

**WATER RULES
AND
REGULATIONS**

**Willard Codified Ordinances
*Section 925.11***

City of Willard



2020

PREAMBLE

All rules and regulations are established under Ohio Revised Code Chapter 743.01 through 743.04 and Chapter 6109 - Safe Drinking Water, and Chapter 6111 - Water Pollution and 3745-95

The adoption of these Rules and Regulations is not for the purpose of imposing unnecessary or burdensome regulations upon the users of water from the City of Willard, but to provide for the safe, economical, and efficient management and protection of the water system and to provide for equal treatment of all customers of the City.

Reasonable diligence and care will be exercised to provide a continuous and sufficient supply of water to all customers at a normal pressure and to avoid any shortages or interruption in delivery. However, there is neither an express or implied guarantee that a continuous supply, fixed pressure or full volume shall always be maintained, the service being subject to all the variable conditions that could affect the ability of the Water Department to maintain normal service.

Every person, company or corporation, who uses water supplied to the premises after having made formal application for water service to the City of Willard, by taking such water, is considered as having expressed consent to be governed by these Rules and Regulations. Any violation of the Rules and Regulations shall be reason for discontinuance of water service until such time as the matter in question has been corrected to the satisfaction of the City.

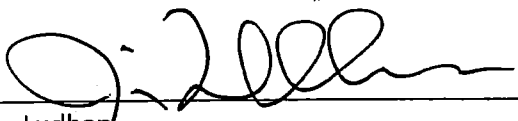
These rules and regulations shall have the same validity as ordinances when not repugnant thereto or to the constitution or laws of the state.

The following supersedes all previous publications of the Rules and Regulations for the City of Willard.

A copy of the Water Rules and Regulations is available upon request.

Approved this 4th day of February, 2020

Effective Date: 2/4/20, 2020



Jim Ludban
City Manager
City of Willard, Ohio

Revision Dates:

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PART I WATER SERVICE – GENERAL

1. CITY MANAGER TO MAKE RULES AND REGULATIONS

The City Manager is authorized and directed to establish water rules and regulations as established in the Ohio Revised Code Chapter 743 to enable the City Manager to fully and properly enforce the provisions of this article and insure the payment by water users for the water furnished by the City is in accordance with the rates established and also protect the water supplied to all customers. The jurisdictional area of these rules and regulations shall include any property, whether situated within or outside of the corporation limits, which is currently or in the future located within the City water service area and served with city water service. It is the intent of these rules and regulations to be consistent with current Ohio EPA and AWWA standards.

2. AUTHORIZED TAPS, OPERATE OR MAINTAIN WATER MAINS

No person except an employee or contractor authorized by the City shall tap, operate, or maintain the water mains, distribution pipes or the raw waterline under the jurisdiction of the City. Plans for commercial, industrial and raw waterline connections shall be submitted and approved by the city prior to construction or installation. In subdivisions, or where the construction of the water line and services are put in by the developer in accordance with city specifications, taps must be made under the supervision of the Maintenance Department. The property owner/developer shall pay all costs for taps, including opening and replacing streets, driveways or alleys, and all labor performed, and materials used.

3. NO GUARANTEE OF PRESSURE

The City does not guarantee a fixed or continuous pressure. Pressure is subject to variable conditions which may arise in the operations and maintenance of the water system. The City shall not be liable for damage due to a change in pressure.

4. CHEMICAL, PHYSICAL, AND BACTERIOLOGICAL CHARACTERISTICS

The water furnished shall equal or exceed the standards established by the US EPA Safe Drinking Water Act and the most current regulations of the Ohio EPA. However, the City does not guarantee the water as to quality, purity or temperature, these all being subject to variable conditions which may arise in the operation and maintenance of the water system. The City shall not be responsible for production of water suitable for manufacturing, etc., that requires water of a peculiar or special characteristic.

5. ENTRANCE TO PREMISES

The City reserves the right, through authorized agents, during normal business hours, to enter any premises to which the City water service extends for the purpose of reading, repairing, installing, removing, exchanging, and/or inspecting meters, for investigating cross connections, or for any other purpose which the City Manager or authorized agents may deem necessary for the proper operation and maintenance of the water system. When access is refused, the water may be turned off and not turned on again until the request of the City has been complied with and off/on charges as per the current rate schedule are paid.

6. STOPPAGE OF WATER SERVICE

The supply of water may be shut-off without prior notice in the case of leaks, breaks or failure in water mains, water services, pumping and auxiliary machinery, reservoirs or other water works equipment.

7. UNAUTHORIZED ACTS

No plumber or other person shall make connections with a customer's water service line, connect such water line when it has been disconnected by the City, or turn a customer's water on or off, without first obtaining written or oral permission to do so from the City.

8. NO WATER MAIN ADJACENT TO PROPERTY (INSIDE CORPORATION LIMITS)

Any property owner requesting water service that does not have a water main adjacent to the property (along the front or side of the property) must construct, at their expense, a water service line to the nearest water main. This water service line must be constructed in conformance with City construction standards as to size and location, shall be located outside of the city right-of-way line and shall be maintained by the property owner until a water main is installed adjacent to the property. When a water main is installed adjacent to the property, the water tap will be relocated to the water main and the previous tap may be abandoned as determined by the City. The property owner will be responsible for the time and materials in order to make the switchover as determined by the city.

9. WATER MAINS INSTALLED UNDER SUPERVISION OF CITY

All water mains installed under the supervision of, or accepted by the City, are hereby under the control of the City Maintenance Department. All other persons are forbidden to tap, change, obstruct, have access to, or interfere with them in any way whatsoever.

10. WATER LINE OR MAIN CONSIDERED PART OF CITY'S SYSTEM

A waterline or main now in service is considered a part of the City's distribution system even if the waterline or main was constructed of materials not acceptable or approved by the City or located other than in an approved location. The City is not and shall not be responsible in any way for the maintenance, repair or renewal of same, regardless of whether water service has been or is being serviced through such waterlines or mains, and regardless of the location of same. The City may require the owner to make improvements to the system as deemed necessary.

11. WATER SERVICE LINE UNDER CONTROL OF THE CITY

The service line under the jurisdiction of the City is that portion of the service line from the water main to and including the curb valve or to a meter pit (if approved by the city). This portion of line includes the valve at the main also known as the corporation stop (valve), curb valve, curb box, and includes a meter 1" or less in size. All other sections of the service line are the responsibility of the property owner. Anyone tampering with or damaging these appurtenances is subject to a penalty imposed by the Codified Ordinances (see Section 642.29).

12. DAMAGES DUE TO LEAKS

The City disclaims any responsibility for damage by water to any personal, or real property caused by leaks or broken or open pipes, meters or fixtures.

13. CITY NOT LIABLE FOR DAMAGE CAUSED BY INTERRUPTION OF SERVICE

The City shall not be liable for any damage resulting from interruptions in water service. Temporary water main shutdowns may be necessary by the City for improvements and/or repairs. Whenever possible, and as time permits, all customers will be notified prior to such shutdown. The City shall not be liable for interruptions, shortages or insufficiency in water supply or for any loss or damage occasioned thereby, if caused by accident, act of God, fire, strikes, riots, war, or any other cause. The City shall have the right to temporarily suspend delivery of water for the purpose of making repairs and/or improvements whenever it is necessary or convenient to the water system and it shall not be liable for any loss or damage caused. Repairs and/or improvements will be accomplished as quickly as is practicable and at such time as will cause the least inconvenience to customers. Interruptions in water service shall be in compliance with the current Ohio EPA notification requirements.

14. NOTIFICATION OF WATER TURN-OFF IN WATER MAIN

Before a main line is turned off for reasons of repairs and/or alterations, all customers affected will be notified, if possible. Such notifications shall be in compliance with the current Ohio EPA requirements.

15. NO CHARGE FOR WATER TO CITY DEPARTMENTS OR BUILDINGS

The City Manager is hereby authorized to direct the Water Department to provide water free of charge to city departments when used for city purposes only, and the furnishing of water free of charge to such city departments in the past is hereby approved. This Section follows ORC 743.27.

16. CONSTRUCTION STANDARDS

Plans of all water mains are to be constructed of materials of the size and type approved by the City Public Works Office in accordance with the approved City Construction Standards on file in said office. Water main plans may also need approval from the Ohio EPA.

PART II SERVICE INITIATION, TERMINATION, AND TERMS OF SERVICE

1. APPLICATION, CONTRACT, AND OBLIGATIONS FOR WATER SERVICE

- (a) An application for water/sewer service shall be made with the City Service Desk in accordance with these Rules and Regulations and when accepted shall constitute a contract. Service will be continuous if these Rules and Regulations are complied with or until termination is requested pursuant to these Rules and Regulations. The City requires all customers, owners and tenants alike or their authorized agents, to sign a contract with the City for water/sewer service. The landlord/owner shall be required to sign the water/sewer contract for owner-occupied residences or tenant-occupied residences where the landlord/owner is contractually obligated to pay the water and sewer charges. Tenant-occupied service addresses supplied with one (1) service line and one (1) meter shall require the tenant to sign the contract. The contract for water/sewer utility services must indicate whether a property is owner-occupied or tenant-occupied and which party is contractually obligated to pay the water/sewer bills. For all tenant-occupied service addresses, regardless of which party shall be responsible for directly paying water/sewer charges, the landlord/owner must, as a prerequisite for and a condition of receiving water/sewer service, sign the contract for water/sewer service from the City. Signing an agreement affirms that the landlord/owner agrees to allow the premises to be occupied by tenants and further that the landlord/owner agrees and acknowledges that the real estate taxes for the property located at the service address ultimately may be assessed for any unpaid water/sewer utility service charges.
- (b) The water/sewer contract form needs to be signed only once by the landlord/owner to cover all existing and future occupants allowed at the premises. However, said water/sewer contract form must be executed or renewed upon any transfer or change of ownership regarding the premises.
- (c) If the tenant is contractually obligated to pay the water/sewer bills, the tenant at that service address will receive all bills/mailings regarding that service address. If the owner is contractually obligated to pay the water/sewer bill, only the owner will receive a bill, however the owner is always responsible for the water/sewer bill.
- (d) If an owner is contractually obligated to pay the water/sewer bill and becomes delinquent and is notified pursuant to this Section, the City shall, after nonpayment, notify the tenant. a) by certification of mailing for single family tenants, and b) by serving notice at the entrance ways or entrance doors to individual apartments or units (where said doors are publicly accessible) to all known premises served by the account, that their water/sewer bill has not been paid and that they are facing termination of service within 10 days. The notification will state that the tenant must enforce their civil and contractual rights through the court system in order for the City to stop termination of service proceedings. If the City is notified by the Court or by court order that the owner is contractually obligated to pay, the City will allow thirty

(30) days from the date of notification for the landlord/owner to pay or for the tenant to take all available actions necessary to enforce the court's order.

- (e) In the event payment is still delinquent, the City may terminate service at the service address.
- (f) Applications for all types of water service must be made at the City Service Desk on the forms provided. It must be signed pursuant to the foregoing paragraphs.
- (g) Information regarding a customer's application is strictly confidential and used for internal uses only and shall not be disclosed except to authorized and properly identified agents of law enforcement who present a proper need to know statement to the City Manager.

Water tap fees are controlled by the Codified Ordinance Section 925.16 and the current fee schedule.

