

MANUAL FOR ARMY PROJECT SERVICES RELATED TO WASTEWATER

INTRODUCTION

Duties and Function

The Aqua Engineers, Inc. (Aqua) Army Project Services Program is responsible for the review of various applications with regards to the proposed developmental impacts to, and requirements of, the sewer systems that service the U.S. Army Garrison-Hawaii (Army) installations on Oahu. The scope of services provided by this Program includes, but is not limited to: review and approval of sewer design and construction plans, as pertinent to the Army's sewer system; issuance of sewer connection, abandonment, oil water separator, and grease trap permits; review and approval of requests to connect to the Army's sewer system; coordination in resolving issues related to wastewater matters; review of proposals for future projects created by the Army; and consultation with developers and their engineers to determine the most suitable route for their sewer work.

The purpose of this Manual is to administer the guidelines and procedures of the services provided by Aqua for the Army's Design & Construction projects that are related to the wastewater infrastructure, or its operation and maintenance, within the areas of Aqua's jurisdiction. This protocol applies to all work associated with the Army's sewer system being modified, expanded, upgraded, or rehabilitated.

Standard Specifications and Details

Army Projects shall ensure compliance with the following standard specifications and details relating to wastewater systems. A copy of these references is available upon request:

- Aqua's "Collection System Design and Construction Protocol," dated January 2009
- Aqua's "In-Place Abandonment Procedures," dated August 2018
- Design Standards of the Department of Wastewater Management, Volume 1, CCH, dated July 1993 (https://www.honolulu.gov/rep/site/env/wwm_docs/wwm_DsgStdWW1993vol1.pdf)
- Design Standards of the Department of Wastewater Management, Volume 2, CCH, dated July 1984 (https://www.honolulu.gov/rep/site/env/wwm_docs/wwm_DsgStdWW1984vol2.pdf)
- Standard Specifications for Public Works Construction, CCH, dated September 1986 (<https://www.honolulu.gov/rep/site/dpp/rules/standard-specifications-counties-state-hawaii.pdf>)
- Standard Details for Public Works Construction, CCH, dated September 1984 (https://www.honolulu.gov/rep/site/env/wwm_docs/standard-details-public-works-construction_1.pdf)

Aqua's Services

Services provided by Aqua related to the wastewater system includes, but are not limited to, the following:

- Project Registration (PR) Application Form
- Sewer Capacity Reservation (SCR) Application Form
- Project Meetings (PM) During Planning / Design / Construction (PM-P/D/C)
- Project Document Review (PDR) Application Form for Planning / Design / Construction (PDR-P/D/C)
- Sewer Connection Permit (SCP)
- Sewer Abandonment Permit (SAP)
- Grease Trap Permit (GTP)
- Oil Water Separator Permit (OWSP)
- Inspection Request (IR) Application Form
- Coordination of Training, Testing, Startup and Commissioning (TTSC)
- Army Excavation Permit (EP) Review
- Army Contractor Operations and Storage Area (COSA) Form Review

Emergency Contact Phone Numbers and Areas of Jurisdiction

During an emergency sewer-related event, please contact the appropriate Aqua Operations Department for notifications or to request assistance. Aqua's jurisdiction applies to projects that are located within the following areas:

Schofield Barracks Wastewater Treatment System, (808) 621-3098

Manager: Brydon Burdett

- Schofield Barracks
- Schofield Barracks South Range (Sewer pump station and force main only; Aqua does not have responsibility for the gravity collection system)
- Wheeler Army Airfield
- Helemano Military Reservation
- Field Station Kunia (Force main only; Aqua does not have responsibility for the sewer pump station or the gravity collection system)
- Schofield Barracks East Range (Southwest portion between the Wahiawa Reservoir and Higgins Road)

Oahu Wastewater System, (808) 685-7347

Manager: James Ano

- Fort Shafter
- Aliamanu Military Reservation
- Tripler Army Medical Center
- Fort DeRussy
- Hale Koa Hotel
- Pihlilaa Army Recreation Center (Waianae Kai/Rest Camp)
- United States Coast Guard (Red Hill)
- Schofield Barracks East Range (All areas except for the southwest portion between the Wahiawa Reservoir and Higgins Road)

Requests for projects located outside of Aqua's jurisdiction shall be submitted directly to the Army Directorate of Public Works (DPW) for their review and should not be submitted to Aqua. If it is uncertain whether a project is located within Aqua's jurisdiction, please submit the request to Aqua for review and guidance.

