



200 NORTHERN CONCOURSE  
P.O. BOX 4949  
SYRACUSE, NY 13221-4949

Central New York's Water Authority  
www.ocwa.org

PHONE: (315) 455-7061  
FAX: (315) 455-6578

January 1, 2012

**To: OCWA Hydrant Users**

**Re: 2012 Hydrant Use Policies & Procedures**

This letter describes OCWA's policies and procedures for the use of hydrants. Compliance with OCWA's rules of use is necessary to protect the integrity of our water distribution system and to maintain control of water quality. We are asking for your cooperation in following our policies and procedures for hydrant-use. Typical public works activities (e.g., street sweeping, sewer flushing, paving, irrigation, water hauling, and hydro-seeding) create a potential cross-connection with our water distribution system and could pose a health risk to consumers if the proper backflow prevention controls or devices are not implemented by the hydrant user. Please find enclosed pertinent information regarding our policies and procedures for hydrant use.

Under OCWA's current hydrant use policy, all individual hydrant users are required to rent a hydrant meter assembly unit (HMAU), which includes a water meter and backflow prevention device [i.e., a reduced pressure zone device (RPZ)]. Customers must submit an application for the unit rental and obtain a hydrant-use permit. A deposit for the HMAU, based on the size of hydrant meter, is required for unit rental. Renter will be billed on a monthly basis for water consumption. The balance of the deposit will be refunded to the customer following return of the HMAU and any issued accessories (in pre-rental condition), minus any outstanding water consumption fees (see Rate Schedule No. 1C for details), and/or cost of repairs or replacement of damaged HMAU and accessories.

For your convenience, OCWA accepts credit card payment for deposits and monthly water bills. As indicated in Rate Schedule No. 1C, the 2012 water consumption rate for water drawn from hydrants over 21,000 gallons per month is now \$2.31 per 1000 gallons.

***Please be advised that the unauthorized use of hydrants constitutes theft of service and is in violation of Section 165.15 (4) of the Penal Law of the State of New York (ranging from a Class A misdemeanor to Class C felony) in New York State. If anyone is found to be using a hydrant in an unauthorized manner (e.g., without the hydrant meter assembly unit in place), OCWA will prosecute to the fullest extent of the law. Charges for unauthorized use of a hydrant will be applied per OCWA Rate Schedule 5.***

We appreciate your cooperation with the hydrant use policies and procedures. Your efforts will help OCWA to better protect the health and safety of our customers. If you have any questions please do not hesitate to contact Customer Service at (315) 455-7061 at Ext. 3134.

Sincerely,

OCWA

A handwritten signature in black ink, appearing to read 'Michael E. Hooker'.

Michael E. Hooker  
Executive Director

*Enclosures:*  
Hydrant Use Policies and Procedures  
HMAU Rental & Hydrant Use Permit Application  
Rate Schedule No. 1C

## **2012 HYDRANT USE - POLICIES AND PROCEDURES**



The Onondaga County Water Authority (OCWA) recognizes the need for hydrant use for construction or other purposes. OCWA rents hydrant meters and backflow protection devices, and issues permits for use of hydrants. A hydrant meter assembly unit (HMAU) includes a meter, a reduced-pressure zone backflow protection device (RPZ), and any couplings or fittings necessary for connection to a hydrant. The HMAU will be provided by OCWA and may be installed on designated fire hydrants by the customer. In addition to OCWA's published *Customer Rules*, the customer as outlined below shall follow guidelines.

### **APPLICATION**

Customers may apply for the HMAU and permit in person at OCWA offices, located at 200 Northern Concourse, Mattydale between the hours of 8 a.m. to 4:00 p.m. Monday through Friday. The completed application may also be mailed to the Business Office at PO Box 9, Syracuse, NY 13211-0009. **Please note, a minimum of 48 hours is required to process applications.** To expedite receipt and processing of your application, we recommend faxing a copy of the completed form to Customer Service at **455-6578**. A security deposit for the hydrant meter assembly unit will be collected before the unit will be released to customer. The permit is valid until December 31<sup>st</sup>, 2012. Meters will not be issued to applicants who have outstanding charges owed to OCWA. **To avoid delay in the approval of your HMAU rental all items requested on the application must be completed.**