2. READING OF METERS, BILLING AND COLLECTION PROCEDURES

- (a) All accounts shall be read and billed monthly or as otherwise directed by the City Manager.
- (b) Whenever customers are in an area which is annexed to the City, the immediate billing following the annexation shall be charged at the rate applicable to the major part of the billing period.
- (c) Monthly billing of accounts shall be performed as follows:
 - (1) The owner/tenant will be billed on the 1st of each month. Services not paid by the 18th of the month will have a 10% penalty applied to the current amount due on the following day. Services not paid will be subject to the shut-off date as printed on the bill. Services will be discontinued without further notice on the shut-off date indicated unless payment is received, or prior payment arrangements made by 4:00 pm on the day BEFORE the scheduled shut-off date. Services not paid by the printed shut-off date will be assessed an additional late fee as stated in the current fee schedule.
 - (2) Each reading will be made as near the same date as possible. If the meter reader is unable to procure a reading for any reason beyond his control, a read card will be left, and if not returned to the City Service Desk in City Hall, the reading will be estimated using previous experience as a guide or based upon known facts.
 - (3) Should a meter prove to be inoperable or unreadable, the City shall estimate consumption based upon the previous three (3) months of actual metered consumption, or as determined with concurrence of the City Manager. However, no more than two consecutive estimated bills will be issued based upon estimated consumption. Meter readers and other Maintenance

- Department employees are to have free access during normal business hours to read, check, remove, or repair water meters. If said access is forbidden, refused, restrained, or made impossible, water may be turned off. (Sec. 925.06 Turn on Fee)
- (4) Automatic Meter Reading (AMR) meter(s) shall be required for existing water customers who continually (after two (2) attempts) fail to make available the water meter for reading by the meter reader or for meters that are in an unsafe or unacceptable area or upon the discretion of the Maintenance Department personnel with the approval of the City Manager. In such cases the meter will be changed to an AMR meter at no additional cost to the property owner.
 - (5) City Service Desk personnel shall, using the reads obtained, figure and bill these accounts during the same month. In the case of no reading, a calculated average of past consumption will be charged.
 - (A) In the event the amount billed is not paid in full on or before the due date on the bill, the amount due after the due date shall be paid. This amount is equal to the current amount due times 1.1 plus any amount in arrears.
 - (6) Before service will be restored to a customer, the bill must be paid in full, in addition to a delinquent charge as prescribed. The turn-on of the delinquent service will be accomplished during normal working hours only. If the delinquent account has been paid in full before 4:00 p.m., the Maintenance Department will make every effort to restore the water service by the end of the normal working hours. The Maintenance Department will not guarantee same day turn-on for delinquent accounts nor authorize overtime pay for same.
 - (7) If, at any time, a delinquent account is found to be turned on after it has been discontinued for nonpayment, the service line may be excavated and disconnected at the direction of the City Manager. All costs incurred by the City will be charged to the property owner and paid before a reconnect order is issued. Any and all water used shall be paid for prior to the reconnect.

3. ADJUSTMENT OF BILL

All water that passes through a meter shall be charged whether used, wasted, or lost by leakage.

- (a) If a customer feels unjustly charged, the customer may forward in writing all facts pertinent to the account in question within ten (10) days to the City Manager for a final decision. The customer may request a meeting with the City Manager to explain why he feels an error has occurred.
- (b) The City Manager may approve the removal of the sewer charges if the water used did not go to the city's sewer system. (Also see Part II, Section 6).

4. MINIMUM BILLING

Minimum billing shall apply to all active accounts, even those with no actual water usage as stated in the current rate schedule.

Multiple minimums shall be the minimum billing according to the user class multiplied by the number of units served as stated in the current rate schedule.

5. DEPOSITS (IF REQUIRED)

At the time of application for water/sewer service, a deposit may be required of applicants. The amount of deposit shall be as provided in the current fee schedule. The deposit will be applied to the final bill for the service address for tenant accounts and for owner-occupied accounts. The City will not provide letters of credit to other Cities.

6. PROPERTY OWNER RESPONSIBLE FOR WATER USED AND COSTS

The property owner shall be held responsible for all water recorded by the water meter used on the property (Ord. 925.08). If a major leak should occur on the customer's side of the water meter, and it can be proven to the satisfaction of the City Manager that the water did not go **directly** into the sanitary sewer, then an adjustment to the **sewer** charges of the bill can be made. Said adjustments shall be based on the average water usage of the previous three months. Additionally, the owner will only be granted such adjustment once during any three-year period, and it shall be shown to the satisfaction of the City Manager that the necessary water repairs or changes have been made. If a major leak occurs on the customer's side of the water meter of an outside water only user account, the City Manager may adjust the water bill based on the in-city water rate (i.e. the customer will pay for the metered water used based on the in-city water rate and not the extra surcharge). Additionally, an outside water only user may only be granted such adjustment once during any three-year period, and it shall be shown to the satisfaction of the City Manager that the necessary water system repairs or changes have been made.

Property owners are responsible for and obligated to pay the City all labor performed, all materials used for opening and repairing pavements or driving portions of streets, public driveways, or alleys opened for all new installations of water services. Applications for opening streets, driveways, and alleys must be made to the Public Works Office for approval before starting construction.

7. DISCONTINUE WATER SERVICE

If it is necessary to discontinue water service because of an unpaid or past due account(s) then all past due bills (See Sec 925.06) must be paid before service is reinstated. A late charge will also be charged but may be applied to the next regular billing.

8. TURN-OFF OF WATER TO CUSTOMER

The supply of water through any service may be turned off and the contract therefore terminated by the City Manager or designated representative for the following reasons, after an effort has been made to notify the customer that the water service to the subject premises is being discontinued:

- (a) For willful waste of water.

- (b) For failure to promptly repair leaking service branch after a five (5) day notice to repair has been issued either in writing or verbally to do so.
- (c) For the use of water on any premises other than that recorded on the application, except as may herein otherwise be provided for.
- (d) For cross-connection or interconnection with any other supply of water when not approved by the Maintenance Department. This includes installation of pipe and fixtures such that a possibility of back siphon or backflow exists in the opinion of the City Manager or his designated representative.
- (e) For tampering with any service line, meter, to include installing a meter spud in place of a meter, curb stop, corporation stop, or any appurtenance, or the seal on any appurtenance. Violators of this Section may also be prosecuted under ORC Section 4933.22.
- (f) For nonpayment of water/sewer bills or other charges assessed under the terms of these Rules and Regulations.
- (g) For failure to provide reasonable and safe entrance to premises for the purpose of reading, inspection, installation, maintenance or removal of meter and inspection of water piping.
- (h) For making any additions or alterations in or about the water service line without notice being previously given to and permission obtained from the City.
- (i) For failure to pay the water bill at any location for which a customer has a valid contract or the water bill at any property for which a customer has guaranteed payment.
- (j) For failure of a water user and/or property owner to execute a proper contract for a supply of water.
- (k) Water to vacant property may be turned off by the City as such vacancy becomes known unless otherwise arranged for beforehand and the contract terminated if in the opinion of the City, damage may be caused to building or contents.
- (l) When a building or premises receiving temporary services has been completed to the extent that a meter could be reasonably protected and has not been installed.

9. NON-PAYMENT

If water service is turned-off for non-payment and no attempt for payment has been made for a period of thirty (30) days after the date of turn-off, then the account shall be finalized, and the deposit applied to any outstanding bills. Furthermore, if it can be determined that the residence is occupied and has been without water for seven (7) days or more, an official notification will be made to the Huron County Health Department. If the service is subsequently requested for reinstatement, a new application for service and any deposits required or turn-on fees must be paid before water will be turned back on.

10. WATER TURN-ON

The supply of water turned-off under Section 8 will not be turned-on again until the cause of the turn-off has been removed and all charges per the current rate schedule have been paid. Water to a premise shall be turned on only by employees of the Maintenance Department when turned

off for any of the reasons set forth in Section 8. Turn-ons shall be authorized during normal working hours only.

11. APPLICATION FOR SERVICE BY DELINQUENT CUSTOMERS

Property owners who are delinquent in payment for charges for water, supplies, meter or service reconnect will not be given water service to other properties owned or rented by them until all bills owed by the applicant have been paid in full. Water service will not be given to the property owner's agent/representative for any property owned that is delinquent. The City may deny any future applications/contracts for water/sewer service if a tenant who was responsible to pay for the water/sewer service at another service address has a delinquent bill. These tenants will be denied service until the delinquent bill is paid in full at the other service address. This provision applies until the delinquency has been certified to the County Auditor for collection.

12. FINAL BILLS

Property owners or tenants who are responsible for the payment of the water/sewer bill, wishing to terminate their water/sewer service contract may do so in person or by telephone. When the City Service Desk is notified that a customer wishes to terminate the service, a final reading will be made. However, if the reading equipment is not working, an appointment will be established to allow the meter reader entry to the premises to obtain a final meter reading. The final bill will be prepared stating all the charges required to be paid.

13. TERMINATION OF SERVICE ON TENANT OCCUPIED ADDRESS

Water turn-off may follow if any situation outlined in Section 8 occurs or if a final bill is requested pursuant to Section 12. If an account is current where the tenant is obligated to pay the water/sewer bill and the landlord/owner requests a turn-off of service at the service address, there will be no termination of service unless the landlord/owner supplies the City Service Desk with an eviction order from the Court. Water service will be terminated according to the date of eviction order provided by the court order.

14. TERMINATION OF SERVICE FOR VACANT PROPERTIES THAT WERE TENANT OCCUPIED

If both the landlord and the tenant request the turn-off of service pursuant to Section 13, there is no requirement for the City to mail any notifications to anyone and turn-off may be done immediately.

If the tenant requests a turn-off and they were the party obligated to pay the water/sewer bills, telephone contact will be attempted, or a notice will be mailed to the landlord/owner. This notice shall inform the landlord/owner that termination of water/sewer service was requested due to property vacancy by the tenant. The notice will provide for a three (3) day response time to protect the property from termination. If the landlord/owner requests turn-off service due to the fact that the property is vacant, notice will be mailed to the service address that termination of water/sewer service was requested due to property vacancy. The notice will provide three (3) day response time if the property is not vacant.

If there is no contact by the tenant, it will be assumed that the service address is vacant and then the service will be terminated immediately. If the property is occupied, the procedures set forth in Section 16 will be followed as to termination of service.

15. FINAL METER READING/BILLING PROCEDURE; CHANGE OF PROPERTY OWNER

In an effort to reduce any hardships incurred in implementation of ORC Section 743.04 in reference to the change of property owners, the following procedure shall be implemented.

- (a) When the property to which water/sewer service is provided is about to be sold, any party to the sale or his agent may request a read of the meter at that property address and to render within five (5) days following the date on which the request is made, a final bill for all outstanding charges for water/sewer service. Such a request shall be made at least five (5) days prior to the transfer of the title of such property.
- (b) When Section 15(a) has not been requested and the change of water/sewer service is after the fact of the transfer, the final meter reading shall be taken at the time of the request and the final bill mailed to the previous owner. After sixty (60) days, if the final bill for the previous owner remains delinquent, a thirty (30) days' notice of intent to certify the account to the County Auditor for collection shall be sent to the current owner of record. If at the end of the thirty (30) day notification period, the account remains delinquent the account shall be certified to the County Auditor for collection under ORC Section 743.04. Please be aware that the County Auditor will include an administrative fee to amount certified to them for collection.

16. DELIVERY OF BILLS

When bills are sent or delivered to premises supplied with water/sewer, the occupant shall pay the bill if they are the customer or if not, return the bill to the City Service Desk accompanied by a statement as to why the bill is being returned. Failure to receive the bill shall not relieve any person of their obligation to pay the bill and any applicable late charges.

17. WATER SHALL BE SHUT OFF AGAINST DELINQUENTS

Whenever any owner or customer becomes delinquent in the payment of water bills or of any other obligation to the City, the water shall be shut off from any premises of such owner or customer, notice having previously been given as provided in these regulations, regardless of whether such indebtedness was incurred at the premises where the service is discontinued or at any other property of such owner.

PART III SERVICE LINE PROVISIONS

1. WATER CONNECTION (TAP) FEES

Water tap fees are controlled by the Codified Ordinance Chapter 925. These fees must be paid in advance before a tap can be made. The turn-on fee must be paid in advance before the water will be turned on.

2. INSTALLATION OF TAPS AND SERVICE CONNECTIONS

- (a) Only the City or contractors authorized by the City can tap water mains. A typical water connection consists of a corporation stop (valve) at the water main, a service line to the curb valve, the curb box (generally located at the right of way line), and an AMR meter (1" or less in size). These are all City property and are to be maintained and under the control of the Maintenance Department.
- (b) Taps and service connections shall be installed to serve only those premises which are located on dedicated streets or thoroughfares or which abut a plot for which an easement has been duly executed and accepted by the City.
- (c) Service connections may be obtained by applying at the City Service Desk. For all applications for three or more units, a plot plan must be submitted to the Public Work Office before the application is filed. Such application shall contain the name of the owner of the premises, or his agent, the use to which water is to be applied, the correct name of the street, street number, lot number and plot plan of the premises to be supplied with water. All zoning permits must be approved prior to the water service being connected.
- (d) Taps and service connections shall be installed only by the Maintenance Department or an approved contractor with guidance from the Maintenance Department. Installation will be made only after customer's service branch has been properly inspected and the City has been notified.

3. INDIVIDUAL WATER SERVICE OUTSIDE THE CITY CORPORATION LIMITS

- (a) Water service outside the City Corporation limits may be authorized provided, the Public Works Office verifies the following conditions are met:
 - (1) Water is available from the city's current water supply
 - (2) A water line extends for the entire frontage of the applicant's property.
- (b) However, in unusual and exceptional cases where the property line of the customer requesting service is determined by the city to be:
 - (1) An excessive distance from an existing water line,
 - (2) The cost to extend a water line across the entire frontage of the property by the customer is determined by the City Manager to be prohibitive,
 - (3) The City has no current plans to extend a water line along the entire frontage of the customer's property.
 - (4) There is no current prospect of further growth and/or development in the area,

The City Departments, with concurrence of the City Manager, may serve the customer by:

- (a) Allowing the installation of a meter (pit) in the public right-of-way at the location of the public water line nearest the customer's property line,
- (b) Allowing the customer to connect a privately-owned water service line.
- (c) The privately-owned water service line must be constructed in conformance with City construction standards
- (d) The privately-owned water service line shall be located outside of the public right-of-way line and shall be maintained by the property owner.