Submitting Requests for Services

To help facilitate the review, please submit a completed application and include all appropriate attachments, as requested in each form, or links to download them.

Requests can be made in one of the following ways:

- Send in an email to projectservices@aquengineers.com
- Submit hardcopies (Monday through Friday from 0800 to 1530) to:
Aqua Engineers, Inc.
Attn: Army Project Services
3375 Koapaka Street, Suite H402
Honolulu, HI 96819

Aqua will submit a confirmation email within 24 hours of receipt of the request. If a confirmation email is not received or if there are any questions, please email or contact us at (808) 694-3105 for assistance.

Aqua Project Number

Upon initial receipt of each project, Aqua will assign a unique number to the project (Format: 00-111-AAA). To efficiently process future requests, please include this project number in all subsequent requests.

Documents Required for Service Requests

When submitting requests, please include, as appropriate, the latest Planning, Design, and Construction documents available. These documents include, but are not limited to, the following: Conceptual Sketches, Basis of Design Reports, Design and Construction Plans, Technical Specifications, Addenda, Post Contract Documents (PCDs), Requests-for-Information (RFIs), and Change Orders.

At the end of the project, please submit a copy of the Final As-Built Drawings, or Record Drawings, in Portable Document Format (PDF) to document the work performed.

Target Response/Review Times

All requests, submitted in their entirety, shall have a target response time of 14 calendar days, except for RFIs, which shall have a target response time of 7 calendar days. The response time will depend on the complexity of evaluating the RFI.

Note: If all the information required to complete the review is not submitted and additional information is requested, the response time clock stops, resets to zero, and only starts again when the complete package is received; please understand a full target response time is necessary to review and provide a suitable response.

Aqua Response Protocol

Hardcopy – For Excavation Permits only, a hardcopy response with a wet signature shall be returned such that the applicant can submit that to DPW to complete processing of the permit.

Electronic Document – Unless specifically requested, all other responses shall be returned in electronic document format (PDF) via email to the applicant/requestor.

DESCRIPTION OF SERVICES, APPLICATIONS FORMS, AND PERMITS

Project Registration (PR) Application Form

At the commencement of each project, stakeholder contacts are established while an Aqua Project Number (Format: 00-111-AAA) will be assigned to catalog project information. Please include Aqua's unique project identifier on all future correspondence, applications, and requests.

Sewer Capacity Reservation (SCR) Application Form

If a project intends to make a new sewer connection, or modify existing sewer flows, a signed Sewer Capacity Reservation (SCR) form shall be submitted for approval. An SCR shall be submitted during the planning phase to establish a suitable sewer connection point. The proposed connection point will be evaluated for capacity, before a determination is made. In the event the planned connection point is not suitable, an alternative connection point will be proposed.

Project Meetings - Planning/Design/Construction (PM-P/D/C)

Aqua's participation in various meetings can be arranged to discuss project components related to the wastewater collection system, its operations, determination of the most suitable alignment for off-site sewer connections, or any of the services and procedures provided for Army Projects. Project Meetings may include, but are not limited to, the following: Charrettes, Stakeholder Meetings, Pre-Construction Meetings, Site Visits, and Contractor Weekly Meetings. Requests shall be made at least seven (7) calendar days in advance of the event by emailing the meeting information to projectservices@aquengineers.com. Please include the meeting agenda, any information to review in advance of the meeting, and advise of any materials or information that should be provided by Aqua at the meeting.

Project Document Review – Planning/Design/Construction (PDR-P/D/C)

A Project Document Review (PDR) request can be submitted during any phase of the project. Projects that may affect the wastewater system, or its operation and maintenance, shall submit project documents for Aqua's review, comments, and approval. During the review, compliance with Federal, State, and local regulatory requirements will also be considered. Design Submittals are recommended to be reviewed at milestone points where adjustments can be incorporated, should there be any comments. Project Document Submittals include, but are not limited to, the following: Planning Reports, Technical Memorandums, Basis of Design Reports, Design Plans, Technical Specifications, and RFIs.

