# CITY OF WOOSTER, OHIO

# WATER SYSTEM RULES AND REGULATIONS

Adopted September, 2017
Revised February, 2018

# Introduction

The City of Wooster Water System Rules and Regulations is a consolidation of the rules, regulations, and policies governing the City's water system. The Rules and Regulations incorporate the applicable City of Wooster Codified Ordinances and other rules and regulations for the water system from the various divisions and departments within the City of Wooster, including Building Standards, Engineering, Finance, Fire, Planning & Zoning, and Utilities.

The Water System Rules and Regulations are intended to be used as a guide and reference by developers, engineers, contractors, and current and future property owners and water system customers.

# Acknowledgements

The contribution of the following City of Wooster employees is hereby acknowledged in the development and review of these Rules and Regulations:

Linda Applebaum, Law Director
Scott Davis, Plumbing/HVAC Inspector
Andrew Dutton, Planning and Zoning Manager
Kevin Givins, Utilities Manager
Bob King, Utilities Supervisor
Roger Kobilarcsik, City Engineer
Tim Monea, Chief Building Official
Darrell Moser, Accounts Receivable Manager
Nathan Murphy, Assistant Fire Chief
John Rice, Staff Engineer
Milan Steiner, Distribution & Collection Supervisor

# Authority

These Water System Rules and Regulations replace and supersede all previous water system policies and journal entries. These rules and regulations are incorporated by reference into Wooster Codified Ordinances Title 3- Utilities, Chapter 921- Water.

Joel Montgomery, PE, MSM
Director of Administration

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## I. References

City of Wooster Codified Ordinance Chapter 921: Utilities (Water)
City of Wooster Codified Ordinance Chapter 1505: Fire Prevention Code (Local Provisions)
City of Wooster Engineering Construction Standards
City of Wooster Schedule of Fees and Charges
City of Wooster Planning and Zoning Code Chapter 1183 Utility Regulations
Ohio EPA *Backflow Prevention and Cross-Connection Control*, Fourth Edition 2015

## II. General

The public water supply system of the City, including all water mains, laterals, valves, hydrants, meters and services, is under the exclusive control of the Director of Administration and his/her authorized agents and employees. Such control shall include all piping from the City mains to the point of ultimate consumption or to where the City water is finally discharged freely at atmospheric pressure. Such control shall be governed by the City of Wooster Codified Ordinances, this manual, and other such water regulations as may be adopted by the Director of Administration.

## III. Extension of Water Policy

The City of Wooster provides central water treatment and distribution for the residents of Wooster, and in some cases through past contract or other legal obligation to other areas outside of the City. The provision of water lines often is an incentive, and frequently encourages, development of land for commercial, industrial or residential uses. By restricting the extension of water lines the City can better manage the location and rate of development in and around the City. Extension of utilities and development beyond the City limits could generate excessive demands on water lines and the treatment plant that would need to be met through large capital expenditures. The City desires to limit development outside of the corporation limits of the City in order to encourage such development to occur within the City limits, in an orderly manner, under City regulations and ordinances. It is therefore the policy of the City of Wooster that:

The extension of water lines beyond the corporation limits of the City will not be permitted.

Developments outside of the City corporation boundaries that desire access to City water shall request and obtain approval for annexation to the City. After final approval of the annexation by City Council, such development may tap into the water lines or extend such lines to serve the development. In any event, no service shall, either directly or indirectly, be connected to any use outside of the City limits.

Existing water lines beyond the corporate limits of the City may not be tapped into or extended unless pursuant to a pre-existing written contract, or by previous agreement of the City, or by legal order. In extreme cases where a clear inequitable inconsistency would exist by denying the

right to tap into an existing water line outside of the City limits, the Director of Administration may approve the use of such water lines.

## IV. New Water Service

New water service is contingent on the property being served being both located inside the City's corporation limits and being served (or to be served, along with water) by the City's sanitary sewer system (if sanitary sewer is available, as determined by the City Engineer). New water service will be made available to a property that is outside of the City's corporation limit, only if the property was assessed previously for City water, or is in a location that has a previous agreement or contract or the City has a legal obligation to provide water service.