The customer shall comply with all the city's construction standards when installing the privately-owned water service line to the public water main and constructing the appropriate meter pit.

The customer shall not permit others to connect to or receive water service from said customer's privately-owned water service line.

In the event a water line is later extended across the customer's property, the customer shall at the customer's expense discontinue the use of the privately-owned water service line and shall pay all costs and charges for water service from such extension, the same as if the customer had not previously received water service through a privately-owned water service line.

The City Manager may require the customer to waive the right to protest the construction of a public water line along the entire frontage of the customer's property before permission is granted to serve the customer's property by means of a privately-owned water service line.

When the service is authorized, the applicant agrees pays all appropriate surcharge fees as charged customers outside the corporation limits of the City as specified in the current fee schedule. except those covered by special assessment, contract, or other governmental agencies.

Applicant shall abide by the current Rules and Regulations as are herein provided for services within the city limits and any others which may be adopted.

4. ONLY CITY PERSONNEL TO OPERATE VALVES, ETC.

All curb stops, corporation stops, etc. as well as any other water valves in a public easement or public right of way shall be under the absolute control of the Maintenance Department and shall not be tampered, interfered with, or operated by unauthorized persons.

5. TERMS AND CHARGES FOR INSTALLATION OF TAPS AND SERVICE CONNECTIONS

Payment for water taps and service connections must be made in advance by the applicant for said service. The current tap and service connection charges shall be in the current fee schedule.

- (a) Service taps larger than 2" shall be made by a City approved contractor after all fees have been paid.
- (b) Service taps 2" and under shall be made by the City Maintenance Department after all fees have been paid.
- (c) The City shall install the water service line to and including the curb stop shall be installed by the Maintenance Department at the cost of the customer. Such costs shall

include the cost of all labor, material, and any capital recovery fees incident to the service installation as determined by the City in the current fee schedule.

The service line on the customer side of the curb stop shall be installed by the customer at the customer's cost.

No service line shall be installed closer than ten feet horizontally or eighteen inches vertically to any sewer.

6. SEPARATE SERVICE LINES SERVING TWO OR MORE DWELLINGS

- (a) Where a service line for existing multiple occupancy units (duplex or triplex) are serviced by the same service line on a property that becomes vacant, is rehabbed, or has a service line that is in need of repair or replacement a manifold setting will be required by the city in order to provide each unit with a separate service line, curb stop and a separate meter. No more than two metered services shall be fed off a three-fourths ($\frac{3}{4}$) inch CTS tap except in a situation where said tap already exists.
- (b) The charges for the manifold set-up for this type of metering shall be based upon the size needed and the specific type of manifold to be fabricated by the Maintenance Department and will be determined by the Maintenance Department.
- (c) In case of an existing duplex(es) with single meter and shutoff (installed prior to this rule) where the owner requests a second meter, the owner must install a separate line from the premises to the existing curb stop. The fee for a manifold service will be paid by the applicant. The Maintenance Department will install the manifold service.
- (d) No multiple service connections shall be shared with a separate parcel.

7. TAPS – SERVICE SIZE – MATERIALS

The City will not make recommendations as to the tap sizing or guarantee of sufficiency.

All service line material shall conform to current City construction standards on file in the Public Works Office.

8. WATER SERVICE LINE REPLACEMENT

Water service line replacements shall be sized the same or larger than the line being replaced, however no service line replacement shall be smaller than three-fourths ($\frac{3}{4}$) inch CTS. All service line material shall conform to current City construction standards on file in the Public Works Office.

9. MAINTENANCE AND REPAIRS TO TAP AND SERVICE CONNECTION

- (a) Only the Maintenance Department is permitted to make repairs to the tap or service connection. When deemed advisable by the Maintenance Department, the entire service connection may be replaced.
- (b) Repairs to a water tap and/or service connection two (2") inches and smaller in size shall be assumed by the Maintenance Department unless the repairs are made necessary because of work done by the owner/customer, in which case the owner/customer shall pay the full cost thereof.

- (c) Where a tap and/or service connection is damaged by a contractor or other utility, the full cost of repairs shall be charged to those responsible for the damage.
- (d) The total cost of repairs of services larger than two (2") inches is to be borne by the owner/customer.
- (e) The City shall maintain in good repair that portion of the service line between the water main and including the curb stop for service lines two (2") inches and smaller. The customer shall maintain that portion of the service line on the property side of the curb stop in good repair and protect the same from frost at their cost.

10. LEAD-FREE PIPING, PLUMBING, FIXTURES AND SOLDER

Section 1417 of the Safe Drinking Water Act (SDWA) establishes the definition for "lead free" as a weighted average of 0.25% lead calculated across the wetted surfaces of a pipe, pipe fitting, plumbing fitting, and fixture and 0.2% lead for solder and flux. The Act also provides a methodology for calculating the weighted average of wetted surfaces.

The Act prohibits the "use of any pipe, any pipe or plumbing fitting or fixture, any solder, or any flux, after June 1986, in the installation or repair of (i) any public water system; or (ii) any plumbing in a residential or non-residential facility providing water for human consumption, that is not lead free."

Additionally, there is a prohibition on introducing a pipe, any pipe or plumbing fitting or fixture, any solder, or any flux that is not lead free into commerce; unless the use is for manufacturing or industrial purposes.

No person, firm or corporation (including City staff and account holders) shall introduce, install, repair or otherwise alter service line piping, plumbing, fixtures or solder in violation of the "lead-free" provisions of Section 1417 of the USEPA Safe Drinking Water Act nor of the similar provisions of ORC 6109 and Chapter 3745-81: "Primary Drinking Water Standards" of the Ohio EPA, either now in place or as adopted in the future.

11. SERVICE LINE LEAKS, BREAKS AND REPAIRS

In the event that a leak occurs between the curb valve and the meter it shall be the responsibility of the property owner to make the necessary repairs to the same within an expedited period of time. When the City discovers a leak, the property owner will be notified to make the necessary repairs. If within five (5) days the owner has not taken steps to repair the leak (by accomplishing the repair or providing a copy of an executed contract to do so), the water service to the premises may be shut-off at the curb valve. Water service to the premises will not be restored until the ordered repairs have been completed.

12. SERVICE LINE ABANDONMENT

When an existing water service line has been abandoned by the property owner or when the structure served by the water service line is demolished, the City may require the property owner to expose the water main so the City can cut off the abandoned water service line at the water main, close the corporation stop, and remove the service, unless redevelopment plans or a building/zoning permit application have been submitted indicating the re-use of an existing

service line. All costs (i.e. any street repairs and the cost associated with the service line abandonment associated with such work shall be at the expense of the property owner.

13. ATTACHMENT OF WIRE TO SERVICE LINE FORBIDDEN

All individuals, business, and industries are forbidden to attach any energized wire or faulty wires to any plumbing which is or may be connected to a water service connection or water main line belonging to the City; the City will hold the account holder liable for any damage to its property or injury to its personnel occasioned by such wire attachments. The presence of such wire attachments will be enough cause for immediate discontinuance of service.

PART IV METERS

1. METERS

Upon payment of the tap fee, the City will furnish what the service demands up to and including a 1" meter. Any special meter or meter size larger than 1" must be approved by the City and shall be purchased by the owner. Any meter 2" and above must install a by-pass and by-pass meter at the expense of the owner. After the installation, the City will maintain 1" and smaller meters. The City will not maintain any by-pass meters. Customers shall be responsible for the cost of replacing any special meter or meters 2" and larger if the meter can no longer be feasibly maintained. Stolen or frozen/damaged meters are subject to replacement charges and shall be paid by the owner.

2. RESIDENTIAL WATER METER

Residential water meters are normally 1" or smaller in size. The property owner has the option of the size of the meter ($\frac{3}{4}$ "- $\frac{5}{8}$ ", $\frac{3}{4}$ " or 1"). Only 1" or smaller meters are furnished by the City; otherwise, the property owner will have to purchase a meter approved by the city. NOTE: Minimum monthly water bills is based on the size of the water meter (see current water rates).

3. SEPARATE METERS AND CURB STOPS

All apartments or houses converted into apartments (less than three units) must have separate meters and curb stops, or one meter sized properly for the estimated usage and a curb stop or shut-off valve for each unit. If one meter is used, only one bill will be sent to the property owner or his authorized agent, and the multiple minimum charge will be added for each unit. This section shall apply to all new construction upon approval. Existing apartments may be evaluated by the City Manager, and if a change is deemed necessary, the property owner will be notified to conform to the regulation in the time frame as determined by the City Manager or the water service may be discontinued.

4. BACKFLOW PREVENTION DEVICES

Approved backflow prevention devices shall be installed on each service line to a consumer's water system serving premises and are regulated by the Backflow Prevention section of these rules and regulations and the Ohio EPA.

5. LAWN METERS

- (a) A customer of the water system may purchase an additional meter (subject to Part (c)) from the City and install the water meter at the customer's own expense on an outside water line used by the customer solely for the watering of lawns or other outdoor activities where the water used does not return to or enter the City sanitary or combined sewerage systems. Any water used through such a meter shall be billed as water consumption only and the rate established in the current rate schedule. The customer shall not be liable to pay any charge for sanitary sewer usage for such a meter.
- (b) Existing lawn meters require a backflow assembly after the lawn meter due to possible health hazards from chemicals in pools, sprinklers, chemical sprayers on hoses, etc. The city will determine what backflow device must be installed per backflow

prevention measures required in the backflow section of these rules and regulations. The backflow assembly must be inspected and tested annually with an inspection report submitted to the City by a contractor approved by the City.

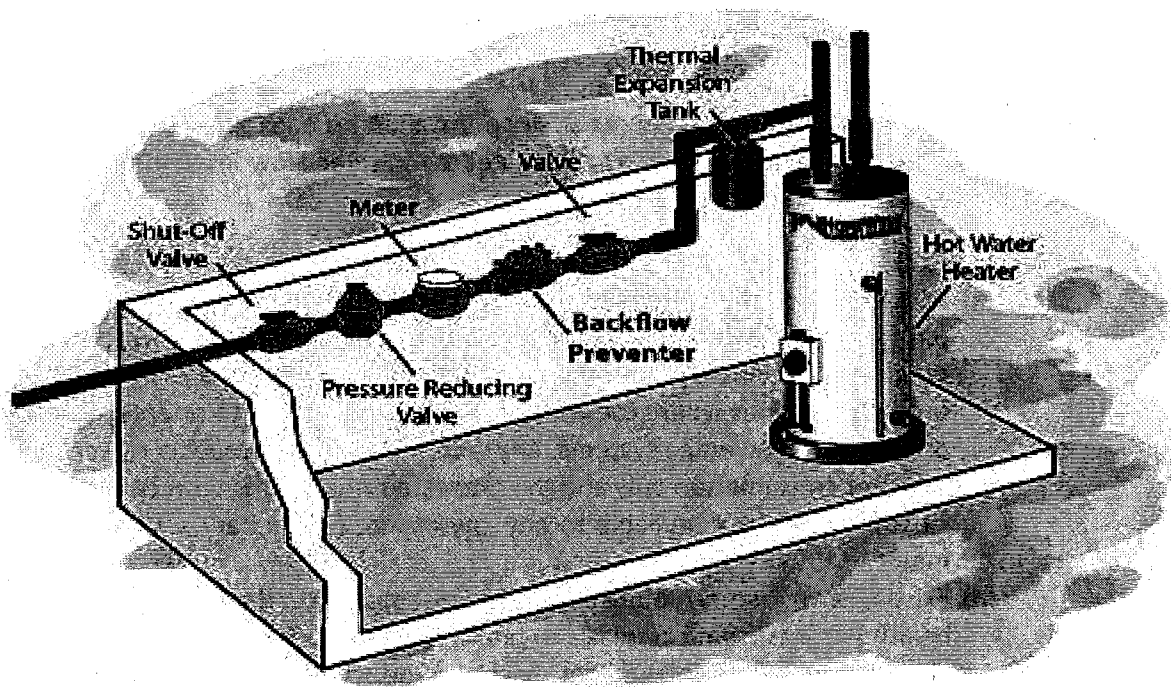
- (c) New lawn meters are required to install a reduced pressure backflow assembly device (ASSE 1013) after the water meter. The City will determine what backflow device must be installed per the backflow prevention measures required in the backflow section of this regulations. An inspection is required at installation and yearly thereafter. An inspection report is to be submitted to the City by a contractor approved by the City.

