

**APPENDIX A**

**MANHOLE INSPECTION**  
**TECHNICAL MEMORANDUM**

## MEMORANDUM

**To:** Mark Welsh  
County of San Mateo, DPW

**From:** Charlie Joyce  
Brown & Caldwell

**Date:** October 12, 1998 File- 4692.01/10

**Subject:** Sanitary Sewer and Water System Evaluation Study  
Manhole Inspection Memorandum of Field Work

## INTRODUCTION

This memorandum presents a summary of the field investigations conducted during the winter and spring of 1997 on inspection of manholes in the nine sewer districts maintained by the San Mateo County Department of Public Works. A total of 873 manholes in the nine districts were inspected with the following in each district:

**Table 1**  
**Number of Manholes Inspected By District**

<u>District</u>	<u>Manholes Inspected</u>
Burlingame Hills Sewer Maintenance District	90
Crystal Springs County Sanitation District	257
Devonshire County Sanitation District	37
Emerald Lake Heights Sewer Maintenance District	233
Fair Oaks Sewer Maintenance District	204
Harbor Industrial Sewer Maintenance District	22
Kensington Square Sewer Maintenance District	6
Oak Knoll Sewer Maintenance District	17
Scenic Heights County Sanitation District	7

The purpose of this memorandum is to provide the background of how the manholes inspections were conducted, manhole numbering, interpretation of the manhole data, how the data will be used for other parts of the sanitary sewer collection system evaluation, and a summary of critical locations in the districts where repair work should take place. The memorandum also includes descriptions on how to locate photographs related to an inspected manhole in the 12 three ring binders provided at the completion of this project.

This memorandum does not provide the condition assessment of the sanitary collection system. That work effort will be completed as part of a later task in the project when the other parts of the field data, namely flow monitoring, television inspection, and smoke testing, are completed.

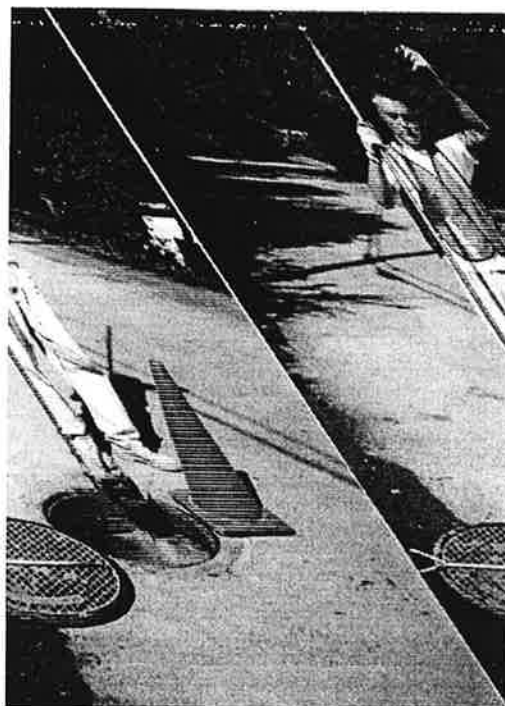
## MANHOLE INSPECTION OVERVIEW

A key part of the data collection consisted of documenting the findings of the inspections for analysis. Two methods of documenting the manhole inspection were used for this project. The first was a field form set up to allow the field crew to collect data in an efficient manner on the condition of the manhole. The second method of documenting the manhole condition was to photograph defects found during the visual inspections. The manhole inspections were top side inspections where the condition of the manhole was observed from the surface.

In order to collect additional data on each manhole location a “Camera on a Stick” (Figure 1) was lowered into the manhole and a photograph of each pipe entering and leaving the manhole was taken. Where infiltration/inflow or other manholes conditions warranted a photograph was also taken from the “Camera on a Stick”.

The view in the pipeline using the “Camera on a Stick” is dependent on the flow, debris, and channel benching in the manhole. Where the camera can be placed in the channel with a clear view of the pipeline the photograph typically shows approximately 20 feet of the sewer away from the manhole for an 8-inch diameter sewer. Larger sewer diameters typically show a longer distance and smaller sewer diameters show a shorter distance.

Pipes were photographed in a clockwise direction to avoid confusion and to allow for cataloging the photographs. Pipe A was always the first pipe in the clockwise direction from the primary outlet pipe(s). Drop manholes would have a photograph taken of both the top and bottom of the drop manhole and were noted as such in the comment field of that pipe. Each pipe in the drop manhole pipe was given a separate pipe identifier.



A copy of a blank field form used to document manhole conditions is included as Attachment A. Also in that attachment is a blank form for the pipe condition assessment that was completed for each pipe when the photographs were reviewed.

Manhole numbering modifications to the existing manholes numbering system for each basin

were performed so that each manhole in the nine districts has a discrete unique label. The manhole number is an eight character alpha/numeric with the following definition:

**B0001A04**

<b>B</b>	Burlingame Hills, see Table 2.
<b>0001</b>	Manhole Number with zeros shown for place holders.
<b>A</b>	Several manholes were placed after initial numbering using a letter - A, B, etc. When not needed this part of field is left blank.
<b>04</b>	District Map Number as supplied by County.