In lieu of "tap-in" fees, the fee to connect to the City's water system for a new water service is the "availability" fee. The availability fee is a fee that is charged per foot of property frontage, which is periodically updated and is included in the City of Wooster Schedule of Fees and Charges. The availability fee for a specific property is calculated by multiplying the availability fee per foot of property frontage by the property's frontage.

A property desiring to be served with public water where no public water currently exists shall be required to extend a public water main through the parcel to be served by public water, in order to promote the logical extension of the public water system. Cost for the extension of the public water main shall be at the developer's and/or owner's expense. The ability and availability of public water to serve the property shall be determined by the City Engineer based upon estimated water demand for the property as furnished by the owner and/or developer. Whenever water lines are being or were previously installed by the owner or developer of the property being served by such water line, the availability fee will not be charged.

Whenever water lines are or were previously installed at the expense of the City without the cost of such water lines being paid for by, or assessed against all property owners abutting the water lines, the owner of any property abutting the water lines shall pay the availability fee prior to connecting to and being served by the water line.

Whenever such water lines as described above are installed by the owners or other persons with the authority of and under the direction of the Director of Administration, except in cases where the owners of new subdivisions are required to make such installations at their expense by the order to the Planning Commission under and by virtue of the Planning & Zoning Code of the City, such persons shall certify the cost of improvements to the Director immediately upon completion. These amounts shall be subject to the approval of the Director and may be reduced if the Director, after conferring with the City Engineer, feels that the costs are excessive.

The owner of any abutting property served by such water lines as described above, and for which property the availability fee has not been paid, shall pay the availability fee as determined by the Director before connecting. The money received shall be paid to the persons who paid the cost of such water lines, or to

their heirs, executors, administrators, or assigns, but in no event will the aggregate of such payments exceed the cost of the improvements certified by the Director. However, no such payment to such person or persons shall be made more than ten years after completion of the job and certification of the cost to the Director. Any money received for additional water service connections to such water lines after ten years shall be deposited into the City's Water Fund.

## V. Private Water Wells

Any property that is served with City water shall not also be served by a private water well, unless the City water service is properly designed to comply with the City's cross connection and backflow prevention requirements, including the installation of an approved backflow preventer and having inspections and testing made of the backflow preventer. The approved backflow preventer shall be installed on the City water service and shall be a double check valve assembly, unless the degree of hazard (as determined by the Utilities Manager) requires a reduced pressure principle backflow prevention assembly or an air gap separation. The plumbing systems for the private water well and the City water service shall be physically separate, so that no cross-connection exists between the City water service and the private water well.

In all other cases, the property owner shall be responsible for properly plugging and abandoning any private water well(s) on the property within 30 days following connection to City water. A copy of the well plugging report shall be submitted to the City of Wooster Engineering Division and Building Standards Division.

The applicant must have a qualified plumber obtain a Plumbing Permit, through the City's Building Standards Division, to install the backflow preventer(s). The backflow preventer(s) will be subject to annual testing and reporting requirements. The City will not initiate water service until this requirement has been met and is verified by the City's inspector.

## VI. Water Service Replacements and Alterations

Whenever a residential structure with multiple living units that has more City-owned water meters than the number of separate and independent water services from the water main (and is therefore not in compliance with City of Wooster Codified Ordinance 921.05.e.4) has any portion of the existing water service (outside of the structure and ahead of any of the City-owned water meters) modified for any reason, the water services and water meters for the structure shall be brought into compliance with the above referenced Ordinance section (at the expense of the property owner) through one of the following modifications:

1) Removal of one or more City-owned water meters, such that the resulting number of City-owned water meters equals the number of water service taps on the water main for the structure, with each water service and meter being separate and independent.

2) Installation of additional separate and independent water services and corresponding taps (from the water main into the structure), such that the resulting number of water services equals the number of City-owned water meters.
3) Installation of additional water services and curb stops and boxes that split a single water service tap into multiple separate and independent water services inside the right-of-way, such that the resulting number of water services entering the property from the right-of-way equals the number of City-owned water meters in the structure, with each water service tap from the water main being provided with a curb stop and box ahead of any split into multiple services, and each of the multiple water services being provided with a curb stop and box prior to the water service entering private property.