Sewer Connection Permit (SCP)

A Sewer Connection Permit (SCP) shall be submitted during the construction phase for any proposed modifications to the existing wastewater system. The submission shall include a completed and signed SCP form, with attached flow calculations, related design/construction drawings & specifications, and best-known schedule. For connections where oil and grease may be discharged, a Grease Trap or Oil Water Separator Permit will also need to be submitted.

The applicant shall advise Aqua Engineers when the connection is ready for inspection by submitting an Inspection Request (IR) form a minimum of 3 working days in advance of the desired inspection time. The new construction shall not be placed into service until Aqua provides approval following inspection and testing.

Sewer Abandonment Permit (SAP)

A Sewer Abandonment Permit (SAP) shall be submitted during the construction phase when any portions of the existing wastewater infrastructure is proposed to be abandoned. No abandonment shall take place prior to receiving a permit approval. Demolition plans and termination details of the proposed abandonment must be submitted to and approved by Aqua, prior to any in-place abandonment taking place. The Contractor shall comply with Aqua's In-Place Abandonment Procedures, notify Aqua when the abandonment work has been completed, and submit an Inspection Request (IR) form to schedule an inspection of the completed abandonment work.

Grease Trap Permit (GTP)

A Grease Trap Permit (GTP) shall be submitted when a new grease trap is proposed to be installed. A grease trap(s) shall be installed whenever Fats, Oils, Grease (FOG), washing & cleaning agents, or other substances harmful or hazardous to the sewer system, treatment plant, or process, could potentially enter the sewer system. There shall be a sampling port near the discharge of the unit, or covers installed that shall be accessed by one individual without assistance from a forklift, crane, or other device, and without entry into a confined space. The grease trap must comply with all applicable pretreatment requirements, and shall not be placed into service prior to receiving permit approval.

Oil Water Separator Permit (OWSP)

An Oil Water Separator Permit (OWSP) shall be submitted when a new oil water separator is proposed to be installed. An oil water separator shall be installed where there is a potential for higher volumes of flows containing oil (e.g. eating establishments and parking garages). There shall be a sampling port near the discharge of the unit, or covers installed that shall be accessed by one individual without assistance from a forklift, crane, or other device, and without entry into a confined space. The oil water separator must comply with all applicable pretreatment requirements, and shall not be placed into service prior to receiving permit approval.

Inspection Requests (IR) Application Form

An Inspection Request (IR) application form shall be submitted during the construction phase, to visually inspect and document pertinent testing of all sewer installations. Types of inspections and testing may include, but are not limited to, the following: new sewer line connection to existing sewer manhole; sewer system abandonment; grease trap or oil water separator installation; Pre-Final and Final inspections; pipe and sewer manhole leakage testing; coating spark (holiday) testing; force main & pressure pipe; startup & commissioning; and other related inspections and testing as required by the Technical Specifications in the Construction Contract.

The contractor shall facilitate all sewer inspections, including advising Aqua when the work is ready for inspection by submitting the inspection request form at least 3 working days prior to the desired inspection time. All tests shall pass a pre-test before scheduling an inspection, Aqua shall not be present for this pre-test. Any setup necessary shall be done by the Contractor prior to the starting test time. Inspections are scheduled by the Aqua inspectors based on workload and availability and will not be available on weekends or holidays.

Army Excavation Permit (EP)

The Army's Excavation Permit (EP) shall be submitted for any excavation work. No excavation shall take place prior to receiving permit approval. The EP submission shall include final, For-Construction drawings that show the full extent of the proposed excavation area(s).

Army Contractor Operation and Staging Area (COSA) Form

The Army's Contractor Operations and Storage Area (COSA) form is part of a coordinated effort to standardize and coordinate availability of COSA sites throughout Army installations on Oahu. Aqua only provides recommendations to DPW, based on existing wastewater structures in the vicinity and within jurisdiction.