**Table 2**  
**District Designators**

<u>District</u>	<u>Designator</u>
Burlingame Hills Sewer Maintenance District	B
Crystal Springs County Sanitation District	C
Devonshire County Sanitation District	D
Emerald Lake Heights Sewer Maintenance District	E
Fair Oaks Sewer Maintenance District	F
Harbor Industrial Sewer Maintenance District	H
Kensington Square Sewer Maintenance District	K
Oak Knoll Sewer Maintenance District	O
Scenic Heights County Sanitation District	S

The manholes were numbered as the inspections were completed. Each completed form was then entered into a Microsoft Access v2.0 database that was programmed for manhole inspection analysis. Each item on the inspection form was input to the data base. The checks and boxes on the inspection form translate to a yes/no or numerical value in the database for future use in the condition assessment analysis. Data related to the pipe photographs were entered directly into the database after the photographs were developed and reviewed.

Manholes were selected for inspection to provide a representative random sample of the manholes in each of the nine districts. Manholes were identified for inspection from the collection system maps. The manholes selected normally met one of the following criteria:

- Connection of more than two sewers entering the manhole
- One of the sewers entered into or exited from an easement
- The sewer segment appeared typical to the area served
- A special flow connection or cross-connection was shown on the maps
- A manhole with many laterals entering, such as a cul-de-sac.

Manholes located in easements were also inspected, although access to many of these manholes was not possible due to obstructions, locked gates, or the occasional fence built over the

manhole. Traffic control measures were used to route vehicles around the field crew and the crew followed safety precautions as outlined in the Field Health and Safety Plan required on all Brown and Caldwell field related projects.

## **MANHOLE INSPECTION BINDERS**

A series of three-ring binders containing the print outs from the database with the accompanying photographs for each inspected manhole were assembled. The binders are numbered by an alpha/numeric format where the first letter corresponds to the district and the number corresponds to the binder number for that district. This format allows for future manhole inspections to be placed in successive binders. A field was added to the database so that the binder number could be attached to the manhole number.

A summary report is contained at the front of each binder to facilitate the location of a manhole. The summary report is provided in two orientations: 1) by film roll number, and 2) by manhole number. The contents of the binders area are arranged by film roll number for each District, rather than by manhole number.

The photographs for each manhole are arranged so the first photo (normally upper left) is the manhole number followed by the manhole cover, channel, or other defect photographs. The pipe photographs follow using the same convention as identified in the field inspection, beginning with Pipe A and proceeding through to Pipe X.

Locating a manhole in the binders is most easily accomplished by using the database query "BINDER/ROLL/MHID" to identify the binder number and the roll number of the associated photographs and then looking up the database print out and photographs in the appropriate binder.

Of the 873 manholes inspected a total of 2,480 pipes were photographed. The following tables provide summary information related to the manholes and pipes inspected. The tables are arranged by manhole number. Specific database reports for manholes and pipes, Attachments B and C, respectively, follow this memorandum.

### **Manholes**

Manholes with Bench/Channel Defects Worse Than Moderate

Manholes with Roots

Manholes with Grease

Manholes with Frame and Cover Problems

Manholes with Infiltration/Inflow and Flow Caps

Manholes with Major Debris in Channel

**Pipes**

Pipes with Separated Joints Greater than Moderate and Deflections Greater than One Inch

Pipes with Greater than Minor Corrosion

Pipes with Infiltration/Inflow

Pipes with Greater than Light Grease

Pipes with Greater than Light Roots

Pipes with Roots and Grease

Pipes with Cracks and Fractures

Pipes with Plugs and Obstructions



**APPENDIX B**

**1997 FLOW MONITORING PROGRAM  
TECHNICAL MEMORANDUM**



**MEMORANDUM**

4692-02

November 19, 1997

TO: MARK WELCH, COUNTY OF SAN MATEO

FROM: BRIAN HAMMER, BROWN AND CALDWELL  
CHARLIE JOYCE, BROWN AND CALDWELL

SUBJECT: COUNTY OF SAN MATEO MASTER PLAN  
1997 FLOW MONITORING PROGRAM

This memorandum documents the flow monitoring program conducted for the County of San Mateo Master Plan during the winter of 1997. The purpose of the project was to measure the flow rate during dry weather and discrete rainfall events in the San Mateo County area. This memorandum discusses the flow monitoring program and subsequent data analysis. Results of the flow monitoring program are attached.

**Flow Monitoring Locations**

A flow monitoring plan was developed to determine dry weather flow rates and Inflow/Infiltration (I/I) rates in the County of San Mateo wastewater collection system. As part of the flow monitoring plan, specific locations within the County sanitary collection systems where temporary flow monitors and rain gauges could be installed were identified and evaluated. Potential monitoring site evaluations were conducted the week of January 16, 1997, by Brown and Caldwell staff.

During the field evaluation, manholes were inspected to determine their hydraulic suitability for flow monitoring and accessibility. Special safety considerations were also documented. Fifteen manholes were selected for temporary flow monitoring among the nine sewer district. Additionally, four rain gauge sites in the County collection system were also located and evaluated. The selected flow monitoring sites and rain gauge locations are listed in Table 1 and Table 2, respectively. Flow monitoring site reconnaissance forms for the selected manholes are included in Attachment A. Included in Attachment A are schematic diagrams of each sewer district showing the flow monitor locations.