## VII. Water Service Permit

No person shall connect or tap on to water lines without having first applied for and received from the Division of Engineering a Water Service permit authorizing such work. Application for a Water Service permit is required for all new domestic water service taps and all fire service taps and all water service or private water main replacements or repairs. At the discretion of the Engineering Division, a small diameter water service connection that does not involve an availability fee or a tap on the water main may be authorized by obtaining a Utility Division Water Service Permit.

Application for an Engineering Water Service permit shall be signed by the owner, lessee, or agent of the property for which the connection is desired. Permit fees shall be designated on the Engineering Water Service permit and shall consist of the following charges: administrative and review fee, inspection fee, and availability fee (if applicable). All costs and expense incidental to the installation and connection of the water service shall be borne by the owner.

The sizes, alignments, materials of construction, and methods for excavating, pipe installation, jointing, testing, and backfilling of the trench, and connecting to the water main shall conform to the requirements of the City of Wooster Engineering Construction Standards and the Building Code.

## VIII. Water Meters

The City will furnish, install, and maintain all 5/8”, 3/4”, 1”, 1-1/2”, and 2” water meters, except wastewater subtraction meters. Wastewater subtraction meters of any size shall be purchased and maintained by the user.

All water meters 3” and larger shall be purchased by the customer. The type, make, and model of each meter shall be specified by the City for the particular application.

### A. Water Meter Testing

The customer may initiate the testing of his or her water meter by requesting that meter testing be performed by the City. The results of the test will determine the charge for this service, in accordance with the City of Wooster Schedule of Fees and Charges.

The City may, on its own initiative, undertake the testing of any meter, of any size, at any time without the consent of the customer.

B. Water Meter Size Reduction

In the case where a customer requests a reduction in the size of an existing water meter, a Plumbing Permit must be obtained by a licensed plumber and the request is subject to approval by the Building Official. The City reserves the right to require the customer to provide proof that the requested meter size will provide sufficient flow and pressure to comply with Building Code requirements and meet the needs of the occupants of the property. Reducing the water meter size will reduce the flow of water, which causes a reduced capacity to consume water for multiple uses at the same time. Also, reduced pressure may affect the operation of fixtures, pressure balancing, or other features of the plumbing system. If the request for a smaller meter is approved and the existing plumbing does not allow for the installation of a smaller meter, the customer shall at his or her expense, have the plumbing rearranged by a licensed plumber in order to provide for the smaller meter.

C. Plumbing Must Allow City Upkeep of Meter

If authorized City personnel deem that the plumbing at a location is not in a state of repair that allows metering equipment to be installed, maintained, repaired or replaced, the City of Wooster shall issue a notice to the property owner, requiring the plumbing at the meter location to be repaired within 30 days. The repair shall bring the plumbing to a state that will allow the meter to be installed, maintained, repaired or replaced.

All repairs or replacements of plumbing must be in compliance with City of Wooster specifications and Building Code, a Plumbing Permit must be obtained, and the repair or replacement must be inspected.

If 30 days or a time agreed upon between the City of Wooster and the property owner has passed, and upon inspection the authorized City personnel deem that these repairs have not been made, a notice shall be given to the property owner allowing five days to correct the problem or the water service will be disconnected. If the owner fails to complete the required repairs within this time, the service at the location will be disconnected. A fee will be charged for the service disconnection in accordance with the City of Wooster Schedule of Fees and Charges. If the service is disconnected and the bill is being sent to a tenant, future billings for the service location will revert to the property owner.

D. Access To Meter

For locations where City water is supplied and metering equipment is required, the property owner shall provide access to authorized City personnel when metering equipment requires installation, maintenance, repair, or replacement. When access is required, the City will give the property owner notice requesting access to the property within five days.

