESS**

Dear Property Owner,

Southwest Suburban Sewer District (SWSSD) operates and maintains the public sanitary sewer system serving properties within its service area. During recent routine closed-circuit television (CCTV) inspections of sewer mains and service laterals in your area, District crews observed the presence of roots in the side sewer connection serving your property.

Enclosed are images from the CCTV inspection showing root intrusion at the connection point between your private side sewer and the District's sewer stub located at the property line. This indicates that roots are present within your side sewer and may interfere with proper operation of the system if not addressed.

The maintenance and repair of private side sewers is the responsibility of the property owner. To prevent potential blockages or sewer backups, the District recommends that you take corrective action to remove the roots and restore your side sewer to proper working conditions.

#### Consequences of Inaction

Failure to maintain your side sewer may result in:

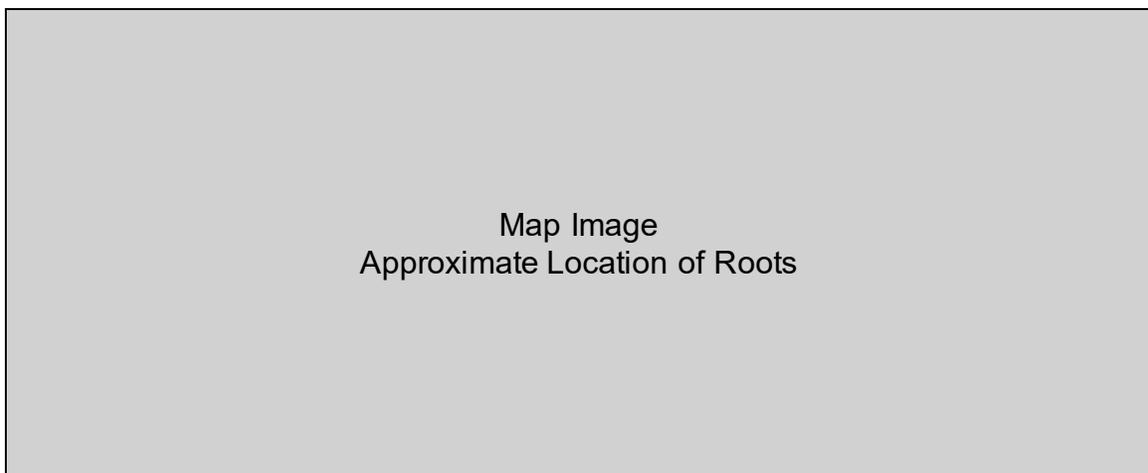
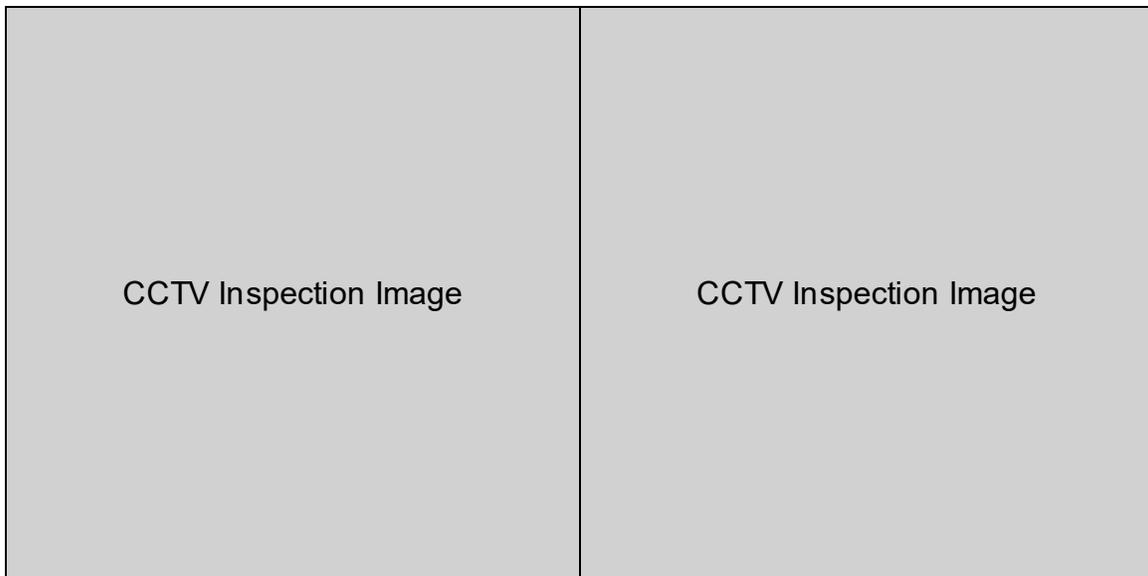
- Blockages and backups into your home or business.
- Damage to District infrastructure.