6. WATER TAP FEES

Water tap fees are controlled by the Codified Ordinance Chapter 925. These fees must be paid in advance before a tap can be made. The turn on fee must also be paid in advance before the water will be turned on.

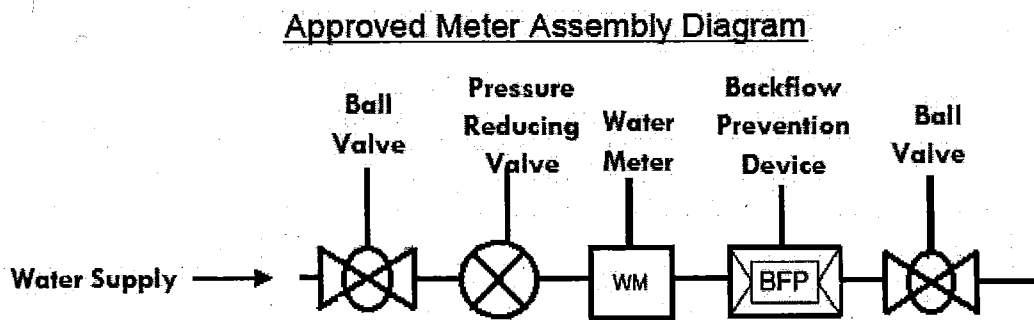
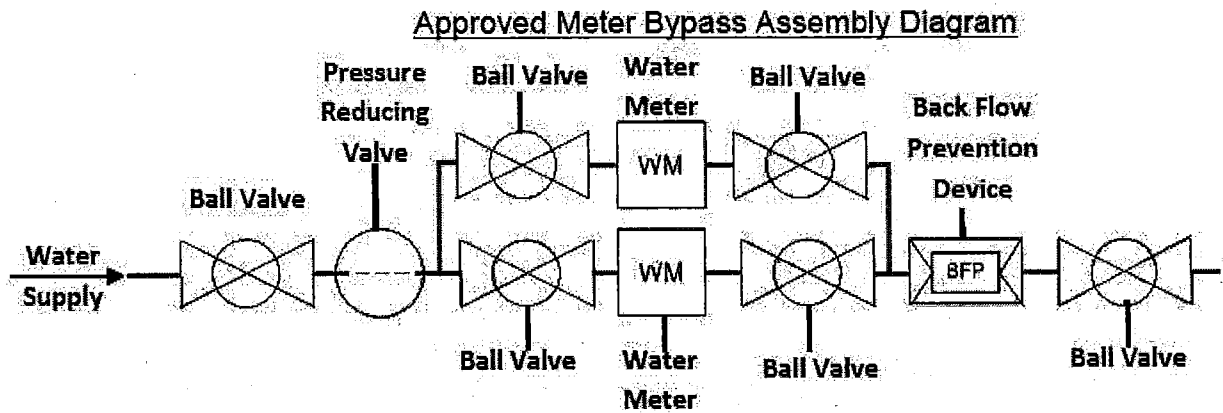
7. TYPICAL RESIDENTIAL WATER METER INSTALLATION

All services must have a shut-off valve of approved type (ball type) installed before and after the water meter. All valves and meters shall be located immediately in the interior of the building where the service enters. The location may be altered by permission of the Maintenance Superintendent. Meters and valves must be in an area not subject to freezing. A customer who has existing gate valves will be allowed to repair the existing valves however if they cannot be repaired then a ball type valves must be installed. Approved backflow prevention devices shall be regulated by the Backflow Prevention section of these rules and regulations and the Ohio EPA. (SEE FIGURE BELOW). Property owners must make provisions for installation of AMR meter equipment. (Note: If pressure reducing valve is warranted, install between the shut off and the water meter.)



8. TYPICAL COMMERCIAL/INDUSTRIAL SYSTEM WATER METER INSTALLATION

- (a) No persons except an employee or contractor authorized by the City shall tap the water mains or distribution pipes under the jurisdiction of the City. The property owner being served is to pay for all costs for making taps, including opening and replacing streets, driveways or alleys, and all labor performed, and materials used.
- (b) Only 1" or smaller meters are furnished by the City; otherwise, the property owner will have to purchase the meter. A bypass around the meter is required for all meters 2" and over. These bypasses require meters specified by the City along with approved backflow devices. If a meter pit is required, City specifications must be followed. The meter must be readily accessible for inspections, testing and maintenance.
- (c) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises meeting all City specifications. The approved backflow prevention device shall be determined by a survey of the water usage practices and hazards performed by the Water Department.
- (d) Booster pumps will require reduced pressure backflow assemblies and low-pressure cut-off devices. (ASSE 1013)



9. WATER METER REPLACED

It is the property owner's responsibility to repair any piping that is in poor condition or is not located so that the meter may be placed in an easily accessible position. In the case where piping in the interior of dwelling or within the walls of dwelling is in poor condition and the meter is bad, the City will furnish the meter and the property owner will need to obtain a permit from the building department indicating who will perform the work to install meter so to avoid the possibility of the City being responsible for any further damages to the piping. If arrangements are not made within three (3) days of said Notice, service will be turned off until the new meter furnished is installed and approved.

The City will normally make meter change outs at no cost to the residential property owners subject to the paragraph above.

All services shall be metered unless specifically exempted by these Rules and Regulations.

Water Meter general requirements:

- (a) The City will attempt to install AMR meters on all water services.
- (b) Services not required to be metered are temporary services to a premise when it is not practical to install a meter because of difficulty of protecting the meter during construction of a building. This installation is permitted only until in the opinion of the Maintenance Department that the building has been completed to the extent that reasonable protection can be given to the meter.
- (c) When in the opinion of the Maintenance Department it is possible to meter water used for building construction or any other type of construction or the amount of water being used is much greater than paid for under the rates provided. Then a properly sized meter shall be installed at the owner or contractor's expense or a permanent meter installed as provided for by these Rules and Regulations.
- (d) Deficient water service not meeting current regulations. Existing water services that do not meet the current city regulations shall be corrected by the owner at the earliest possible date but no later than 30 days after notice of said deficiency. Failure of the owner to correct the deficiency in the timeframe will give the Maintenance Department the right to enter the property to make said corrections. The cost of which to be paid by the owner on a time and material bases. The owner can agree to have the bill placed on the normal water/sewer bill to be paid over an agreed amount of time (no longer than 9 months). Example: A water service that has no shut off or cannot be shut off because it would shut off another customer.
- (e) Auxiliary Meters: Auxiliary meters may be purchased and set by the owner of the premises for the purpose of determining the amount of water used in certain areas of the premises; however, the Maintenance Department will not read these meters nor be responsible in any way for their accuracy or maintenance.
- (f) Removal of Meters: Meters shall be removed only by authorized employees of the Maintenance Department except as otherwise herein provided for. Violations of this regulation will result in immediate discontinuance of service and a service charge being added to the customer's account for expenses incurred in addition to charges

for damage to or loss of meters and charges for unmetered water estimated to have been used.

- (g) **Meters Subject to Inspection:** Meters shall be subject to inspection by duly authorized representatives of the Maintenance Department during normal business hours. Refusal to admit a duly authorized employee for the purpose of reading, inspecting, maintaining or changing a meter shall be considered a violation of these Rules and Regulations and may be cause for discontinuance of service.
- (h) **Meters Shall Be Accessible:** Meters shall be freely accessible and shall not be hidden or covered with building materials, boxes, or any other obstruction.
- (i) **Customer to Protect Meter from Freezing:** The customer shall make ample provisions for the protection of the water meter against freezing. Damage caused by freezing or by the passage of hot water through the meter shall be repaired or replaced at the cost to the customer. Changes in piping necessary to reset a meter to avoid freezing shall be at the cost of the customer.
- (j) **Meter Repairs and Charges:** If repairs/replacement to a meter are required by the Maintenance Department caused by freezing, hot water, neglect or malicious damage a charge based on the actual cost for repair/replacement of the meter will be assessed to the customer.
- (k) **Testing of Meters:** The Maintenance/Water Department reserves the right to test or to require the owner to have a test for accuracy of any and all meters within its distribution system. Accuracy limits are defined as 2% plus or minus of 100%.
 - (1) Residential and commercial meters less than 1" and smaller in size will be replaced if found to be inaccurate by the City.
 - (2) Residential, commercial and industrial meters, greater than 1" shall be tested periodically with all costs for testing shall be borne by the property owner. The costs of repairs, replacement and retest of any meter in this Section found to be inaccurate shall be borne by the property owner.

10. TAMPERING WITH METER/BACKFLOW DEVICE

If the City finds or has evidence that a meter or backflow device has been tampered with, broken, by-passed, removed, or in any way adjusted, to hinder its performance for registering properly, then the water service may be turned off, the water bill adjusted to normal estimated quantity of water used, and the service will not be turned on until all bills and charges have been paid for water used and repairs made. This will include a fee to defray expenses of turning off and on. (Fee established in Chapter 925 of the Codified Ordinances.) The criminal laws of the State of Ohio provide severe penalties for tampering with meter seals, etc. Restitution herein provided in no way relieves any person from criminal penalty.

11. BY-PASS ON METER SETTINGS

All commercial non-residential and industrial accounts size two inches (2") and larger must have a by-pass line and a test port for the purpose of testing the meter without interruption or loss of service to the customer. Such by-pass installation shall be in accordance with the City specifications and shall be sealed. The City requires a meter be installed on the bypass. The

bypass meter will only be billed when it is used (normally when the main meter is down for repairs). The normal monthly charges do not apply to a bypass meter.

12. METER TO BE OBTAINED FROM THE MAINTENANCE DEPARTMENT

All water meters ¾" or 1" in size used for all purposes of measuring water flows shall be purchased from the Maintenance Department. All other meters shall be purchased by the property owner and must meet City specifications and be approved by the City prior to installation.

13. OBSOLETE WATER METERS

All water meters ¾" or 1" in size which have been determined to be obsolete by the City Manager shall be replaced at no cost to the property owner. An AMR meter will be installed by Maintenance Department on all obsolete meters. Larger meters that have been determined to be obsolete by the City Manager shall be replaced by the owner at the direction of the Maintenance Department and shall meet current city specifications. The City Manager shall determine the timeframe for the meter replacement, normally this timeframe shall be within 30-60 days.

14. AUTOMATIC METER READING (AMR)

All new water services shall be required to have installed on their water service at the time of construction, an automatic meter reading system (AMR). On all new construction, the AMR meter (¾" and 1" meter) will be furnished by the Maintenance Department and installed by the owner, builder/developer in cooperation with the City, upon receipt of payment by the owner, builder/developer of the tapping charges in accordance with the current fee schedule. The Maintenance Department will be changing all residential water customers to AMR read meters at no additional cost to the residential customer. Installations will be made by the Maintenance Department and are subject to normal departmental operations and seasonal workload.

15. RESIDENTIAL METER PITS

Residential meter pits (per the City standards) shall only be installed when there is no other way, or it is not practical to install the meter inside the residential structure and must be approved by the Maintenance Department. The owner shall be responsible for all additional costs associated with the installation of the meter pit.

16. COMMERCIAL/INDUSTRIAL PITS

The construction and use of a commercial or industrial meter pit is discouraged and discontinued except for those cases where no other workable option is deemed feasible. Service lines beyond 200 feet from the service box at the street right-of-way require a shut off valve at the street and standard City standard hydrant (according to line size) on the end of the service line.

Backflow protection devices are not allowed in meter pits. The backflow protection is required to be above ground and within 25 feet of the water meter.

17. METER PITS

If a meter pit freezes or is constantly full of water, or cannot be read for any reason, the property owner will be notified to make a meter setting inside the building/dwelling. The owner will be required to make the changes at their expense. The City will furnish and install a new AMR meter

(residential only) and the meter pit removed by the owner. If the owner has taken no action within sixty (60) days after notification, the water service may be turned off as directed by the City Manager.

PART V MISCELLANEOUS ITEMS

1. SEWER ONLY ACCOUNTS

An application for sewer service must be made at the City Service Desk. The customer will pay sewer service charges that will be determined by the City Council, based on metered usage as outlined in City Ordinances and the current rate schedule.

(a) Residential Sewer Only Accounts

With respect to any existing residential sewer only account, said account shall be monthly only and will be required to install a water meter on the water source. All new accounts will be required to install a water meter on the water source upon activation of the account. If a water meter is not installed in the time frame indicated the rate for that account shall increase 1.25 times the rate listed in the current rate schedule.

(b) The customer will be billed in accordance with Section 14 for the sewer service as determined by the City Manager. Billing for sewer only account will be the same as regular water/sewer customers.