### **FEES**

Customers will be charged a deposit for the hydrant meter assembly unit at the time of application. In addition, customers will be billed for water consumption on the first of the month (each and every month). Monthly water consumption charges include a minimum monthly charge for water consumption, and any costs for water consumption exceeding the minimum. See Rate Schedule 1C for details of the rate structure for the HMAU and water consumption. Customers may call OCWA's Business Office at 455-7061 (during regular business hours) to report meter reading(s). If the customer does not call in before the 1<sup>st</sup> of the month with the monthly meter reading, OCWA will estimate the water consumption to determine the monthly bill. **Payment must be received within 30 days of billing date, in the event payment is received late there will be a one time 10% late charge for each monthly bill. Continuous non-payment of the monthly bills over the course of the rental period will result in submission of the account to OCWA's Collection Agency.**

Hydrant meter assembly units must be returned by December 31<sup>st</sup> of the rental year for OCWA to conduct required annual testing of the RPZ. Failure to return the hydrant meter assembly unit by December 31<sup>st</sup>, 2012 will result in additional fees of \$10.00 (ten dollars) per day, which will continue to accrue until the hydrant meter assembly unit is returned to OCWA offices where it was obtained. The customer must immediately contact OCWA if the meter is not registering water consumption. Users shall be held responsible for any damage to the HMAU, including all repair or replacement costs. In addition, users may be responsible for hydrant damages if the HMAU is not properly supported. Accessories (e.g., hydrant wrenches, adapter couplings, hoses, etc.) are to be returned with the HMAU or user will be charged a replacement cost.

### **RETURN OF HYDRANT METER ASSEMBLY UNIT**

It is the customer's responsibility to remove all items added to the hydrant meter assembly unit (i.e., hoses, nipples, adapters, etc.) prior to returning the unit to OCWA. **Fees will be applied for OCWA removal of customer owned equipment.** The customer will be charged for repair or replacement cost for any hydrant meter assembly units not returned in pre-rental condition. In addition, the customer will be charged for replacement of any accessories (e.g., hydrant wrenches, adapter couplings, hoses, etc.) not returned with the hydrant meter assembly unit. All units, regardless of date rented must be returned by December 31<sup>st</sup>, 2012. The customer will be charged a \$10 fee each day after December 31<sup>st</sup>, 2012 that the unit has not been returned.

# 2012 HYDRANT USE - POLICIES AND PROCEDURES



## HYDRANT USE – GENERAL RULES

- A copy of the hydrant use permit **MUST** be kept at the location where the hydrant meter assembly unit (HMAU) is being used and must be presented to an OCWA representative upon request.
- **YOU MUST CALL OCWA's Engineering Department DAILY TO OBTAIN PERMISSION, PRIOR TO THE USE OF A HYDRANT. (Engineering Department 455-7061 ext. 3125 or ext. 3104)**
- Use **ONLY** the fire hydrant(s) specified by the Engineering Department and **ANY** changes must be authorized by the Engineering Department.
- **ONLY** use an appropriate hydrant wrench to operate the fire hydrant.
- **Flush the hydrant before attaching the hydrant meter assembly unit (HMAU).** Flow one hydrant nozzle just enough to have water stream reach approximately 2 to 3 feet from hydrant. It should take less than a minute to properly flush the hydrant. *Please contact the Engineering Dept. with any questions at 455-7061 ext. 3165 or 3129.*
- **ALWAYS** open and close the fire hydrant **SLOWLY**.
- **ALWAYS** open and close the fire hydrant **COMPLETELY**.
- **NEVER** leave running hydrant un attended.
- **Use a gate valve for throttling the flow.** The gate valve is to be supplied by the user and installed on the outlet side of the meter/valve assembly. Butterfly or 1/4 turn valves are **NOT ALLOWED** for throttling the flow. **Do not use the shut off valve on the RPZ to control the water flow. Use of this valve could result in damage to the inside check valves, for which the customer will be charged.**
- **ALL** water drawn from the fire hydrant shall pass through the issued HMAU after the hydrant has been flushed properly.
- **NEVER** separate the connected backflow device from the meter or disassemble or alter any part of the meter or RPZ.
- A minimum of 18" of clearance should be maintained below the opening of the discharge valve on the RPZ. **DO NOT lay the HMAU directly on the ground - ALWAYS elevate and support the HMAU.**
- Water drawn from a fire hydrant is **NOT** intended for potable use.
- **IMMEDIATELY return** the HMAU if any part of the unit is not operating properly (meter or RPZ).
- Use of the water for **ANY** purpose other than that which was originally stated on the *Hydrant Meter Assembly Rental and Hydrant Use Permit* application, or could potentially damage the water system or HMAU will result in the immediate revocation of the permit and confiscation of the apparatus.
- **DO NOT** use the HMAU or operate hydrants during freezing temperatures. Severe damage may occur to HMAU, hydrant, and/or other water main appurtenances.