**Table 1 Flow Monitoring Locations**

Flow monitor site	Location	Pipe diameter, in.
11	Burlingame Hills - 2815 Adeline near Alvarado	8
12	Burlingame Hills - 2872 Canyon Road	8
21	Crystal Springs - Polhemus Road near Ascension Street	10
22	Crystal Springs - Polhemus Road and Ticonderoga Road	8
31	Devonshire - Devonshire Road and Exeter Street	8
41	Emerald Lake - 1706 Cordilleras Road	8
42	Emerald Lake - Lake Boulevard and Oak Knoll Drive	8
43	Emerald Lake - Glenwood Drive at Garret Park	6
44	Emerald Lake - 1036 Lakeview Drive	6
51	Fair Oaks - Douglas Court. (end)	30
52	Fair Oaks - Bay Road at Willow Street.	30
53	Fair Oaks - 559 Oakside Drive	21
54	Fair Oaks - 343 Nimitz Avenue.	15
55	Fair Oaks - Woodside Road. near Churchhill	10

**Table 2 Rain Gauge Locations**

Rain gauge no.	Location
1	Burlingame Hills - Hillside at Newton, Fire Station #2
2	Crystal Springs - 2295 Cobble Hill at Ticonderoga Road (private residence)
3	Emerald Lake - California at Jefferson, Fire Station #19
4	Fair Oaks - Bay Road at 2 <sup>nd</sup> Street., Fire Station #11

## **Flow Monitoring**

Montedoro-Whitney WDFM-8 flow monitors were installed at the fifteen selected locations on January 22 and 23, 1997. These monitors are capable of measuring both depth and velocity of flow. The combined depth and velocity measurements make it possible to calculate flow rates for open channel conditions and during surcharge or backwater conditions.

Depth measurements were made by a differential pressure type strain gauge. One side of the sensing element is open to atmospheric pressure. This prevents errors due to changes in barometric pressure. Adjustments for temperature differences are made to further insure the accuracy of the measurements. The depth of flow sensing element is located on the bottom of the monitoring probe, which allows for depth measurements from zero to a maximum of 10 feet when the probe is centered exactly on the bottom of the pipe.

In field conditions, it is very difficult to center the probe exactly on the bottom of the pipe. The resultant difference between actual water surface level and monitored water surface level is called a depth offset. Corrections for the depth offset are discussed later in this memorandum. Depth measurements with these monitors are accurate to 0.01 of a foot under laboratory conditions. Accuracy of depth measurements in the field is dependent on the hydraulic characteristics of the flow stream at the monitoring site, proper installation techniques, and frequent maintenance procedures.

The monitors measure flow velocity using the ultrasonic Doppler shift method. The velocity sensor on the monitor sends an ultrasonic signal into the flow stream and measures velocities based on the Doppler shift. The flow monitoring velocity sensor is located approximately 1.5 inches from the bottom of the sensor and must be completely submerged to obtain accurate velocity measurements.

Velocity measurements are made at the bottom of the pipe near the wall and, therefore, are not actually measuring the average velocity of the flow stream. The difference between the monitored velocity and the average velocity is called a velocity offset and is also discussed later in this memorandum.

Precipitation intensity and duration were measured at four temporary locations in the County service area. The rain gauges were tipping bucket type gauges connected to portable electronic event recorders. The rain gauges are calibrated to tip after 0.01 inches of rainfall is received. The event recorder documents the time of each tip. Rain gauges 1 and 3 were installed on January 24, 1997. Rain gauges 2 and 4 were installed January 23, 1997. The flow monitors and rain gauges were removed on March 18, and March 24, 1997, respectively.

## **Flow Monitor Calibration**

Calibration data was collected to verify both depth and velocity and to develop a depth-to-discharge relationship for the monitoring sites. Calibration data was obtained approximately once a week by manually measuring the depth and velocity of the flow stream with portable equipment. Field staff were responsible for maintaining the flow monitoring equipment and obtaining calibration information. The data was collected at various times in the diurnal cycle including early morning low flow periods and peak flow periods. Attachment B provides a listing of the calibration data for each flow monitoring location.

## **Data Analysis**

Flow monitoring data analysis consisted of developing depth to discharge relationships for calculating flows, and determining depth and velocity offset values for the raw data. These tasks are described in the following paragraphs.

**Depth-to-Discharge Relationship.** The first step in the data analysis process was to develop a flow depth-to-discharge rating curve for each monitoring site. The rating curve was used to determine flows under open channel conditions. During the monitoring site calibration, the average velocity and corresponding depth of flow were measured approximately twice weekly at each of the flow monitoring sites. Average velocity measurements were made by field crews using portable velocity probes. The portable velocity probe is capable of continuously samples the velocity of the flow stream. Field crews move the portable velocity probe throughout the cross-sectional area of the flow stream for a period of 10 to 40 seconds and the average velocity was calculated automatically by the portable equipment.

These measurements were used to develop depth-to-discharge relationships. Calibration measurements were made at various times of the day and various days of the week to obtain information during the largest range of conditions experienced in the system during the monitoring period.

Actual flow rates were calculated from the calibration data using the continuity equation (flow = area x average velocity). The flow rate was then used to calculate the equivalent hydraulic slope at the site using Mannings equation. The average slope for all the manual measurements was then calculated and flow rates were plotted on a depth-versus-flow graph, and a Mannings curve was "fitted" to the data points. The curve utilizes the standard Mannings equation for open-channel flow, and use a depth-variable roughness coefficient or Mannings "n" value. The curves were then used to convert the flow monitoring depth measurements to flow rates during open channel flow conditions. When surcharging occurs, the depth and velocity measurements were used to calculate the flow rate using the continuity equation.