If within this time frame, or by a mutually agreed upon time, the owner fails to provide access for the meter technician to complete the required work, the service at the location will be disconnected. A fee will be charged for the service disconnection in accordance with the City of Wooster Schedule of Fees and Charges. If the service is disconnected and the bill is being sent to a tenant, future billings for the service location will revert to the property owner.

E. Water Meter Damage

Water meters that are damaged by abuse, misuse, accident, or any act of carelessness shall be repaired or replaced at the expense of the customer.

F. Water Meter Bypass

Water meter bypasses will only be allowed in very limited situations. Approval of a water meter bypass must be made by the Utilities Manager.

In all cases where an existing water meter bypass is discovered (during meter replacement, plumbing inspection, permit application, etc.) or a new water meter bypass is proposed (through a Plumbing permit application, Water Service permit application, etc.), the water meter bypass shall be referred to the Utilities Manager for review and approval. At a minimum, the Utilities Manager needs to be informed of the existing or proposed bypass configuration and the type of facility.

In general, water meter bypasses will only be allowed at documented medical facilities that have existing water meter bypasses. The water meter bypass for these facilities shall meet one of the configurations shown in Figure 1 or Figure 2 below, unless the existing configuration is otherwise approved by the Utilities Manager.

In general, all other existing facilities having and proposed facilities desiring a water meter bypass will be required to install a duplex water meter and backflow preventer configuration as shown in Figure 2 below.

The general configuration(s) that are allowed by the Utilities Manager for a particular facility will be provided to the Plumbing Inspector for review for conformance with Building Code, prior to a response being provided to the applicant or the facility. It will be the responsibility of the applicant or the facility to provide detailed drawings (materials, sizes, valving, etc.) of the allowable general configuration and to apply for the appropriate permit(s) to proceed with the work. If the Utilities Manager requires an existing water meter bypass to be removed, it shall be removed and the plumbing modified as necessary to meet current Building Code requirements. All costs associated with the work to install, modify, and/or remove water meter bypasses as directed by the Utilities Manager shall be borne by the water consumer and be subject to all applicable permits, fees, and inspections.

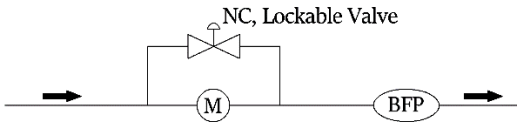


FIGURE 1

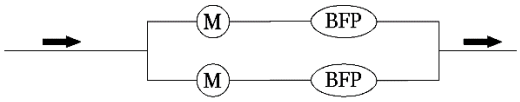


FIGURE 2

LEGEND

| | |
|---|---|
| M | Meter |
| BFP | Backflow Preventer |
| NC | Normally Closed |
| ➡ | Flow Direction |

Note: These figures represent general arrangements only and are not meant to show all details and components necessary for these configurations.

## IX. Cross Connection and Backflow Prevention

A. General Policy

The purpose of this policy is:

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 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 backflow prevention and cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water systems.

This policy shall apply to all premises served by the public water system of the City of Wooster.

The Utilities Manager shall be responsible for the protection of the public water system from contamination due to backflow of contaminants through a water service connection. If, in the judgment of the Utilities Manager, an approved backflow preventer is necessary at the water service connection to any consumer's premises for the safety of the public water system, the Utilities Manager or his authorized representative shall give notice to the consumer to install such approved backflow preventer at each service connection to his or her premises. The consumer shall install such approved assembly or assemblies at his or her own expense, and failure, refusal or inability on the part of the consumer to install

such assembly or assemblies immediately shall constitute grounds for discontinuing water service to the premises and/or imposing fines in accordance with City of Wooster Codified Ordinance Section 921.99 until such assemblies have been installed.