Effective Date March 1, 2012



**ARTICLE X**  
CLASSIFICATIONS, RATES & CHARGES

Classification of services rendered or facilities furnished, and rates and charges therefore are hereby established as follows:

**RATE SCHEDULE NO. 1C**  
Hydrant Meter Rentals – Monthly (Seasonal)

**AVAILABILITY:** Service under this rate schedule is available to any customer within the Onondaga County Water Authority's service area that has been properly permitted to use Authority hydrants.

**APPLICABILITY:** Permitted users of hydrants only. Users will be allowed to draw water from designated hydrants and must use the meter and reduced pressure zone device provided by the Authority each time they draw water for their permitted purpose(s).

**RATE:**

First	21,000	gallons or less per month	\$81.50	
Over	21,000	gallons per month @	\$ 2.35	per 1,000 gallons

**MINIMUM BILL - The minimum monthly bill for services hereunder shall be:**

Size of Meter	Minimum Consumption (Gallons)	Minimum Bill
1"	21,000	\$ 81.50
1 ½"	34,000	\$112.05
3"	75,000	\$208.40

**DEPOSIT:** A deposit is required for the meter and the reduced pressure zone device (RPZ). The deposit will be returned to the permitted user upon payment in full for all water used (including the minimum) and upon return of the equipment provided (in good condition), which includes the meter, the RPZ, fittings, hose and hydrant wrench. *Meter and RPZ must be returned by December 31<sup>st</sup> of the rental year.*

<u>Size Meter</u>	<u>Deposit</u>
1"	\$200.00
1 ½"	\$345.00
3"	\$605.00

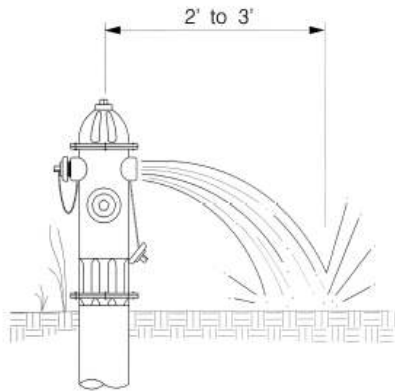
**BILLING:** *The minimum bill hereunder shall be billed to the customer in arrears.*

**PAYMENT:** *Bills are rendered net and are payable within fifteen (15) days after presentation, in accordance with Article VIII of the Customer Rules of the Authority.*

**TERMS AND CONDITIONS:** *Service hereunder is subject to the Customer Rules of the Authority.*

# HOW TOs

## HYDRANT FLUSHING



Flush the hydrant before attaching the HMAU.

Flow one nozzle just enough to have water stream reach 2 to 3 feet from hydrant.