**Offsets.** The site calibration measurements were also used to develop depth and velocity offsets for the flow monitoring sites. Depths offsets occur when the flow monitoring probe was not installed exactly in the center of the pipe. Velocity offsets occur because the velocity sensor measures a point velocity near the pipe wall. In addition, each sensor has an inherent electronic offset. Manual calibration data was used to correct the monitored depth measurements and convert the point velocities to an average velocity. For this project, the combined electronic and physical offset remained constant at each of the flow monitoring sites during the flow monitoring period.

### Results

Four storm events occurred during the flow monitoring program. The storm dates and their daily rainfall totals are summarized in Table 3.

**Table 3 Rain Gauge Results, inches**

Date	Rain Gauge 1 Burlingame Hills	Rain Gauge 2 Crystal Springs	Rain Gauge 3 Emerald Lake	Rain Gauge 4 Fair Oaks
01/24/97	0.63	0.56	0.71	0.59
01/25/97	1.20	1.15	1.64	1.02
01/26/97	0.53	0.43	0.52	0.25
02/17/97	0.21	0.13	0.13	0.07
03/02/97	0.23	0.11	0.21	0.02
03/16/97	0.34	0.13	0.40	0.10

The flow monitors at sites 12 and 44 either failed or became clogged with debris, for noted periods of time. For site 44, we do not recommend using the flow data from February 23, 1997, to March 16, 1997, as flow levels were too low to measure accurately. Also, flow monitoring at site 12 failed from February 20, 1997, to February 25, 1997. No additional monitoring problems were noted. Table 4 presents the dry weather and wet weather flow monitoring results of this analysis.

**Table 4 Flow Monitoring Results, million gallons per day**

Flow Monitoring Site	Minimum Flow	Average Flow	Peak Dry Weather Flow	Peak Wet Weather Flow
11	0.01	0.11	0.27	1.13
12	0.06	0.11	0.17	0.24
21	0.01	0.34	1.12	2.82
22	0.03	0.12	0.37	0.50
31	0.02	0.08	0.20	0.65
41	0.01	0.04	0.07	0.18
42	0.01	0.02	0.04	0.09
43	0.01	0.02	0.03	0.07
44	0.01	0.03	0.10	0.12
51	0.29	0.66	1.31	2.30
52	0.41	1.79	3.22	8.89
53	0.41	1.20	2.26	4.26
54	0.19	0.41	0.80	1.94
55	0.00	0.22	0.48	1.10

Listed below is a summary of the contents of the attachments:

Attachment A Flow Monitoring Site Reconnaissance Forms.

Attachment B. Flow Calibration Data

Attachment C Graphical Flow Summary. Graphical plots of minimum, daily, and peak flow rates.

BH:CJ;jm  
 Attachments

**ATTACHMENT A**

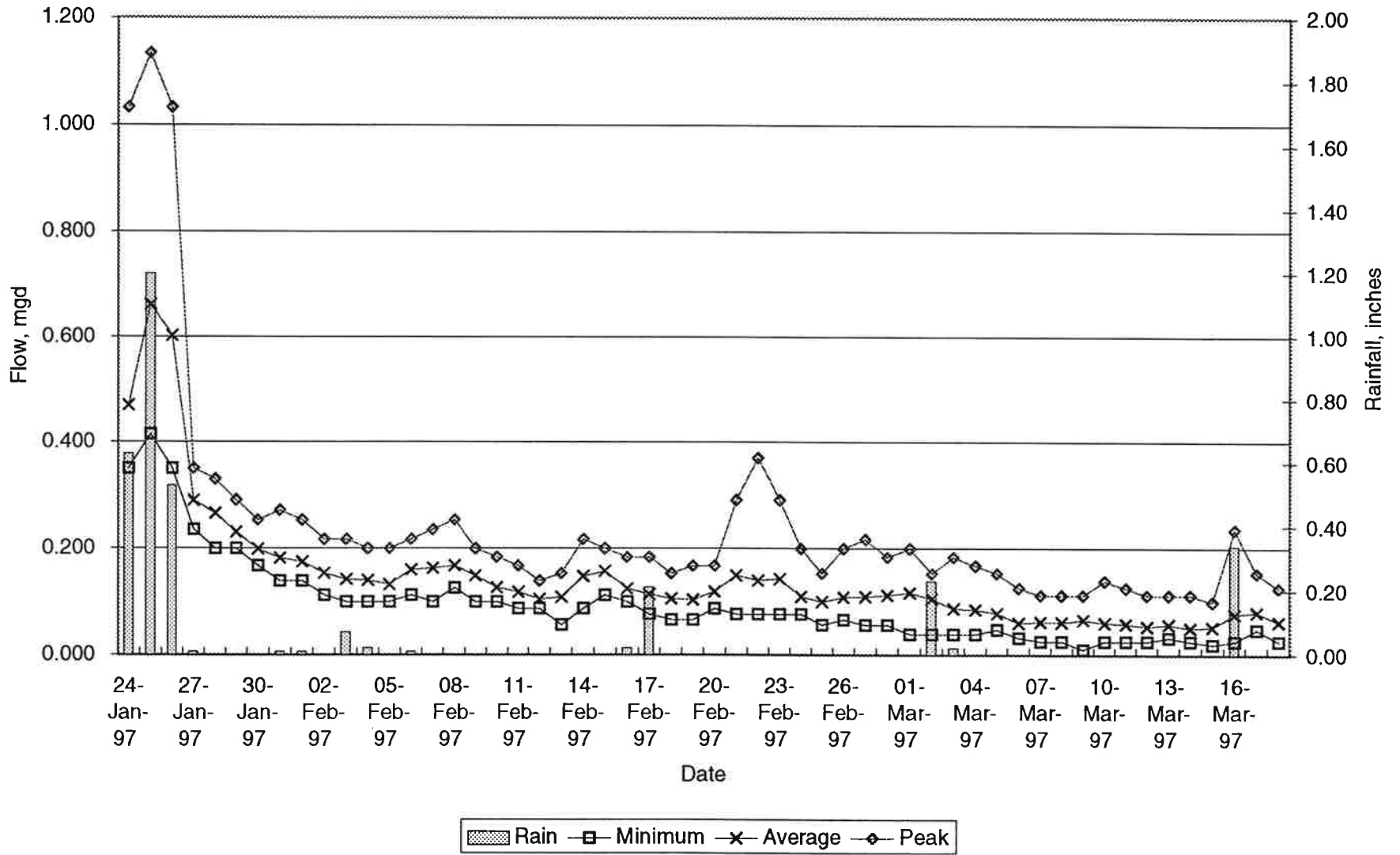
**FLOW MONITORING SITE RECONNAISSANCE FORMS**

