

**PIERCE COUNTY DEPARTMENT OF PUBLIC WORKS & UTILITIES**  
**Wastewater Collection Division**  
**10311 Chambers Creek Road West**  
**University Place, WA 98467-1040**  
**(253)565-3440**

**MEMORANDUM**

Date: May 3, 2006

To: Arnie Sheppard, P.E. – Construction Project Supervisor  
Pete Young, Engineering Tech IV

Cc: William Murphy, Collection System Manager  
Greg Baker, Wastewater Collection Supervisor  
Robert Buckley, Lead Wastewater Maintenance Technician  
Mike Fedak, Lead Wastewater Maintenance Technician

From: Terry L Soden, Asst. Collection System Manager

Subject: Memorandum of Understanding  
Developer Sewer Line Extension - Locking Plug Program / CCTV Inspection

---

Pursuant to our meeting today, we have agreed to the following expectations:

The Contractor shall be notified of the locking plug program and the following expectations during the Pre-Construction meetings conducted by Inspections.

The Contractor shall be responsible for physically locking / unlocking (key provided by PC) and installing / removing the locking plug(s). Plug removal shall only occur in the presence of a Pierce County representative.

Locking plug(s) shall be provided to Inspections by Collections. Inspections shall be responsible for recording and tracking the existing locking plug installations. Inspections shall notify Collections when additional or replacement locking plug(s) are needed for the inventory.

Locking plug(s) shall be provided to the contractor by Inspections “on site” for insertion into the collection system as indicated in Figure 1 and Figure 2.

The Contractor shall be required to keep the locking plug(s) installed for the duration of the project until after final project acceptance. Any temporary or early removal will be considered on a case by case basis and shall be coordinated through Inspections.

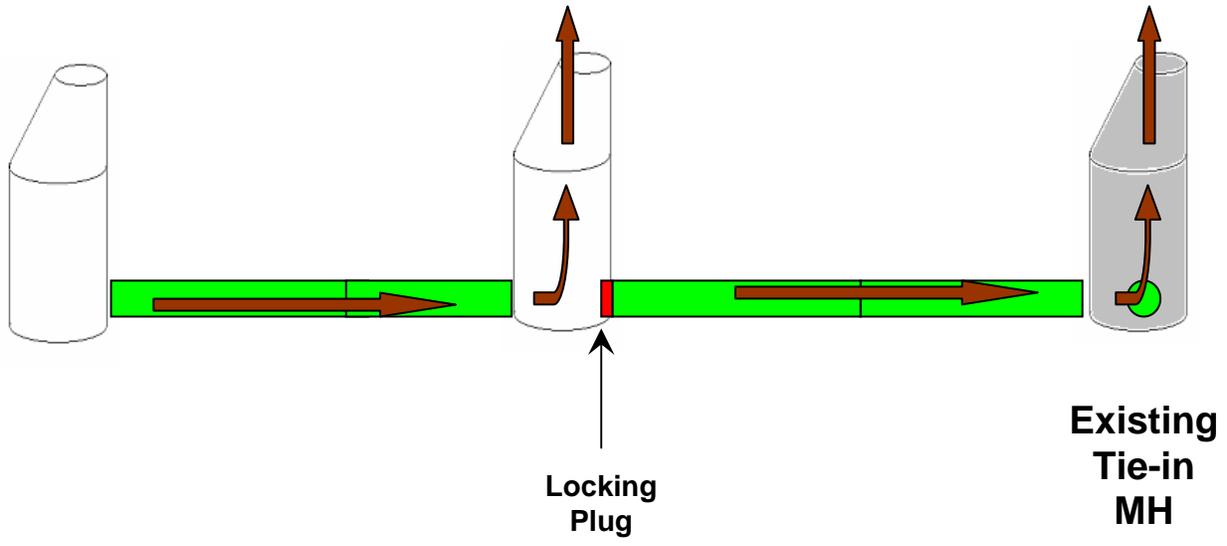
The Contractor shall be required to keep the locking plug(s) installed even during the high velocity cleaning process. Special circumstances such as “Clean-out” installations may deem the removal of the locking plug(s) prior to contractor cleaning efforts in order to enhance the quality of workmanship. Locking plug(s) shall be reinserted into the system after the cleaning. Locking plug removal for the purposes of cleaning shall be coordinated through Inspections.

At such time the Contractor notifies Inspections that the line(s) are ready for CCTV inspection, Inspections shall confirm with the Contractor that the lines have been/shall be cleaned prior to CCTV Inspection. The Inspectors shall also inform the Contractor that Collections will be notifying him/her the date and time when the CCTV inspection will be scheduled so that the Contractor can meet maintenance crews on site to remove the plug(s).

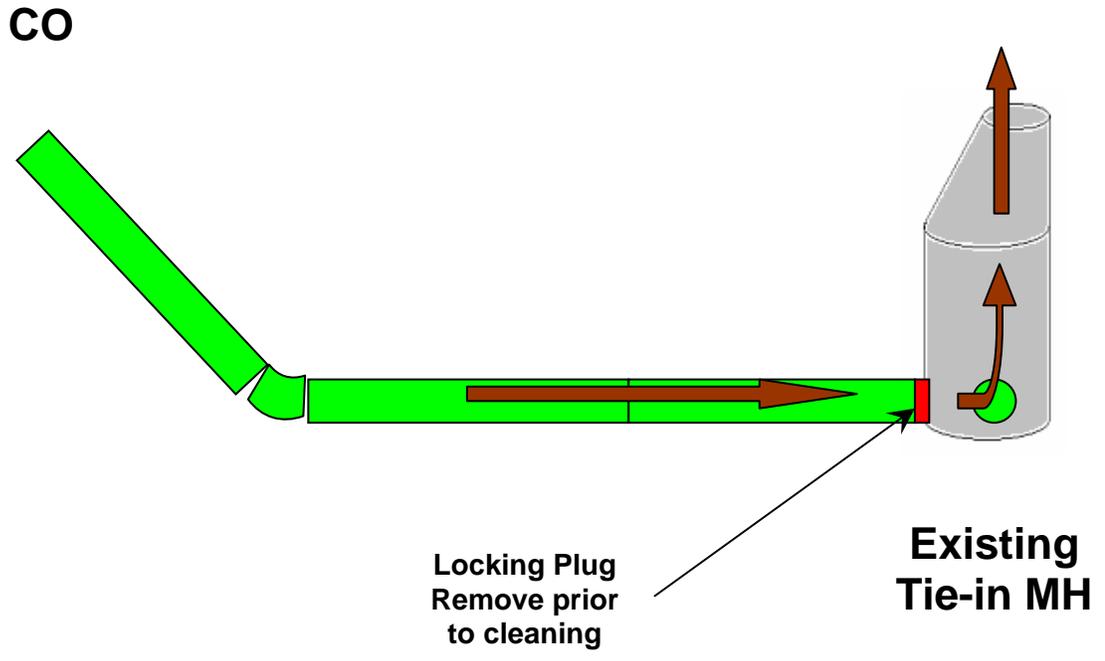
The Contractor shall be responsible for physically removing the locking plugs from the system and will be provided the key to do so.

The contractor shall reinstall the plug(s) while the maintenance crew is still onsite. This shall allow maintenance staff to visually confirm that the plug(s) has been reinstalled

Inspections shall coordinate with the Contractor for removal of the Locking Plug(s) after final acceptance has been granted.



**Figure 1**



**Figure 2**