B. Definitions

The following definitions shall apply in the interpretation and enforcement of this policy:

1) “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.
2) “Approved” means that a backflow preventer or method has been accepted by the supplier of water and the director as suitable for the proposed use.
3) “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 may include water from another supplier’s public water system; or water from a source such as wells, 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 supplier of water does not have control.
4) “Backflow” means the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable water supply from any other source other than the intended source of the potable water supply.
5) "Backflow preventer" means any assembly, device, method, or type of construction intended to prevent backflow into a potable water system. Where backflow preventer is used in other rules of this policy (OAC 3745-95), this definition applies.
6) “Consumer” means the owner or person in control of any premises supplied by or in any manner connected to a public water system.
7) “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 considered to be a consumer’s water system.
8) “Containment principle backflow preventer” means a backflow preventer that is installed in a consumer’s water system, that is intended to contain the water within the premises to prevent any polluted or contaminated water from backflowing into the public water system. Typically the containment principle backflow preventer is placed at the service connection, unless placement is otherwise specified by rule herein.
9) “Contamination” means an impairment of the quality of the water by sewage or process fluid or waste to a degree which could create an actual hazard to the public health through poisoning or through spread of disease by exposure.
10) “Cross-connection” means any arrangement whereby backflow can occur.
11) “Degree of hazard” is a term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.
12) “Director of the Ohio EPA” means the Director of the Ohio Environmental Protection Agency or his or her duly authorized representative.

13) “Double check valve assembly” 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.
14) “Health hazard” means any condition, device, or practice in a water system or its operation that creates, or may create, a danger to 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.
15) “Interchangeable connection” means an arrangement or device that will allow alternate but not simultaneous use of two sources of water.
16) “Non-potable water” means water not safe for drinking, personal, or culinary use.
17) “Person” means the state, any political subdivision, public or private corporation, individual, partnership, or other legal entity.
18) “Pollution” means the presence in water of any foreign substance that tends to degrade its quality 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.
19) “Potable water” means water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the Ohio Environmental Protection Agency.
20) "Premises" means any building, structure, dwelling or area containing plumbing or piping supplied from a public water system.
21) “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, pollutional, or system hazard if introduced into the public or a potable consumer’s water system. This includes, but is not limited to:
    a. polluted or contaminated waters;
    b. process waters;
    c. used waters originated from the public water system which may have deteriorated in sanitary quality;
    d. cooling waters;
    e. contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
    f. chemicals in solution or suspension; and
    g. oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for fire fighting purposes.
22) “Public water system” has the meaning ascribed to such term in Section 6109.01 and 6109.02 of the Ohio Revised Code.
23) “Reduced pressure principle backflow prevention assembly” means an assembly 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 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.

24) “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.
25) “Supplier of water” means the owner or operator of a public water system.
26) “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.
27) “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.
28) “Used water” means any water supplied by a supplier of water from a public water system to a consumer’s water system after it has passed through the service connection and is no longer under the control of the supplier.

C. Water System

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

The public water system shall consist of the source facilities and the distribution system, and shall include all those facilities of the water system under the control of the Utilities Manager 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.

D. Cross-Connections Prohibited

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 Utilities Manager.

No connection shall be installed or maintained whereby water from an auxiliary water system may enter a public water system unless the method of connection and use of such system have been approved by the Utilities Manager and by the Director of the Ohio EPA as required by Section 6109.13 of the Ohio Revised Code.

E. Survey and Investigations

The consumer’s premises shall be open at all reasonable times to the Utilities Manager, or his or her 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.

On request by the Utilities Manager, or his or her authorized representative, the consumer shall furnish information on water use practices within his or her premises.

It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on his or her premises to determine whether there are actual or potential cross-connections in his or her water system through which contaminants or pollutants could backflow into his or her or the public potable water system.

F. Where Protection Is Required

Protection is required in each of the four cases as explained in this section.

Case 1: An approved backflow preventer shall be installed on each service line to a consumer's water system serving a premises, where in judgment of the Utilities Manager or the Director of the Ohio EPA, actual or potential hazards to the public potable water system exist.

Case 2: An approved backflow preventer 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, unless such auxiliary system is accepted as an additional source by the Utilities Manager and the source is approved by the Director of 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 or waters originating from the public potable water system which are no longer under the sanitary control of the Utilities Manager.
3) Premises having internal cross-connections that, in the judgment of the Utilities Manager, are not correctable, or intricate plumbing arrangements which make it impractical to determine whether or 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 Utilities Manager or the Director of the Ohio EPA.