**ATTACHMENT C**

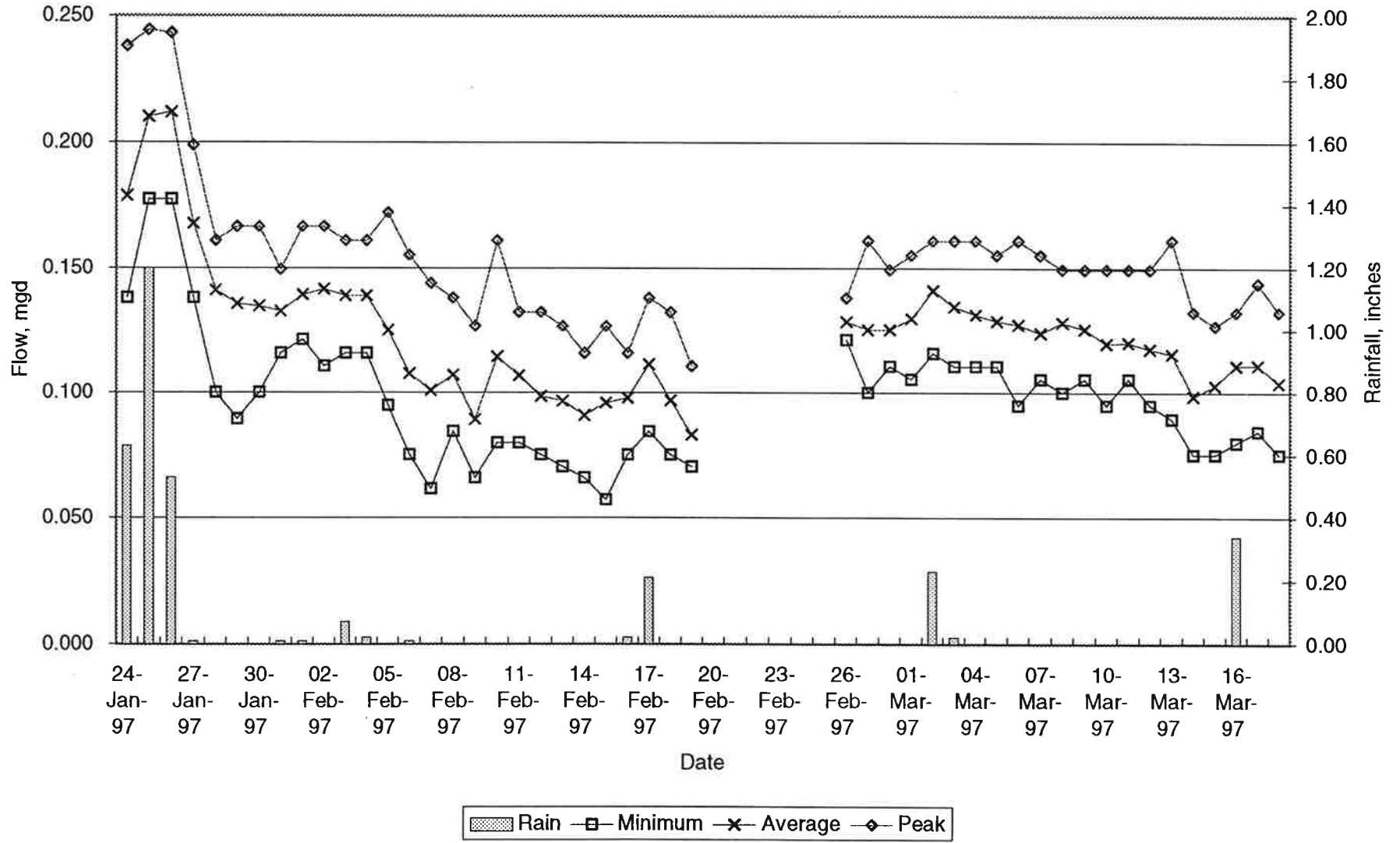
**GRAPHICAL FLOW SUMMARY  
GRAPHICAL PLOTS OF MINIMUM, DAILY, AND PEAK FLOW RATES**