(c) Each sewer charge established and made pursuant to Chapter 941 of the City Codified Ordinances is made a lien upon the premises charged therewith, and if the same is not paid within ninety (90) days after it is due and payable, it shall be certified to the Auditor of the county in which the premises is situated, who shall place the same on the tax duplicate, with the interest and penalties allowed by law, and be collected as other municipal taxes are collected.

2. SWIMMING POOLS

The City does not fill swimming pools. No deductions will be applied to a customer's water bill for filling of a swimming pool. The city has a bulk water station to assist anyone wishing to fill a pool or use bulk water. Customers who fill a swimming pool with a hose are required to install a backflow device on the spigot to be used.

3. BULK WATER STATION

(a) The City has a bulk water station for customers who need the use of bulk water. Contractors who need bulk water shall use the bulk water station and not a fire hydrant. Use of a hydrant shall be prohibited unless approved by the City Maintenance Department under special circumstances.

(b) Potable water haulers must present a Health Department Inspection Certification to the City as requested. It is the responsibility of these water haulers to adapt connections to the City piping at the bulk water station. Cost of this service will be at the current rate charged as stipulated in the rate/fee ordinance.

4. WATER METER FOR CONSTRUCTION PURPOSES

Construction water for building purposes will be furnished through the water tap at the regular metered rate or minimum charge, at the discretion of the City Manager. A backflow device shall be required. A meter used for building purposes shall be put in the contractor's name and will be billed monthly. At the end of the building construction, the water bill must be paid in full before

the account will be transfer to the new owner. For temporary water usage, the city has a hydrant meter unit that can be rented at a rate determined by the City Manager.

5. PREVENTING ACCESS TO CURB STOP

No person shall deposit any dirt or other material on or in any curb box, valve box, or tamper in any way to prevent the use of such by the City Maintenance Department or its agents.

No person shall park any vehicle, or otherwise block access to curb stop for the prevention of shutting, opening, or any other use of the curb stop. Persons refusing to move vehicles may be subjected to towing at the owner's cost.

6. RESOLUTION OF CUSTOMER GRIEVANCES BY THE CITY MANAGER

Should any customer believe that the City or any of its employees or agents has failed to properly follow, apply or implement any provision set forth in these Rules and Regulations, then the customer may, within ten (10) days of the date when said grievance arises, request a meeting to explain the grievance and seek resolution of the problem. The City Manager shall review any written documentation or explanations submitted by the customer regarding the facts of said grievance and shall also consult with City personnel. The City Manager shall, within ten (10) days following the meeting with the customer, mail or otherwise provide the customer with a brief written explanation of the decision reached.

PART VI BACKFLOW PREVENTION AND CROSS-CONNECTION POLICY

1. BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL GENERAL POLICY

(a) Purpose. The purpose of these Rules and Regulations are:

- (1). To protect the public potable water supply from contamination or pollution by isolating within the consumer's water system contaminants or pollutants, which could backflow through the service connection into the public potable water system.
- (2) To promote the elimination or control of existing cross-connections, actual or potential, between the public or consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing process fluids.
- (3) To provide for the maintenance of a continuing program of cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water systems.

(b) Application. These Rules and Regulations shall apply to all premises served by the public potable water system of the City of Willard, Ohio.

(c) Policy. The City Manager shall be responsible for the protection of the public potable water system from contamination due to backflow of contaminants through the water service connection. All commercial and industrial uses (existing or proposed) are required to provide an approved backflow prevention device. All new connections and/or repairs to existing connections (for all uses) require approved backflow prevention device. The consumer shall immediately install such approved device or devices at their expense. Failure, refusal or inability on the part of the consumer to install such device or devices immediately shall constitute grounds for discontinuing water service to the premises until such device or devices have been installed.

(d) Reference Materials: Ohio EPA Manual of Backflow Prevention and Cross-Connection Control Fourth Edition 2015 or current edition, OAC Chapter 3745-95 Backflow Prevention and Cross-Connection Control and the Ohio Department of Commerce Backflow Prevention & Cross Connection Control Manual current edition shall be additional reference materials for this section.

2. DEFINITIONS

(a) The following definitions shall apply in the interpretation and enforcement of these rules and regulations:

"Air Gap Separation" means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of the receptacle.

"Air Gap" means the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet conveying water or waste to a tank, plumbing fixture, receptor, or other assembly and the flood level rim of the receptacle. These vertical, physical separations must be at least twice the diameter of the water supply outlet and never less than one inch (25 mm).

"Approved" means that a backflow prevention device or method has been accepted by the city as meeting the applicable specifications stated or cited and the Ohio EPA as suitable for the proposed use.

"Auxiliary Water System" means any water system on or available to the premises other than the public water system and includes the water supplied by the system. These auxiliary waters shall include water from another supplier's public water system; or water from a source such as wells, cisterns, lakes, or streams; or process fluids; or used water. They may be polluted or contaminated or objectionable or constitute a water source or system over which the city does not have control.

"Back Pressure" means a pressure higher than the supply pressure, caused by a pump, elevated tank, boiler, or other means that may cause backflow.

"Back Siphonage" means backflow caused by a negative or reduced pressure in the supply piping.

"Backflow" means the undesired reversal of the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable water supply from any source other than the intended source of the potable water supply as a result of a cross-connection.

"Backflow Preventer" means any assembly, device, method, or type of construction intended to prevent backflow into a potable water system. Where "backflow prevention device" or "backflow prevention assembly" is used elsewhere in this rule it shall have the same meaning.

"City Manager" means the City Manager of the City of Willard or duly authorized representative.

"Consumer" means the owner or person in control of any premises supplied by or in any manner connected to a public water system.

"Consumer's Water System" means any water system, located on the consumer's premises, supplied by or in any manner connected to a public water system. A household plumbing system is a consumer's water system.

"Containment Principle Backflow Preventer" is a backflow preventer, installed in a consumer's water system that is intended to contain the water within the premises in order to prevent any polluted or contaminated water from the backflowing into the public water system. Typically, the containment principle backflow preventer is placed at the end of the service line, unless placement is otherwise specified by rule herein.

"Contamination" means an impairment of the potable water supply by the introduction or admission of any foreign substance that degrades the quality water to a degree, which could create an actual hazard to the public health through poisoning or through spread of disease by exposure.

"Cross-connection" means a connection or potential connection between any part of a potable water system and any other environment containing other substances in a manner that, under any circumstances would allow substances to enter the potable water system. Other substances may be gases, liquids or solids such as chemicals, waste products, steam, water from other sources (potable or nonpotable), or any matter that may change the color or add odor to the water.

"Degree of Hazard" is a term derived from an evaluation of the potential risk to public health and welfare and the adverse effect of the hazard upon the potable water system.

Contamination of a public water system may occur as the result of the backflow of liquids, gases or other substances into the public water system. A hazard is created when such contaminants are in a form or concentration that would be dangerous to the health of the consumer, create a nuisance, be aesthetically objectionable, or cause physical damage to the water system. Hazards resulting from backflow may be classified as follows:

Severe Health Hazard – Any health hazard that could reasonably be expected to result in significant morbidity or death.

Health Hazard – Any condition, device, or practice in a water supply system or its operation that creates, or may create, a danger to the health and well-being of users.

System Hazard – A condition, device, or practice, posing an actual or potential threat of damage to the physical properties of the public water system or a consumer’s potable water system.

Pollutional Hazard – A condition through which an aesthetically objectionable or degrading material not dangerous to health may enter the public water system or a consumer’s potable water system.

The type and kind of protective method used, or assembly installed should be selected by considering the degree of hazard involved. Severe health hazards represent the highest degree of hazard and therefore require the highest degree of protection. Health and system hazards represent a moderate degree of hazard and require a moderate degree of protection. Pollutional hazards represent the least degree of hazard and require a lesser degree of protection.

There is a wide range of backflow prevention assemblies available to provide the necessary containment protection for the public water system. The following table lists each type of hazard, minimum necessary method or assembly needed, type of certification required for the method or assembly, and the type of backflow protection provided.

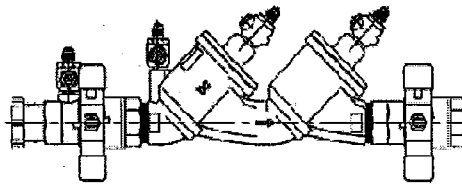
Level of hazard and appropriate containment backflow prevention.

<u>Hazard Level</u>	<u>Assembly</u>	<u>Certification Number</u>	<u>Protection Provided</u>
Severe Health	Approved Air-Gap Separation	ANSI 112.1.2	Backpressure Backsiphonage
Health System	Reduced Pressure Assembly	ASSE 1013 AWWA C511 CSA B64.4 USC - RP	Backpressure Backsiphonage
Health System (Fire System Only)	Reduced Pressure Detector Assembly	ASSE 1047 CSA B64.4.1 USC - RPDA	Backpressure Backsiphonage
Pollution	Double Check Valve Assembly	ASSE 1015 AWWA C510 CSA B64.5 USC - DCA	Backpressure Backsiphonage

Pollution (Fire System Only)	Double Check Detector Assembly	ASSE 1048 CSA B64.4.1 USC -DCDA	Backpressure Backsiphonage
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The selection of the appropriate assembly, device or ancillary equipment to use is based upon an evaluation of the degree of hazard presented by the cross-connections found at the premises, which is then compared to the type of protection specified by the Ohio EPA.

"**Double Check Valve Assembly**" or "**DC**" means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water-tightness of each check valve.



"**Double Check Detector Assembly**" means a specially designed assembly composed of a double check valve assembly with a specific detector water meter and meter-sized approved double check valve assembly. The meter shall register accurately for only very low rates of flow and shall show a registration for all rates of flow.

"**Food Service Operation**" means a place, location, site, or separate area, required to be licensed as a food service operation by state law, where food intended to be served in individual portions is prepared or served for a charge or required donation. As used in this definition, "served" means a response made to an order for one or more individual portions of food in a form that is edible without washing, cooking, or additional preparation and "prepared" means any action that affects a food other than receiving or maintaining it at the temperature at which it was received. Food service operations are further classified by Risk Level, based on the opportunity for contamination of the food handled or served on site, as defined in state law. Where a local health department has determined that a food service operation license is required, that determination along with determination of the Risk Level shall be sufficient for application of the standards herein.

"**Health Hazard**" means any condition, device, or practice in the water system or its operation that creates, or may create, a danger to the health and well-being of users. The word "severe" as used to qualify "health hazard" means a hazard to the health of the user that could reasonably be expected to result in significant morbidity or death.

"**Human Consumption**" means the ingestion or absorption of water or water vapor as the result of drinking, cooking, dishwashing, hand washing, bathing, showering or oral hygiene.

"**Interchangeable Connection**" means an arrangement or device that will allow alternate but not simultaneous use of two sources of water.

"Non-Residential Use" means use of a property other than for a dwelling unit and those incidental uses normally associated with use as a dwelling unit. For the purpose of these Rules and Regulations, mixed use properties consisting of both residential and non-residential uses served by the same water service line(s) shall be considered non-residential.

"Non-potable Water" means water not safe for human consumption. For the purpose of these Rules and Regulations, used water that has been in contact with plumbing or appurtenances that have not been specifically approve for use in a potable water system shall be considered non-potable.

"OEPA Director" means the Director of the Ohio Environmental Protection Agency or the OEPA Director's duly authorized representative.

"Owner Occupied" means the customer is the owner of the entire premise served by the water service line, the customer controls water uses at the premise, and no part of said premise is leased, sublet, etc.

"Person" means the state, any political subdivision, public or private corporation, individual, partnership, or other legal entity including the federal government.

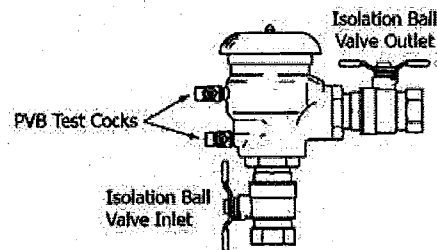
"Pollution" means the presence in water of any foreign substance that tends to degrade its quality or aesthetics so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health, but which does adversely and unreasonably affect such waters for domestic use.

"Pollutional Hazard" means a condition through which an aesthetically objectionable or degrading material not dangerous to health may enter the public water system or a potable consumer's water system.

"Potable Water" means water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the Ohio Environmental Protection Agency.

"Premises" means any building, structure, dwelling or area containing plumbing or piping supplied from a public water system.

"Pressure Vacuum Breaker" or "PVB" means an assembly composed of an independently acting spring-loaded check valve located downstream of an independently acting spring-loaded air inlet valve including, tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the integrity of the air inlet and check valves.