Case 3: An approved backflow preventer shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the Utilities Manager or the Director of the Ohio EPA determines that no actual or potential hazard to the public water system exists:

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) Others specified by the Utilities Manager or the Director of the Ohio EPA.

Case 4: An approved backflow preventer shall be installed at any point of connection between the public or consumer's water system and an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Utilities Manager and the source is approved by the Director of the Ohio EPA.

G. Type of Protection Required

For the purposes of defining the different types of protections required for this policy, three separate categories are used as explained in this section.

Category 1: The type of protection required for Cases 1, 2, and 3 as described in Section IX.F 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 severe health hazard.
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 shall be installed where the public water system may be polluted with substances that could cause a pollutional hazard not dangerous to health.

Category 2: The type of protection required for Case 4 in Section IX.F shall be an approved air gap separation or an approved interchangeable connection.

Category 3: Where an auxiliary water system is used as a secondary source of water for a fire protection system, an approved air gap separation or an approved interchangeable connection may not be required, provided:

1) At premises where the auxiliary water system may be contaminated with substances that could cause a system or health hazard, the public consumer's potable water system shall be protected against backflow by installation of an approved reduced pressure principle backflow prevention assembly.
2) At all other premises, the public or consumer's potable water system shall be protected against backflow by installation of either an approved reduced pressure principle backflow prevention assembly or an approved double check valve assembly.
3) The public or consumer's potable water system shall be the primary source of water for the fire protection system.
4) The fire protection system shall be normally filled with water from the public or consumer's potable water system.

5) The water in the fire protection system shall be used for fire protection only, with no regular use of water from the fire protection system downstream from the approved backflow preventer.
6) The water in the fire protection system shall contain no additives.

H. Backflow Preventers

Any backflow preventer required by this policy shall be of a model or construction approved by the Utilities Manager and the Director of the Ohio EPA and 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. It shall meet the requirements of OAC Rule 3745-95-04 of the Ohio Environmental Protection Agency.
2) A double check valve assembly or a reduced pressure principle backflow prevention assembly shall be approved by the Utilities Manager, and shall meet the requirements of OAC Rule 3745-95-04 of the Ohio Environmental Protection Agency.
3) An interchangeable connection, to be approved, shall be either a swing type connector or a four-way valve mechanism which unseats the plug, turns it ninety degrees and reseats the plug. Four-way valves shall 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.

Existing backflow preventers approved by the Utilities Manager or the Director of the Ohio EPA at the time of the installation and properly maintained shall, except for inspection, testing and maintenance requirements, be excluded from the above requirement of this section provided the Utilities Manager is assured that they will satisfactorily protect the public potable water system. Whenever the existing backflow preventer is moved from the present location or requires more than minimum maintenance or when the Utilities Manager finds that the maintenance of the backflow preventer constitutes a hazard to health, the backflow preventer shall be replaced by a backflow preventer meeting the requirements of this policy.

I. Installation

Backflow preventers required by this policy shall be installed at a location and in a manner approved by the Utilities Manager and at the expense of the water consumer. In addition, any backflow preventer required by Categories 2 and 3 in Section IX.G shall be installed at a location and in a manner approved by the Director of the Ohio EPA as required by Section 6109.13 of the Ohio Revised Code.

Backflow preventers installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.

Pits or vaults shall be of water-tight construction, be so located and constructed as to prevent flooding and shall be maintained free from standing water by means of either a sump and pump or a suitable drain. Such sump pump or drain shall not connect to a sanitary sewer nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate natural or artificial lighting shall be provided to permit maintenance, inspection and testing of the backflow preventer.

Reduced pressure principle backflow prevention assembly must be installed above ground level or floor level, whichever is higher.

J. Inspection and Maintenance

It shall be the duty of the consumer at any premises on which backflow preventers required by this policy are installed to have 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 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.
3) Reduced pressure principle backflow prevention assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter.
4) Interchangeable connections shall be inspected at the time of installation and at least every twelve months thereafter.