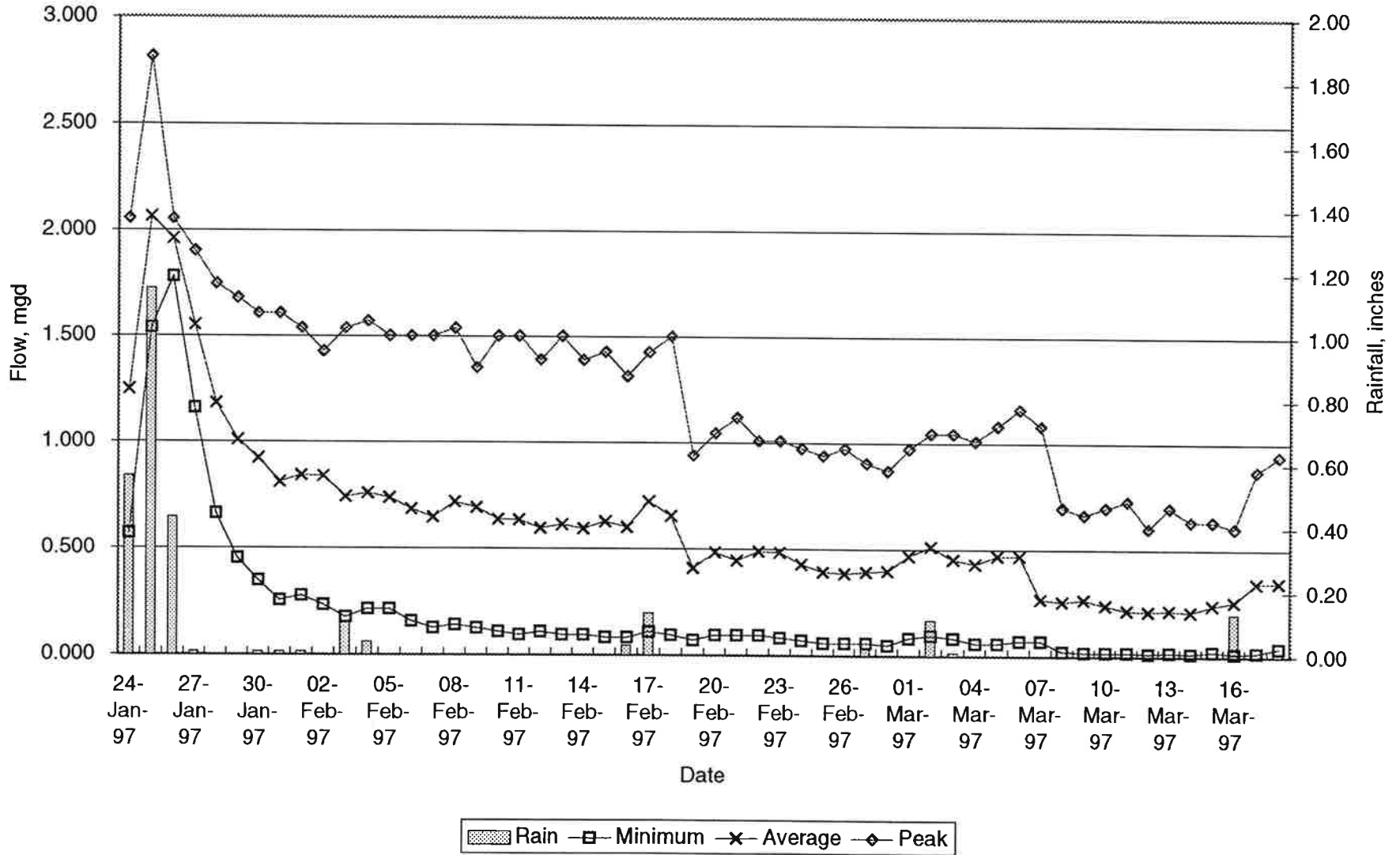
County of San Mateo  
 Daily Flow Rates -- Site 11 -- 2815 Adeline, near Alvarado  
 8" Diameter