- Liability for costs associated with repairs, cleanup, and damage to neighboring properties or public facilities.

Prompt maintenance is strongly recommended to avoid these risks and ensure the continued safe operation of your sewer service.

If you have questions regarding this notice or would like additional information, please contact the Inspection Department located within the District office at 206-244-9575 or [InspectionServices@swssd.com](mailto:InspectionServices@swssd.com). Permits are required before beginning any repair.

Sincerely,  
**Southwest Suburban Sewer District**





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### **NOTICE OF UNAUTHORIZED STORM CONNECTION OR SIDE SEWER INFILTRATION/INFLOW (I/I)**

**Property Address:** ADDRESS

Dear Property Owner,

Southwest Suburban Sewer District (SWSSD) operates and maintains the public sanitary sewer system serving properties within its service area. During recent closed-circuit television (CCTV) inspections of sewer mains and service laterals in your area, District crews observed evidence of unauthorized stormwater connection(s) or groundwater infiltration/inflow (I/I) entering the side sewer connection serving your property.

Enclosed are images from the CCTV inspection showing evidence of stormwater inflow or infiltration at the connection point between your private side sewer and the District's sewer stub located at the property line. This indicates that stormwater or groundwater is entering your side sewer due to either an illicit connection or damage/deterioration of your private side sewer. This condition increases flows into the public sewer system and may compromise system performance.

The maintenance, repair, and correction of private side sewers, including the removal of unauthorized storm connections and the repair of damaged sewer lines contributing to I/I, is the responsibility of the property owner. To prevent excess flows and potential surcharge of the sewer system, the District recommends that you take corrective action to disconnect unauthorized stormwater sources and repair any defects in your side sewer.