Inspections, tests, and overhauls of backflow preventers shall be made at the expense of the water consumer and shall be performed by an Ohio Certified Backflow Inspector that is qualified to inspect, test, repair and/or install backflow preventers.

Whenever backflow preventers required by this policy are found to be defective, they shall be repaired, overhauled or replaced at the expense of the consumer without delay.

The water consumer must maintain a complete record of each backflow preventer 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 of Wooster's Backflow Coordinator in the Building Standards Division. Each test shall be reported electronically to the City's third-party data collector at http://www.trackmybackflow.com/.

Backflow preventers shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Utilities Manager.

K. Booster Pumps

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.

For booster pumps, or fire pumps, used for fire suppression installed after August 8, 2008, such booster pump, or fire pump, shall be equipped with one of the following:

1) A low suction throttling valve on the booster pump discharge, which throttles 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; or,

2) The fire pump is equipped with a variable speed suction limiting control on the booster, or fire, pump. The speed control system must be used to maintain a minimum suction pressure of ten pounds per square inch gauge at the pump inlet by reducing the pump driver speed while monitoring pressure in the suction piping through a sensing line.

It shall be the duty of the water consumer to maintain the low pressure cut-off device, low suction throttling valve, or variable speed suction limiting control, in proper working order and to certify to the Utilities Manager, at least once every twelve months that the minimum pressure sustaining method in place is operating properly.

L. Violations

The Utilities Manager shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow preventer required by this policy is not installed, tested and maintained in a manner acceptable to the Utilities Manager, or if it is found that the backflow preventer has been removed or by-passed, or if an unprotected cross-connection exists on the premises, or if the minimum pressure sustaining method required by this policy is not installed and maintained in working order.

Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with this policy and to the satisfaction of the Utilities Manager.

## X. Billing

A. Water Not Discharged to Sanitary Sewer

When a break or a leak in a customer's plumbing system allows metered water to be to be used, and this water is not discharged into the sanitary sewer system, the sanitary sewer charge relating to this water use may be waived to the extent:

1) Authorized City personnel can verify the water was not discharged to the sanitary sewer system.
2) The amount of water lost by the leak or break can be reasonably estimated.

The customer remains responsible for the water used even in situations where the sanitary sewer charge is waived. The customer retains their right to appeal utility charges to the Moral Claims Board of the City of Wooster.

B. Notification of Service Disconnection for Delinquent Accounts

Customers with delinquent water accounts may have their water service discontinued. Prior to discontinuing service, Wooster City Services will mail or hand deliver a warning notice to the billing address, allowing at least ten days from the mailing date for full payment of the delinquent amount to be received at 538 North Market Street, Wooster, OH 44691. A fee, in accordance with the City of Wooster Schedule of Fees and Charges, will be added to the account when this warning notice is sent.

The mailed notice is the only warning that will be required prior to water service being discontinued. Failure to receive a warning notice does not remove the customer's responsibility to pay their bill. If the full amount indicated on the warning notice is not received by the due date shown on the warning notice,

water service may be discontinued for delinquent accounts, even if the warning notice was not received by the customer.

This delinquency notice which is mailed to the billing address and fee for its mailing, in accordance with the City of Wooster Schedule of Fees and Charges, replace the previously required delinquency notice that was to be delivered to the service address and its associated fee.

C. Minimum Charges for Services

The City will levy the minimum charge and/or fees in accordance with the City of Wooster Schedule of Fees and Charges for water service upon issuance of the certificate of occupancy. For properties where construction is substantially completed and final inspections are not requested and/or certificate of occupancy cannot be issued, the water service will be disconnected at the curb box until the certificate of occupancy is issued. If access to install a water meter is not provided within 30 days of notification to the builder or property owner that access by authorized City personnel is required to set a water meter, all of the following will occur:

1) Water service to the property will be disconnected.
2) A disconnection charge will be added to the account.
3) Minimum charges will begin to be billed for all utility services and fees on the date of expiration of the 30 day request for access.