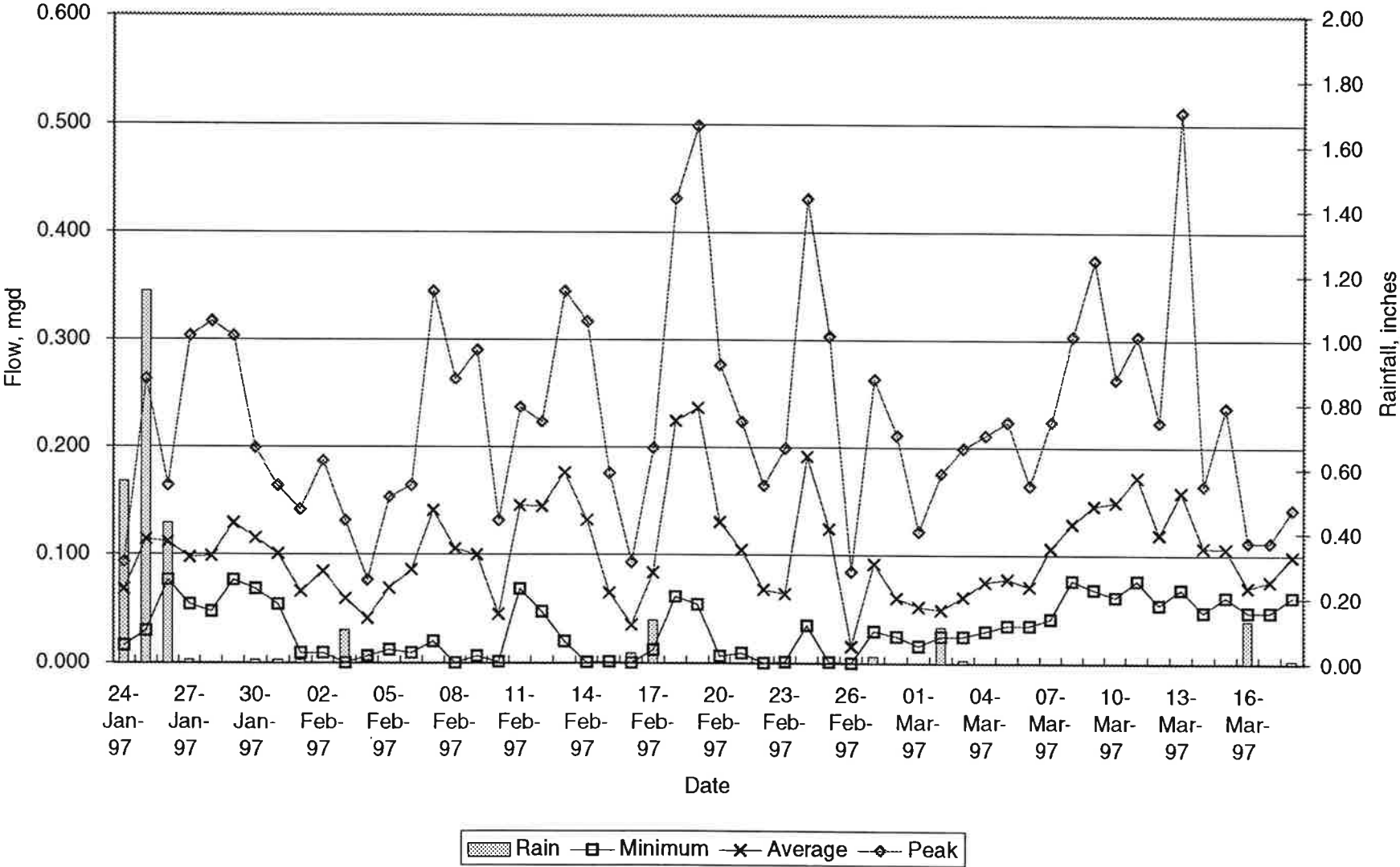
Country of San Mateo  
 Daily Flow Rates -- Site 12 -- 2872 Canyon Rd.  
 8" Diameter



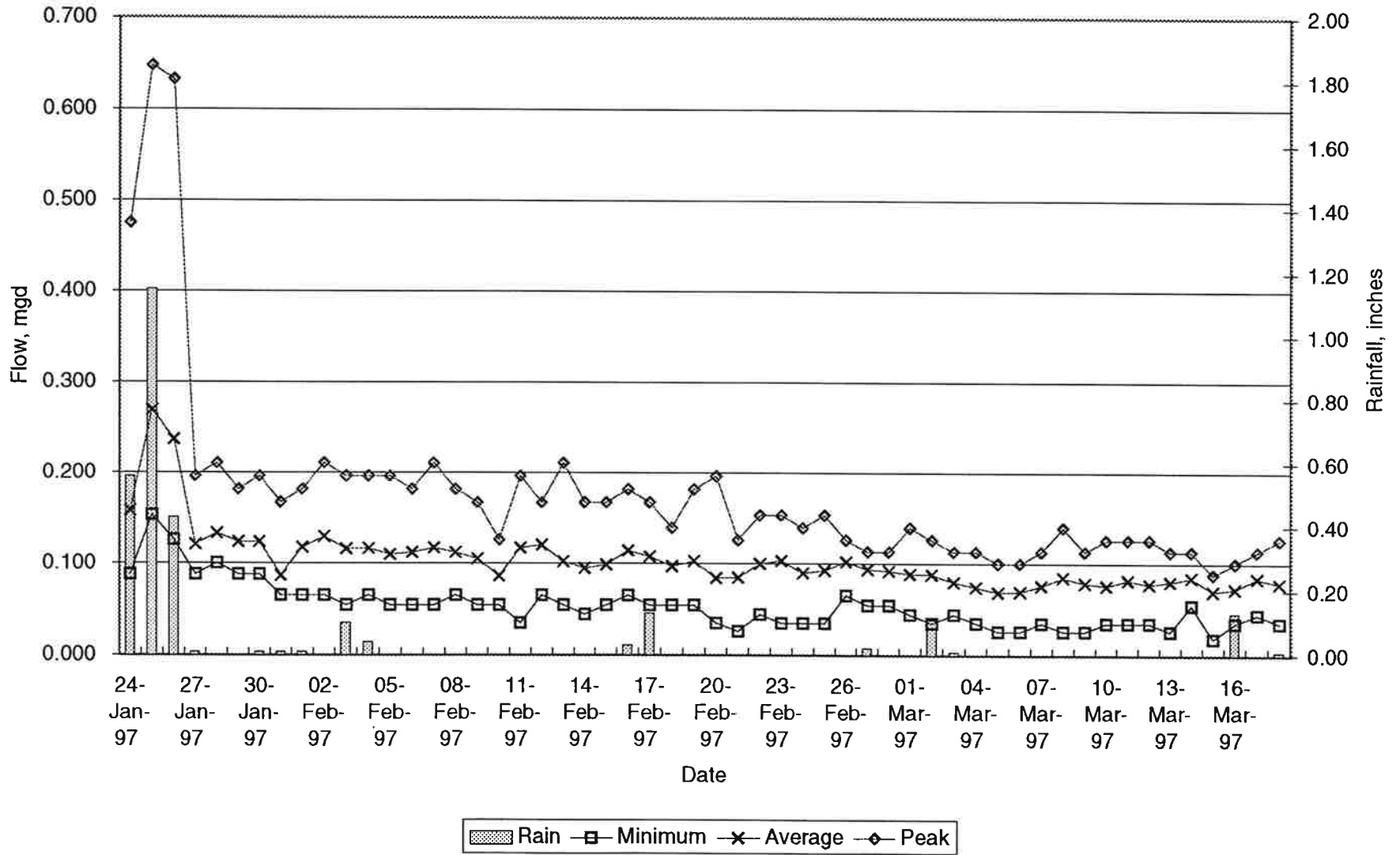
County of San Mateo  
 Daily Flow Rates -- Site 21 -- Polhemus Rd. below Ascension  
 10" Diameter



