
Attention Contractors

Lateral Inspection Camera Instructions for the CONTRACTOR

After receiving many pre-sales lateral inspection videos, it is apparent that specific instructions for video procedure is necessary. It is up to the contractor to read the instructions carefully and ask for clarification if needed. It is the contractor's responsibility to inspect the video in order to be compliant with HTMA's instructions. If the contractor does not follow protocol, it will be the responsibility of contractor to redo the inspection video – not the homeowner. Guidelines for how the video inspection are to be performed are as follows:

1. **THE CONTRACTOR IS RESPONSIBLE TO SUPPLY USB VIDEO AND REPORT TO PROPERTY OWNER, REAL ESTATE REPRESENTATIVE, OR DELIVER COMPLETED INSPECTION TO THE AUTHORITY.**
2. The camera equipment used shall be one specifically designed and constructed for such inspections. Equipment capable of adding notes or observations is preferred.
(NO CELL PHONE PICTURES OR RECORDINGS OF REPORTS OR VIDEOS WILL BE ACCEPTED)
3. Lighting shall be sufficient to provide clear illumination of the entire perimeter of the pipe for several feet ahead and video must be clear enough to recognize pipe material and/or defects.
4. The video shall show the area around the point of entry in order to confirm the location as well as a clear image of the cleanout or the sewer main at the end of the survey. **(SHOW HOUSE & NUMBER)**
5. Video shall be from the **building wall to the sewer main**. If for any reason you cannot finish the inspection, it will be given back for completion.
6. The camera shall be pushed or pulled in as nearly continuous a motion as practicable, without skipping any portions of pipe. It shall also be pushed or pulled no greater than **30 feet per minute and shall be stopped to observe features such as joints, defects, branch connections or irregularities of any kind and shall be slowly advanced back and forth as needed to provide as full a view of any features as possible.**
7. Digital recordings submitted to the Authority must be in MP4 format, legibly labeled with the time, date, and address of the recorded session accompanied by the **Completed** Sanitary Sewer Lateral Inspection Report (more information is better than an incomplete report).

Note: ORD # 696, 244-49 (7) Permits video inspection oversight by the Township or Authority.

Failure to follow this instruction may and will be cause for video failure. Any questions, please call our office during normal business hours at 215-822-9300.

By signing below, you are acknowledging that you have read and understand the instructions and if you have any questions about the video procedure, you have contacted the Authority for answers.

Contractor Signature: _____ Date: _____