For properties where the structures are being demolished, all minimum charges for utility services and fees will continue to be billed to the property until such time as proper permits are obtained, the structures demolished, and a final inspection is performed to confirm that all connections to the water main have been properly disconnected.

Suspension of Minimum Charges for water only can be suspended while water service is disconnected at the curb box. A disconnection fee will be assessed to the account for disconnection. Minimum charges will be restored when water service is restored.

D. Property Owner Must Provide Access For Shut Off

By City of Wooster Codified Ordinances the property owner is responsible for all Wooster City Services billings. Tenant billing is done as a courtesy to the landlord. When a Wooster City Services bill for a property is past due, a shut off notice may be delivered to the service location and water service may be discontinued if the bill is not paid.

When access inside a rental property is required to shut off water service due to a delinquency, the property owner or his or her representative will be contacted to arrange access. If access to the location is not provided, the tenant's name will be removed from the account, the owner's name will be placed onto the delinquent account, and all future billings for this location will be made directly to the property owner.

## XI. Breaks and Leaks

A. Public Water Main and Service Line Leaks

The City of Wooster is responsible for maintenance, replacement, and repairs on the portion of water services from the City's public water main to and including the curb stop or shutoff valve. Whenever a break or leak occurs in a public water main or on the City's portion of the water service, the City will be responsible for repairing the water main or service at its own expense as soon as possible.

B. Private Water Main and Service Line Leaks

The property owner is responsible for maintenance, replacement, and repair of the portion of the water service on the customer side of the curb stop or shutoff valve. For commercial developments, condominium developments, apartment developments, industrial properties, or other properties with private water mains, the property owner, homeowner's association, or other real estate management entity shall be responsible for all portions of the water mains and services that are located on private property, outside of public water line easements.

If authorized City personnel determine that the water line is leaking in an area where the property owner is responsible for maintenance, he or she shall evaluate the extent of the water loss. If the water loss is creating a safety hazard or a high volume of water is being lost, the water service will be turned off at the curb stop or shutoff valve. The property owner will be notified that the water service has been disconnected and that the water service will be resumed after the appropriate repair is made.

If authorized City personnel determine that the water line leak is not creating a safety hazard and no high volume of water is being lost, the City of Wooster shall issue notice to the property owner. The notice will require the water line at the location to be repaired within 30 days of the notice's date. Additionally, the notice will require that within 15 days the property owner arrange for the water line's repair and contact the City regarding the scheduled time of the repair.

If 30 days or a time agreed upon between the City of Wooster and the property owner have passed, and the repair has not been made, or if 15 days have passed and the property owner has not contacted the City giving a scheduled time for the repair, a notice shall be given to the property owner allowing five days to correct the problem.

If the owner fails to complete the required repairs within the five day period, the water service at the location will be disconnected. A fee will be charged for the disconnection in accordance with the City of Wooster Schedule of Fees and Charges. If the service is disconnected and the bill was being sent to a tenant, future billings for the service location will revert to the property owner.

For all cases where a break or a leak is discovered on a private water main or the portion of the water service that is the property owner's responsibility and the water service or private water line is not turned off, the City may assess the property owner for the estimated water lost between the time the property owner is notified of the break or leak and the time that the break or leak is repaired or the water is turned off. The estimated water lost will be based on a standard engineering calculation.

Where the City deems that a break or leak on a private water main or the portion of the water service that is the property owner's responsibility is creating a safety hazard or a high volume of water is being lost, the City may elect to repair the break or leak with either its own crews or a contractor. Whenever repairs are made by the City or a contractor hired by the City, after the work is done, the City will provide five days' notice by regular mail, to the owner of the property, at his or her last known address, to pay the cost of such work, which notice shall be accompanied by an invoice or other documentation of the cost of the work. In the event that the cost of the work is not paid within 30 days after the mailing of the notice, this

amount shall be certified to the County Auditor for collection the same as other taxes and assessments are collected.

All repairs or replacements of private water mains and service lines and /or plumbing repairs must be in compliance with City of Wooster Engineering Construction Standards and the Building Code.