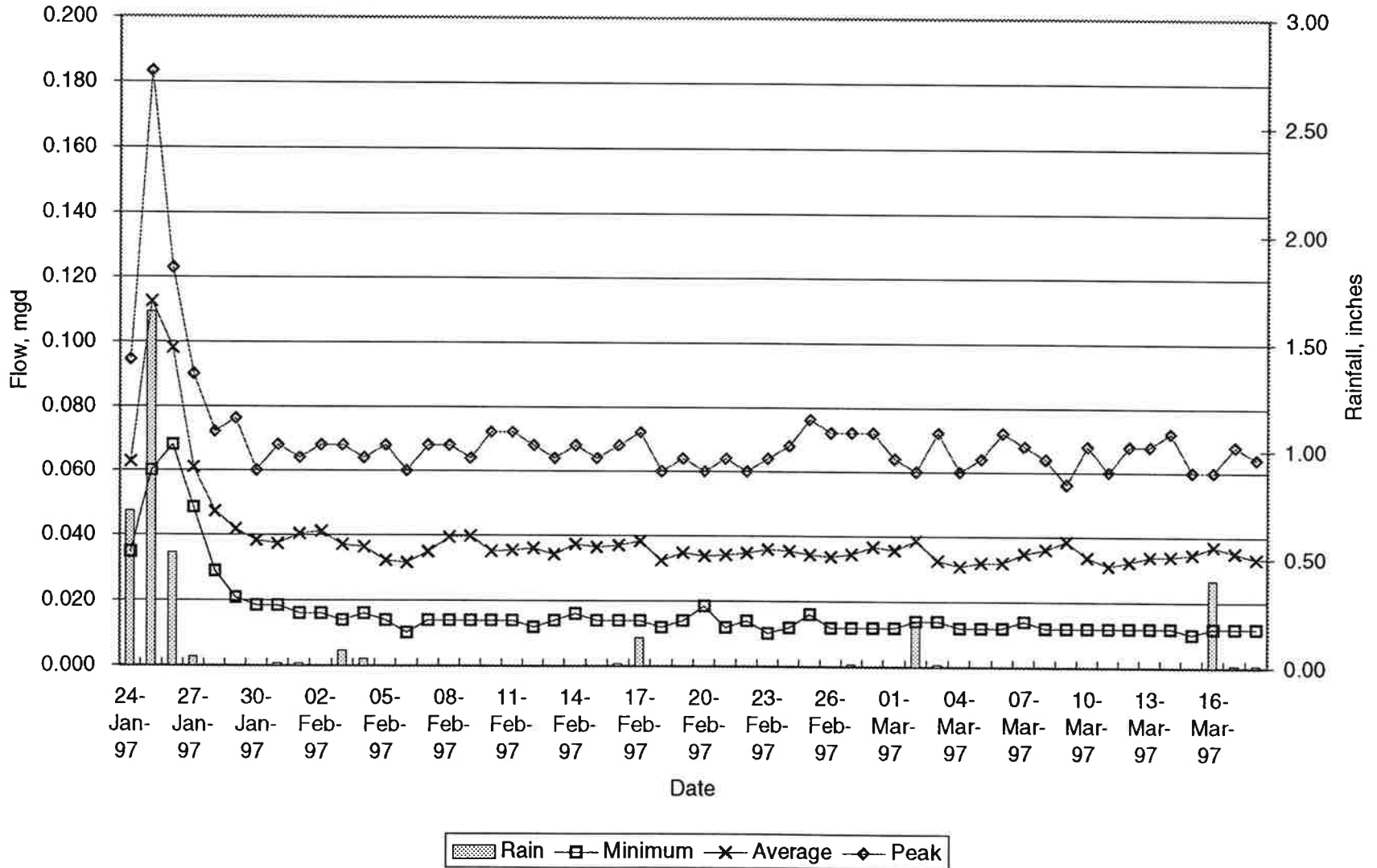
County of San Mateo  
 Daily Flow Rates -- Site 22 -- Polhemus Rd. at Ticonderoga  
 8" Diameter



County of San Mateo  
 Daily Flow Rates -- Site 31 -- Devonshire and Exeter  
 8" Diameter



County of San Mateo  
 Daily Flow Rates -- Site 41 -- 1706 Cordilleras  
 8" Diameter



County of San Mateo  
 Daily Flow Rates -- Site 42 -- Lake Blvd. and Oak Knoll  
 8" Diameter