#### **Consequences of Inaction**

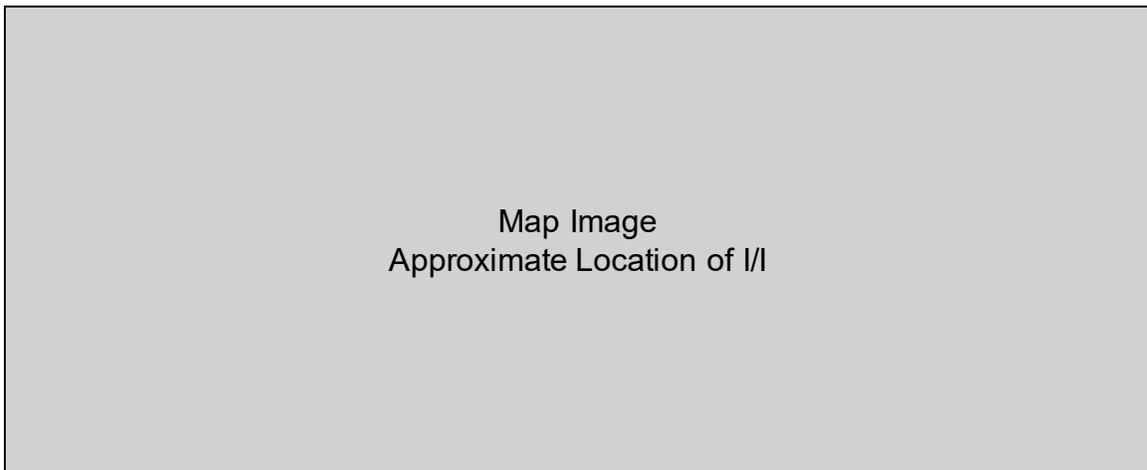
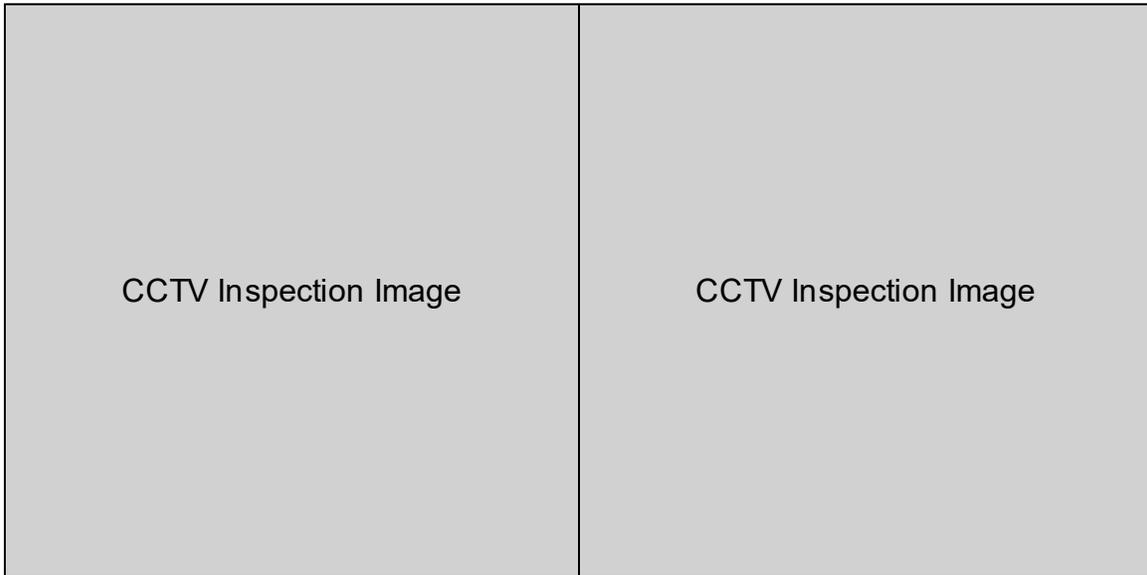
Failure to maintain your side sewer may result in:

- Excessive inflow/infiltration, increasing the risk of sewer backups in your home or neighborhood.

- Damage to District infrastructure and increased treatment costs.
- Liability for costs associated with corrective actions and system impacts.

Please arrange for a licensed side sewer contractor to evaluate your system and complete the necessary corrective measures. If you have any questions regarding this notice or need assistance in understanding the requirements, please contact the District office at [insert phone/email].

Sincerely,  
**Southwest Suburban Sewer District**





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**DATE**  
**PROPERTY OWNER**  
**ADDRESS**  
**CITY**

### NOTICE OF GREASE OBSERVED IN SIDE SEWER

Property Address: **ADDRESS**

Dear Property Owner,

Southwest Suburban Sewer District (SWSSD) operates and maintains the public sanitary sewer system serving properties within its service area. During recent routine closed-circuit television (CCTV) inspections of sewer mains and service laterals in your area, District crews observed the presence of grease in the side sewer connection serving your property.

Enclosed are images from the CCTV inspection showing grease accumulation at the connection point between your private side sewer and the District's sewer stub located at the property line. This indicates that grease buildup is present within your side sewer and may interfere with proper operation of the system if not addressed.

The maintenance and repair of private side sewers is the responsibility of the property owner. To prevent potential blockages or sewer backups, the District recommends that you take corrective action to remove the grease and restore your side sewer to proper working conditions.

### Consequences of Inaction

Failure to maintain your side sewer may result in:

- Blockages and backups into your home or business.
- Damage to District infrastructure.
- Liability for costs associated with repairs, cleanup, and damage to neighboring properties or public facilities.

Prompt maintenance is strongly recommended to avoid these risks and ensure the continued safe operation of your sewer service.

If you have questions regarding this notice or would like additional information, please contact the Inspection Department located within the District office at 206-244-9575 or **InspectionServices@swssd.com**. Permits are required before beginning any repair.

Sincerely,  
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