Pressure Vacuum Breaker

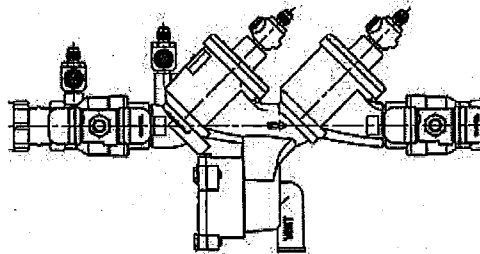
"Process fluids" means any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute

a health, severe health, pollutional, or system hazard if introduced into the public or a potable consumer's water system. This includes, but is not limited to:

- (1) polluted or contaminated waters;
- (2) process waters;
- (3) used waters originated from the public water system which may have deteriorated in sanitary quality;
- (4) cooling waters;
- (5) contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
- (6) chemicals in solution or suspension;
- (7) oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for firefighting purposes.

"Public Water System" has the meaning ascribed to such term in Sections 6109.01 and 6109.02 of the Ohio Revised Code and rule 3745-81-01 of the Ohio Administrative Code.

"Reduced Pressure Principle Backflow Prevention Device" or **"RP"** means a device containing a minimum of two independently acting check valves together with an automatically operated pressure differential relief valve located between two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves at less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the device, and each device shall be fitted with properly located test cocks.



"Reduced Pressure Principle Detector Assembly" or **"RPDA"** means a specially designed assembly composed of a reduced pressure principle backflow prevention assembly with a specific detector water meter and a meter-sized approved reduced pressure principle backflow prevention assembly. The meter shall register accurately for only very low rates of flow and shall show a registration for all rates of flows.

"Residential Use" means use of a property for a dwelling unit and those incidental uses normally associated with use as a dwelling unit. See also the definition of Non-residential use.

"Retail Food Establishment" means a premises or part of a premises, required to be licensed as a retail food establishment by state law, where food is stored, processed, prepared, manufactured, or otherwise held or handled for retail sale. Retail food establishments are further classified by risk level, based on the opportunity for

contamination of the food handled or served on site, as defined in state law. Where a local health department has determined that a retail food establishment license is required, that determination along with determination of the risk level shall be sufficient for application of the standards herein.

"Service Connection" means the terminal end of a service line from the public water system. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.

"Service Line" means the line extending from the tap onto the premises to be served and shall include all the necessary pipes, lines and appurtenances from the tap to and including the meter. For the purposes of these Rules and Regulations, the beginning of the service line is the connection point to the tap. For combined domestic and fire service lines or domestic only services, the end of the service line is the outlet of the meter setting. For fire only services, the end of the service line is at the inlet to the backflow prevention assembly/detector assembly.

"Supplier of water/City" means the City of Willard as the owner or operator of a public water system.

"Severe Health Hazard" means a health hazard to users that could reasonably be expected to result in significant morbidity or death.

"System Hazard" means a condition posing an actual or potential threat of damage to the physical properties of the public water system or a potable consumer's water system or of a pollution or contamination that would have a protracted effect on the quality of the potable water in the system.

"Tap" means the connection to the water main and the necessary pipes or lines extending from the water main to and including the curb stop or valve and box.

"Used Water" means any water supplied by the city from a public water system to a consumer's water system after it has passed through the service connection, treatment, storage or distribution facilities used primarily in connection with such system and is no longer under the control of the city.

"Water System" means a system for the provision of piped water or process fluids, and includes any collection, treatment, storage or distribution facilities used primarily in connection with such system.

"Water Plant Superintendent" means the Water Plant Superintendent of the City of Willard or the City's duly authorized representative.

"Weep Holes" mean a series of small diameter holes located in the wall of the supply pipe for a yard hydrant that allow for drainage of accumulated water from the delivery piping. These holes are usually part of a plunger and valve system that seals off the holes during water usage and opens the holes during shutdown. These openings are located below ground level and below the frost line in areas where the threat of freezing exists.

"Yard hydrant" means a device that is located outside of a building, equipped with a valved mechanism that controls the delivery of potable water, and is not designed to supply a fire department pumper. This does not include hose bibs that are wall mounted and supplied by a pipe through the wall from the consumer's potable water system.

3. WATER SYSTEM

Survey and Investigations

Surveys may consist of a paper questionnaire completed by the consumer or the City and/or reviewing of plans/permits. An investigation includes a physical onsite inspection.

1. At a minimum, an investigation must be conducted for each service connection where a likely hazard exists. These onsite investigations must occur every five years.
2. To achieve these onsite investigations, at least a sampling of active service connection for all categories of water users should be investigated every year to confirm whether a new or increased hazard is present and to properly address the added risk. Consider the following methodology:
 - a. Categorize service connections by type (i.e., commercial, industrial, institutional, residential) and further by water-use practice tendencies (i.e., restaurants, car washes, manufacturing type, apartment building). Standard Industrial codes, or what is now called the North American Industry Classification System (NAICS), as provided by state and federal government agencies, may be used to assist in categorizing types of water users. Each business is assigned a code through the classification system. These codes can be found online by conducting a search. One listing can be found at: <http://www.census.gov/eos/www/naics/>
 - b. Select a subset of each type of water user and conduct the onsite investigations of them to represent the categories of users.
 - c. Determine if any changes in water use practices have occurred or an increase in the degree of hazard is possible. For example, changes in water use practices can consist of, a new process/chemical used where water provides for dilution and the hazard increased; a booster pump was added; or an irrigation system was installed.
 - i. If results indicate the possibility that the degree of hazard has increased, the City must ensure the proper level of protection against backflow is provided.
 - ii. If an onsite investigation shows no change in the degree of hazard, further action is not necessary at that time.
3. In lieu of conducting onsite investigations of the consumers' premises likely to have a hazard, the City can document, in writing, a different methodology to identify and address, on an on-going basis, new or increased, actual or potential, hazards to the water supply. Survey questionnaires can be used or triggers to help identify when a consumer's premises will require an onsite investigation. If a likely hazard exists, an onsite investigation is required to ensure the risk is mitigated.
 - a. Surveys may consist of a paper or electronic questionnaire completed by the consumer. The questionnaire must inquire about water use practices, connections to plumbing and types of backflow prevention on plumbing and should be tailored

to include common hazards typically found at the type of premises. Review of plans can also be used.

- b. Triggers can include notification from a licensing authority that a change in water use practice has occurred at a premise. Where they exist, collaboration with other licensing agencies, including but not limited to, local building, zoning, health, and fire protection, which are often notified when changes in water use practices are proposed, is strongly recommended. In addition, where the City has jurisdiction, events such as requests for a larger or additional meter, or a new or additional service line, would warrant an onsite investigation.

On-site Inspection

An on-site inspection is required if a change in water use practice likely represents a new or increased hazard. The approach taken should be one that is deemed necessary to determine whether changes in water use practices have occurred, cross-connections have been created, and the appropriate level of backflow protection is in place.

1. In lieu of conducting an on-site investigation of each residential premises without a likely hazard, the City may institute an on-going educational campaign to inform consumers of common backflow hazards created during residential water use and provide a reporting mechanism for suspected cross-connections. An education campaign may use local media and advertising resources, but must also include information delivered, either electronically or hard copy, to each residential service connection at least annually.
2. Periodic surveys and investigations are intended to supplement the initial assessment, which is completed by the City when providing a public water system service connection to the premises. Periodic surveys and investigations do not take the place of testing and inspection requirements found in other sections of OAC 3745-95. An opportunity does exist, however, to conduct periodic surveys and investigations at the time of testing and inspection for those premises having existing containment protection.

Backflow prevention and cross-connection control for new installations and improvements to existing facilities should be accomplished by a combination of plan reviews and field inspections.

Plans for new installations and improvements to existing facilities should be evaluated prior to construction to determine the degree of hazard to the potable water system. This will serve to eliminate hazards that are easily identified.

Field inspections by the City during or immediately after construction are required to verify hazards that were not apparent during plan reviews or were introduced during construction.

Plans for cross-connections to auxiliary water supplies must be submitted to the City and to the Ohio Environmental Protection Agency for review and approval before such connections are installed.

Plans for the installation of backflow prevention devices for the purpose of containment must be submitted to the City for review and approval. The City is responsible for all field inspections of new installations and/or improvements to existing facilities.

In the event there is a change of occupancy or a change of usage of the facility, the consumer shall notify the City Manager or his authorized representative of the intended change.

A Utilities Tracking Record shall be completed on any addition or change to any city utility. This change includes any physical change, addition to, or change of ownership, a survey of each facility will be necessary.

The water system shall be considered as made up of two parts: the public potable water system and the consumer's water system.

The public potable water system shall consist of the source facilities and the distribution system and shall include all those facilities of the potable water system under the control of the Water Plant Superintendent up to the point where the consumer's water system begins.

The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the public distribution system.

The public distribution system shall include the network of conduits used for delivery of water from the source to the consumer's water system.

The consumer's water system shall include those parts of the facilities beyond the service connection, which are utilized in conveying water from the public distribution system to points of use, including any backflow prevention assemblies required by these Rules and Regulations. If a backflow prevention assembly is installed in a vault or heated enclosure, the vault or enclosure is considered part of the consumer's water system.

4. CROSS-CONNECTIONS PROHIBITED

- (a) No water service connection shall be installed or maintained to any premises where actual or potential cross-connections to the public potable or consumer's water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the Water Plant Superintendent.
- (b) No connection shall be installed or maintained whereby water from an auxiliary water system may enter a public potable or consumer's water system. Notwithstanding, auxiliary or emergency connections to other public water systems, as defined by ORC 6109.01 (A) may be permitted as long as such auxiliary or emergency water system and the method of connection and use of such system meet the standards in 3745-95 of the OAC and are approved by the Water Plant Superintendent and by the Ohio EPA as required by Section 6109.13 of the Ohio Revised Code.

5. INVESTIGATIONS

- (a) The consumer's premises shall be open during normal business hours to the city's prevention team or authorized representative for the conduction of surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross-connections to the consumer's water system through which contaminants or pollutants could backflow into the public potable water system. The City Manager or authorized representative shall have the right to enter any property served by a connection to the public water system or distributing system of the city for the purpose of inspecting the piping system or systems thereof. On demand, the owner, lessees, or occupants of any property so served shall furnish to the City any information which maybe requested regarding the piping system or systems or water use on such property. The refusal of such information, when demanded, shall within the discretion of the City Manager or authorized representative, be deemed evidence of the presence of improper connections as provided in this section.

- (b) On request by the City Manager or authorized representative the consumer shall furnish information on water use practices and/or piping system within their premises.

- (c) It shall be the duty of the City or authorized representative to cause surveys and investigations to be made of commercial/industrial and other properties served by the public water system where actual or potential hazards to the public water system may exist. The surveys and investigations shall be made a matter of public record and shall be repeated as often as the City Manager or authorized representative shall deem necessary.
 - (1) It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on the premises to determine whether there are actual or potential cross-connections in their water system through which contaminants or pollutants could backflow into their or the public potable water system. Any cross-connection control water use surveys required shall be conducted by the Water Plant Superintendent, or authorized representative.

- (d) If in the judgment of the City Manager or authorized representative, an approved backflow prevention device is necessary for the safety of the public water system, the City will give notice to the water consumer to install such an approved device immediately. The water consumer shall, at their own expense, install an approved device at a location and in a manner approved by the City and shall have inspections and tests made of such approved devices as required. Service of water to any premises shall be discontinued by the City Manager or authorized representative if a backflow prevention assembly required by the city is not installed, tested and maintained, or if it is found that the backflow prevention assembly has been removed.

- (e) Situations where the installation of a backflow prevention assembly may be required included (but not limited to) the following:
 - (1) Change in site use
 - (2) Addition of a non-potable system connected to the potable water system

- (3) Availability of new information showing that a potential hazard exists
- (4) Changes in laws or rules affecting backflow prevention and cross-connection control.
- (5) Others as determined by the City Manager or authorized representative.

6. WHERE PROTECTION IS REQUIRED

- (a) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises, where in the judgment of the City Manager or authorized representative or the Ohio EPA, actual or potential hazards to the public potable water system exist.
- (b) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:
 - (1) Premises having an auxiliary water system, or with access to an auxiliary water system unless such auxiliary system is accepted as an additional source by the City Manager or authorized representative and the source is approved by the Ohio EPA;
 - (2) Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include premises having sources or systems containing process fluids;
 - (3) Premises having internal cross-connections that, in the judgment of the City Manager or his authorized representative, are not correctable, or intricate plumbing arrangements which make it impractical to determine whether or not a cross-connections exist;
 - (4) Premises where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey;
 - (5) Premises having a repeated history of cross-connections being established or re-established;
 - (6) Others specified by the City Manager or authorized representative or by the Ohio EPA.
- (c) The following requirements apply to premises that have an auxiliary water system on the real property that is owned or under control of the consumer and adjacent to the premises:
 - (1) A physical separation shall be maintained between the public water system or a consumer's water system and the auxiliary water system as required.
 - (2) An approved backflow prevention device shall be installed on each service connection serving the consumer's water system, unless the City does all the following:
 - a. Determines, on a case-by-case basis, that the installation of an approved backflow preventer on a service connection is not required in consideration of factors including, but not limited to, the past history of cross connections being established or re-established on the premises, the ease or difficulty of connecting the auxiliary water system with the public water system on the premises, the presence or absence of contaminants on the property or other risk factors.
 - b. Requires the consumer to sign an agreement which specifies the penalties, including those set forth in rule 3745-95-08 of the Administrative Code, for creating a connection between the public water system and the auxiliary water system.

- c. Conducts or causes to be conducted an inspection at least every twelve months to certify that no connection or means of connection has been created between the public water system and the auxiliary water system.
 - d. Maintains an inventory of each consumer's premises where an auxiliary water system is on or available to the premises, or on the real property adjacent to the premises.
 - e. Develops and implements an education program to inform all consumers served by the public water 3745-95-04 2 system about the dangers of cross-connections and how to eliminate cross-connections
- (d) An approved backflow prevention assembly shall be installed on each domestic service line or combined domestic and fire service line for master metered residential developments serving five (5) or more dwelling units including but not limited to:
- (1) Condominiums, apartment complexes, town home units, manufactured home parks, subdivisions, or other premises.
- (e) For all non-residential properties, an approved backflow prevention assembly shall be installed on each domestic service line and each combined domestic and fire service line to a consumer's water system.
- (f) An approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities:
- (1) Hospitals, mortuaries, clinics, nursing homes;
 - (2) Laboratories;
 - (3) Piers, docks, waterfront facilities;
 - (4) Sewage treatment plants, sewage pumping stations or storm water pumping stations;
 - (5) Food or beverage processing plants;
 - (6) Chemical plants;
 - (7) Metal plating industries;
 - (8) Petroleum processing or storage plants;
 - (9) Radioactive material processing plants or nuclear reactors;
 - (10) Car washes;
 - (11) Food service operations and retail food establishments, with a Risk Level III or IV license issued by the board of health, operating from a fixed location, not including seasonal or temporary operations;
 - (12) Automotive repair and body repair shops;
 - (13) Laundromats;
 - (14) Others specified by the City Manager or authorized representative or by the Ohio EPA.
- (g) An approved backflow prevention device shall be installed at any point of connection between the public water system or consumer's water system and an auxiliary water system,

unless such auxiliary system is accepted as an additional source by the City Manager or authorized representative and the source is approved by the Ohio EPA.

- (h) It shall be the responsibility of the customer to provide any such information the City Manager or authorized representative deems necessary to evaluate the request for an exception. A site survey by the City Manager or authorized representative may be required before granting the request.
- (i) An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving any of the following systems, regardless of whether the system is regularly used:
 - (1) Lawn/landscape irrigation systems;
 - (2) Swimming pools, hot tubs, spas that are directly plumbed to the consumer's water system;
 - (3) Water powered sump drains devices;
 - (4) Water or foam-based fire suppression systems;
 - (5) Private fire hydrant systems;
 - (6) Boiler or hot water heating systems with chemicals added or the ability to be added;
 - (7) Water storage tanks with chemicals added or the ability to be added;
 - (8) Geothermal heating systems or chemically treated heating systems;
 - (9) Yard hydrants (paragraph 7f);
 - (10) Other systems connected to the consumer's water system whose piping is required by the City to be isolated from the consumer's potable water system by a general type of backflow prevention assembly or method described in paragraph 8 of this Section.
 - (11) Other systems connected to the consumer's water system whose piping or appurtenances are not permitted for use in a potable water system.
- (j) Residential Backflow Prevention Requirements
 - (1) The City will conduct a campaign to educate residential customers to common backflow hazards.
 - (2) Situations that may require approved backflow prevention in addition to those listed in paragraph 6(i).
 - a. New construction.
 - b. Any changes to the main water service line to the dwelling i.e. repair or replacement.
 - c. Replacement of an existing water heater or installation of a thermal expansion tank. (this only applies to the main water heater per dwelling unit and not apply to secondary ones).
 - d. Major water line plumbing work on the dwelling.
 - e. Installation or the replacement of shut off valves on either side of the water meter.

SEE PART IV METERS 8. for the typical water meter installation drawing.

7. TYPE OF PROTECTION REQUIRED

- (a) When protection is required under paragraph 6, at a minimum, the level of protection shall depend on the degree of hazard which exists as follows:
- (1) An approved air gap separation shall be installed where the public water system may be contaminated with substances that could cause a severe health hazard; In lieu of providing an air gap separation at the end of the service line, an approved air gap separation at the hazard in combination with an approved reduced pressure principle backflow prevention assembly at the end of the service line may be utilized. This alternate arrangement will be considered two backflow prevention assemblies, each subject to applicable fees and testing/inspection requirements.
 - (2) An approved air gap separation or an approved reduced pressure principle backflow prevention assembly shall be installed where the public water system may be contaminated with any substance that could cause a system or health hazard;
 - (3) An approved air gap separation or an approved reduced pressure principle backflow prevention assembly or an approved double check valve assembly or an approved pressure vacuum breaker shall be installed where the public water system may be polluted with substances that could cause a polluttional hazard.
- (b) If a premise has more than one cross-connection hazard, the degree of protection provided on the service line(s) shall match the highest level of water use hazard on site.
- (c) If a premise is served by more than one water service line, the degree of protection provided on each service line shall meet the most restrictive requirements of any of the service lines, unless otherwise approved. This requirement applies even if the service lines are not interconnected through the private plumbing system. Water service lines serving dedicated fire protection systems will be considered separately from other water service lines serving the property.
- (d) When installation of a residential lawn/landscaping irrigation system meets all of the following criteria, an approved pressure vacuum breaker may be installed on the supply pipe to the irrigation system in-lieu of an air gap, or reduced pressure principle assembly at the end of the water service line:
- (1) The premise is not a facility specified in paragraph 6(d); and
 - (2) It is the only cross-connection hazard at the premise; and
 - (3) It supplies water only (without chemical additive); and
 - (4) It is not subject to backpressure; and
 - (5) It is not equipped with a pump or tank at an elevation which can apply backpressure to the public or consumer's water system.
- (e) When a fire protection system uses water only and the site does not have access to an auxiliary water system and the system is not subject to chemical additives (by either the customer or a fire department) an approved double check valve assembly may be used in lieu of an air gap or reduced pressure principle assembly. Where metering of a fire line is required,

a double check valve detector assembly may be used in lieu of a reduced pressure principle detector assembly.

- (1) Any structure(s) or portion of structure(s) with Use and Occupancy Classification High Hazard: Groups H-1, H-2, H-3, H-4 and H-5 from Section 302 of the Ohio Building Code, and where the fire protection system has a fire department connection are considered to be subject to chemical additives, and therefore do not qualify for this exception.

(f) Water powered backup sump pumps

This type of cross connection is be considered a high hazard connection and shall be protected by a backflow device or method that would provide high hazard protection against back siphonage by the proper installation of a device providing such protection. These devices shall be one of the following:

- Air gap;
- Reduced pressure principle backflow preventer;
- Pressure-type vacuum breaker;
- Atmospheric-type vacuum breaker;
- Spill proof vacuum breaker;

For additional information refer to the Ohio Plumbing Code sections 608.13.1, 608.13.2, 608.13.5, 608.13.6 or 608.13.8 or current sections.

(g) Requirement for yard hydrants

(1) Yard Hydrants with weep holes.

- a. Yard hydrants with weep holes installed on a public water system are prohibited unless the weep holes are permanently sealed.

(2) Sanitary yard hydrant that do not have weep holes, such as those that meet the requirements of the "American Society of Sanitary Engineers (ASSE) Standard 1057, Performance Requirements for Freeze Resistant Yard Hydrants with Backflow Protection" (2001), are not prohibited provided:

- a. The device is acceptable to the City Manager or authorized representative.
- b. Any other applicable backflow prevention and cross-connection control requirements of this Section are met.

(h) The type of protection required for the parallel lines shall be the same on each line.

(i) The type of protection for any system with chemicals added shall be an approved air gap separation or an approved reduced pressure principle backflow prevention assembly unless otherwise specified in these Rules and Regulations. If a severe health hazard is present, the type of protection shall be as required by Section 7(a)(1).

(j) Where metering of a fire protection system is required, a reduced pressure principle detector assembly may be used in lieu of a reduced pressure principle assembly and in-line meter.

Note: All meter requirements are to comply with the City water meter installation rules.

8. BACKFLOW PREVENTION DEVICES

(a) Any backflow prevention device required by these rules and regulations shall be of a model or construction approved by the City Manager or authorized representative and by the Ohio EPA shall comply with the following:

- (1) An air gap separation, to be approved, shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch.
- (2) All backflow prevention assemblies as required by these Rules and Regulations shall be endorsed by the American Society of Sanitary Engineering (ASSE) as meeting the applicable standards as listed below:

Device Type	ASSE Standard
Reduced Pressure Principle Assembly (RP)	1013
Double Check Valve Assembly (DC)	1015
Pressure Vacuum Breaker (PVB)	1020
Dual Check Backflow Preventers	1024
Reduced Pressure Principle Detector Assembly (RPDA)	1047
Double Check Valve Detector Assembly (DCDA)	1048

- (3) Assemblies must be labeled by the manufacturer showing a serial number, model number, and the applicable ASSE endorsement for the standard that the assembly has been certified to meet.
- (4) Reduced pressure principle assemblies shall be fitted with an approved air gap assembly on the outlet of the relief valve.
- (5) On domestic only services, the nominal size of the assembly must match the nominal diameter of the meter.
- (6) On combined fire and domestic services, the nominal size of the assembly shall match the nominal diameter of the service line. However, if dual backflow prevention assemblies are installed, the nominal size of the assembly on the fire line shall match the nominal diameter of the service line. The nominal size of the assembly on the domestic line shall be as determined by the consumer.
- (7) On fire only services, the nominal size of the assembly must match the nominal diameter of the service line.
- (8) No modifications to backflow prevention assemblies are allowed, except for replacement of components with others that have been approved the ASSE as an alternate component for a make and model of the backflow preventer.
- (9) An interchangeable connection, to be approved, shall be either a swing type connector or a four-way valve of the lubricated plug type that operates through a mechanism which unseats the plug, turns it ninety degrees and reseats the plug. Four-way valves shall not be used as stop valves but must have separate stop valves on each pipe connected to the valve. The telltale port on the four-way valve shall have no piping connected and the threads or flange on this port shall be destroyed so that a connection cannot be made.

- and any required appurtenances in working order. Inspections, tests, and overhauls made in accordance with the following schedule, or more often where inspections indicate a need:
- (1) Air gap separations shall be inspected at the time of installation and at least every twelve months thereafter;
 - (2) Double check valve assemblies double check detector assemblies, reduced pressure principle assemblies, and reduced pressure principle detector assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed or at any time the device fails the 12-month test.
 - (3) Pressure vacuum breakers approved for lawn/landscaping irrigation systems shall be inspected and tested for tightness at the time of installation and tested upon start-up of the system each year. Assemblies shall be tested at least every twelve months regardless of whether the irrigation system is or will be used.
 - (4) Interchangeable connections shall be inspected at the time of installation and at least every twelve months thereafter.
- (b) Inspections, tests, and overhauls of backflow prevention devices shall be made at the expense of the water consumer and shall be performed by a licensed plumber who is qualified and certified to inspect, test and overhaul backflow prevention devices.
- (c) Tests shall be performed using procedures listed in the following reference:
- (1) Ohio Department of Commerce, Division of Industrial Compliance, Backflow Prevention and Cross-Connection Control Manual, For the Education of Ohio Certified Backflow Prevention Technicians;
- (d) Whenever backflow prevention devices required by these Rules and Regulations are found to be defective, they shall be repaired, overhauled or replaced at the expense of the consumer without delay.
- (e) The water consumer shall maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections, repairs and overhauls. Records of inspections, tests, repairs and overhaul shall be submitted to the Water Superintendent no later than five (5) days after the test, repair, or overhaul. The owner/consumer may authorize the tester to submit test reports and repair records on their behalf; however, the burden of submittal resides with the owner/consumer.
- (f) Backflow prevention devices shall not be bypassed, made inoperative, removed or otherwise made ineffective.
- (g) Each backflow assembly (including air gaps) shall have a tag attached, listing the date of the most recent test, the name of the tester, the tester's certificate number, the company with which the tester is employed, the type and date of any repairs and the test results.

- (h) Test equipment used for backflow prevention assembly testing required by these Rules and Regulations shall be calibrated at least every twelve (12) months by an independent calibration company.

11. APPROVAL TO INSPECT, TEST, AND OVERHAUL BACKFLOW PREVENTION ASSEMBLIES

- (a) In order for an individual to be approved to inspect, test, and overhaul backflow prevention assemblies for compliance with this Rule and Regulation, the following are required:
 - (1) The individual must possess a current valid backflow tester certification from the Ohio Department of Commerce, Division of Industrial Compliance;
 - (2) The individual must have access to a test kit that has been calibrated within the prior 12 months;
 - (3) The individual shall register as a backflow tester with the City's current backflow management subcontractor.
- (b) Testers are required to submit documentation to the City Manager or authorized representative demonstrating that they have the credentials required. Failure to submit up to date documentation will result in loss of approval status.
- (d) Individuals who only test devices at their employer's facilities need to be registered with the Department of Commerce.
- (e) Testers are required to submit test reports to the Water Plant Superintendent within five (5) days of testing. Test reports shall be in a format as specified by the Water Superintendent.
- (f) Testers are required to provide a copy of the test report to the consumer.
- (g) A tester's approval may be revoked for failure to follow the guidelines, for repeatedly submitting tests with incorrect or missing data, for falsifying test results, or for other actions that either jeopardize the safety of the public water system or place an excessive burden on the City's staff.
- (h) The City Manager or authorized representative may establish additional requirements and guidelines as deemed necessary regarding approval of testers, testing guidelines, and submittal of test reports.

12. BOOSTER PUMPS

- (a) Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low-pressure cut-off device designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to twenty (20) pounds per square inch gauge or less.
- (b) It shall be the duty of the water consumer to maintain the low-pressure cut-off device in proper working order and to certify to the Water Plant Superintendent, at least every twelve months, that the device is operating properly.

- (c) No person shall install or maintain a water service connection where a booster pump has been installed unless an approved method is in place and is operational to maintain a minimum suction pressure as prescribed in the following:
- (1) For booster pumps not intended to be used for fire suppression, such booster pump shall be equipped with a low-pressure cut-off designed to shut off the booster pump when the pressure in the service line on the suction side of the pump drops to ten pounds per square inch gauge or less.
 - (2) For booster pumps, or fire pumps, used for fire suppression, such booster pump, or fire pump, shall be equipped with one of the following:
 - a. A low suction throttling valve which is a pilot valve installed on the booster pump discharge piping that maintains positive pressure in the suction piping, while monitoring pressure in the suction piping through a sensing line. The valve must throttle the discharge of the pump when necessary so that suction pressure will not be reduced below ten pounds per square inch gauge while the pump is operating;
 - b. A variable speed suction limiting control which is a speed control system used to maintain a minimum positive suction pressure at the pump inlet by reducing the pump drive speed while monitoring pressure in the suction line through a sensing line. The speed control system must be used to maintain a minimum suction pressure of ten pounds per square inch gauge at the pump inlet.
 - (3) Booster pumps used for fire suppression, also referred to as fire pumps, installed prior to August 8, 2008, which are equipped with a low-pressure cut-off as defined in paragraph (c)(1) of this section, are not required to modify the installation solely for the purpose of meeting the new methods accepted after this date, under paragraph (c)(2) of this rule.
- (d) It shall be the duty of the water consumer to maintain required pressure sustaining devices in proper working order and to certify to the City and/or the City representative, at least once every twelve months that the minimum pressure sustaining method in place is operating properly.
- (e) Inspections, tests, and overhauls of required pressure sustaining devices shall be made at the expense of the water consumer and shall be performed by a person qualified to inspect, test and overhaul pressure sustaining devices. Tests shall be performed using procedures listed in the most up-to-date version of the Ohio Environmental Protection Agency, Division of Drinking and Ground Waters, Backflow Prevention and Cross-Connection Control.
- (f) Whenever pressure sustaining devices required by this Rule and Regulation are found to be defective, they shall be repaired, overhauled or replaced at the expense of the consumer without delay.
- (g) The water consumer must maintain a complete record of each pressure sustaining device from purchase to retirement. This shall include a comprehensive listing that includes a record

of all tests, inspections, repairs and overhauls. Records of inspections, tests, repairs and overhaul shall be submitted to the City Manager or authorized representative. The City shall maintain electronic or paper records of inventory of booster pump installations. Electronic or paper records certifying operation must also be retained.

- (h) Pressure sustaining devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the City Manager or authorized representative.
- (i) Each pressure sustaining device shall have an attached tag listing the date of the most recent test, the name of the tester, the company with which the tester is employed, the type and date of any repairs and the test results.
- (j) The owner/consumer shall forward test and repair results to the City Manager or authorized representative. The owner/consumer may authorize the tester to submit test reports on their behalf. However, should the tester fail to submit test reports, the burden of submittal still resides with the owner/consumer.

13. VIOLATIONS

- (a) The City Manager or authorized representative shall deny or discontinue, after reasonable notice to the occupants thereof wherein any of the following occurs:
 - (1) Water service to any premises wherein any backflow prevention device required by these Rules and Regulations is not installed, tested and maintained in a manner acceptable to the City Manager or authorized representative,
 - (2) It is found that the backflow prevention device has been removed or by-passed,
 - (3) An unprotected cross-connection exists on the premises,
 - (4) A low-pressure cut-off required by these Rules and Regulations is not installed and maintained in working order
 - (5) The City Manager or authorized representative is denied entry to determine compliance with this section.
- (b) At the City Manager's or authorized representative's discretion, when a premise is served by multiple service lines, termination of service for violation of these Rules and Regulations may be applied to any or all water service lines serving the premises.
- (c) The City Manager or authorized representative shall immediately discontinue water service to any property wherein a backflow condition exists or is suspected to exist.
- (d) Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with these regulations and to the satisfaction of the City Manager or authorized representative.
- (e) If it is necessary to discontinue water service because of failure to comply or install the necessary backflow device, a turn on fee must be paid before service is reinstated.

PART VII POLICY ON THE USE OF ANTIFREEZE IN FIRE PROTECTION SYSTEMS

- (1) The following information is provided as general information and to assist in the protection of a public water supply when an antifreeze solution is required to prevent freezing of fire protection systems:
- (a) Antifreeze solutions can consist of either a pure glycerin solution, provided the glycerin is of 96.5% United States pharmacopoeia grade, or of food grade propylene glycol base.
 - (b) Propylene glycol plus dipotassium phosphate is acceptable for use as an antifreeze solution. The propylene glycol is the antifreeze component; the dipotassium phosphate functions as a bacterial inhibitor.
 - (c) The antifreeze manufacturers must furnish proof to the water purveyor that the product is of pharmaceutical grade or of food grade quality and that the product contains no harmful or toxic substances.
 - (d) All antifreeze products used in potable water systems shall be approved by the Ohio Environmental Protection Agency, Division of Public Drinking Water, Water Quality Section, prior to use.
 - (e) All fire protection sprinkler systems that contain approved antifreeze solutions shall have an approved reduced pressure principle backflow prevention device on that leg of the system or on the complete sprinkler system.
 - (f) If a fire protection system contains ethylene glycol-based antifreeze, it is considered a severe health hazard and must be separated from the public water supply/consumer's water system by an approved air gap.

PART VIII RAW WATERLINE CONNECTIONS

1. The City Manager is hereby authorized to sell non-potable reservoir raw water in bulk quantities to persons eligible through existing waterline easement agreements.
2. Plans for raw waterline connections shall be submitted and approved by the City prior to the start of any construction or installation.
3. Non-potable reservoir raw water may have unknown quantities of chemical constituents, obnoxious weeds or algae. Certain chemicals are added at the reservoir for pretreatment. These chemicals vary seasonally. Chemical names and data sheets can be obtained from the Water Superintendent. The City assumes no liability for any adverse effects of the raw water or any chemicals that have been added for pretreatment. The water user shall agree and sign a hold harmless statement as part of the water agreement.
4. The size of the raw water tap shall not exceed 2". The location of the raw water tap shall be approved by the city prior to installation. The tap shall be accessible to the City at all times.
5. Booster pumps connected directly to the raw water line by any means are prohibited.
6. Water tap fees are controlled by the Codified Ordinance Section 925.16. These fees must be paid in advance before a tap can be made. The turn on fee must also be paid in advance before the water will be turned on.
7. A water meter shall be placed on the raw water service. The owner shall purchase a meter approved by the city at their expense. Shut-off valves shall be placed before and after the water meter. The water meter shall be placed in a location not subject to freezing as approved by the city. The customer shall be responsible for the cost of replacing the water meter if the meter can no longer be feasibly maintained. Water meters may foul more often due to debris and chemicals in the raw water.
8. The customer cannot sell water to any other user, company, or property owner, the raw water shall only be used for irrigation & livestock watering as stated in the existing raw waterline easement agreement.
9. Discharge of the raw water to a tank, pond or similar shall have an air gap as required by the City and the Ohio Environmental Protection Agency. The air gap must be permanent maintained by the owner and shall be kept free and clear of any obstructions. The City may inspect the air gap at any time. Failure to maintain the air gap as required will result in the termination of the raw water tap and the agreement and may also result in legal action by the City.
10. The raw water user will only be able to receive raw water at the times when the city water treatment plant is in production. The available of water may be limited during times of scheduled or unscheduled maintenance.
11. The billing for the use a raw water shall be as indicated in Part II BILLING.

PART IX FIRE HYDRANTS

1. FIRE LINES & HYDRANTS

The installation of fire protection service connections, to supply water to standpipes and sprinkler systems for fire protection only, shall be permitted when applications and plans for such service have been approved by the Public Works Office, and the Willard Fire Department. Lines installed for fire protection shall not be used for any reason other than approved fire protection reasons. Any use other than specified in these rules is a crime and subject to prosecution.

Customers wishing to modify water service on fire lines must present plans for the modification to the City. Modifications on fire lines will only be permitted after written approval has been received from the Fire Department and the Public Works Department. It is the customer's responsibility to follow all National, State and Local fire codes and any Ohio EPA regulations.

Fire hydrants on private property are the responsibility of the property owner. All local and State codes will be enforced. Any work on private fire hydrant shall be inspected by the Maintenance Department and the Willard Fire Department.

Tampering with any fire line or fire hydrant is a criminal offence and may lead to prosecution.

2. FIRE HYDRANT USE

Fire hydrants are intended primarily for the use by the Fire Department and such use shall not be interfered with in any manner. A permit for the use thereof for other purposes is given only in cases where such use is considered to be an absolute necessity. The operating of fire hydrants and the drawing of water therefrom by unauthorized persons is strictly prohibited. Violators of this rule will be required to pay an assessed fee as stipulated by the fee ordinance to cover expenses and damages incurred, as well as being subject to such other penalties as may be provided as stipulated by law. No person unless authorized by the City or Fire Department shall open, operate or remove the nozzle cap from a public or private fire hydrant to which water is supplied in whole or in part by the City, or draw water therefrom, except for the purpose of extinguishing fires, without first having secured necessary permits. The Fire Department may place a lock on any fire hydrant that is being operated without prior approval.

3. INSTALLATION OF FIRE HYDRANTS

All fire hydrants which are connected in any way to the city's water supply are subject to the city specifications and jurisdiction. Private fire hydrants shall be used for fire protection **only**.

4. DEDICATION OF FIRE HYDRANTS

Fire hydrants may be installed on private property without dedicating the hydrant or the service line to the city however they must meet all city requirements & specifications. For each private fire hydrant connected to the waterworks system a yearly charge as specified in Ord. 925.01 will be imposed. However, no charge will be imposed for any fire hydrant which:

- a. Is of a type compatible with City equipment and approved by the Fire Chief. The quality of construction must be approved by the City.
- b. Is not to be used except with approval of the Fire Chief.

- c. Is sealed with a lock placed by the Fire Department.

Fire hydrants which are dedicated to and accepted by the city shall be operated and maintained only by the city, or the city's authorized representative.

5. MAINTENANCE AND OPERATION OF FIRE HYDRANTS

All fire hydrants connected to the water system shall be inspected and flushed twice annually to assure water quality and effectiveness of operation. Privately owned hydrants will be flushed by the owner or owner's representative in the presence of the City's representative(s). The owner or the designated representative shall be responsible to arrange a time with the Maintenance Superintendent to flush and inspect the fire hydrant. Failure to comply with the required flushing and inspection may result in the water service being discontinued (shut off), to prevent possible contamination of the water system until such time as compliance can be assured.