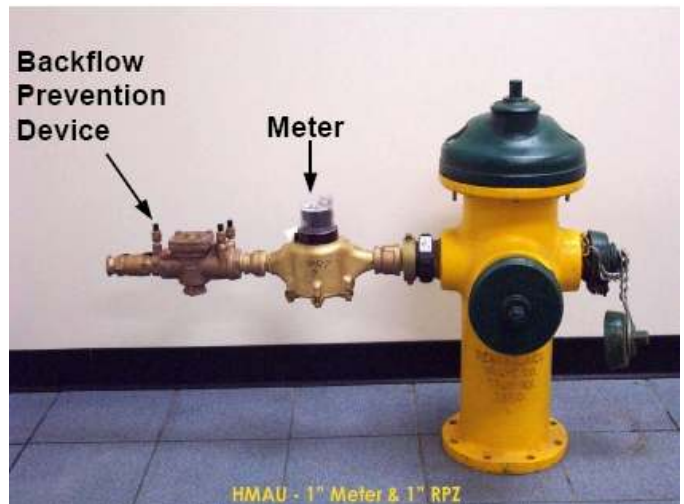
It should take less than a minute to properly flush the hydrant.

Call OCWA with any questions or problems.

## SETUP ON HYDRANT

- Install Horizontally
- Support HMAU off the ground
- Minimum 18" of clearance below the discharge port of the RPZ
- Open hydrant valve completely
- DO NOT use hydrant valve or RPZ shutoff valves to control flow from hydrant!!

Install a gate valve on outlet side of RPZ for throttling flow.





200 Northern Concourse  
P.O. Box 4949  
Syracuse, NY 13221-4949

## Hydrant Meter Assembly Unit Rental and Hydrant Use Permit

- APPLICATION -  
MINIMUM OF 48 HRS REQUIRED TO PROCESS

2012

Phone: (315) 455-7061  
Fax: (315) 455-6578

OFFICE USE ONLY	CUSTOMER NO. _____	PREMISE NO. _____
	_____	

APPLICANT INFORMATION (please print)			EQUIPMENT	
COMPANY NAME			<b>DATE REQUEST TO PICK UP UNIT:</b> ____/____/____	
BILLING ADDRESS				
CITY	STATE	ZIP	<b>Meter Assembly Size</b>	<b>RETURNED</b>
BUSINESS PHONE NO.	ALT. PHONE NO.		<input type="checkbox"/> 1' meter & 1" RPZ (-10 to 50 gpm)	<input type="checkbox"/>
CONTACT PERSON			<input type="checkbox"/> 1 1/2" meter & 1 1/2 RPZ (-25 to 100 gpm)	<input type="checkbox"/>
<b>HYDRANT USE - MUST BE COMPLETED FOR APPROVAL</b>			<input type="checkbox"/> 3" meter & 2" RPZ (-50 to 180 gpm)	<input type="checkbox"/>
PURPOSE:			<b>Other Accessories Requested</b>	
LOCATION/SITE:			<input type="checkbox"/> Hydrant Wrench	<input type="checkbox"/>
Please note you must call the Engineering Dept. (ext. 3125) each day for authorization prior to using any hydrant.			<input type="checkbox"/> 6 ft Hose (for 1 1/2 or 3" meter units only)	<input type="checkbox"/>
			<input type="checkbox"/> Other _____	<input type="checkbox"/>
			_____ INITIAL	

**AGREEMENT**

I hereby agree to be responsible for the water meter and backflow prevention device assembly. I understand that I am responsible for payment for all charges and any damages caused to the water meter and backflow prevention device assembly, the fire hydrant(s), and any other OCWA property or facilities. I have read and understand OCWA's *Customer Rules* and the *2012 Hydrant Use ~ Policies and Procedures*.

_____	X	_____	____/____/____
APPLICANT NAME (Please Print)		APPLICANT SIGNATURE	DATE

**OFFICE USE ONLY**

Received a copy of OCWA's *Hydrant Meter Assembly Unit Rental and Hydrant Use Permit* information packet. \_\_\_\_\_

INITIAL      DATE

Meter No.: _____	Deposit Received \$ _____	<u>Notes:</u>
RPZ Serial No. _____	Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card <input type="checkbox"/>	
Date Picked Up ____/____/____	Returned Reading _____ gals	
Date Returned ____/____/____	Initial Reading _____ gals	
	Total Usage _____ gals	
OCWA - FORM D12	Approved by: _____ Date _____	

## VEHICLE AUTHORIZATION LIST

Item No.	License Plate Number(s)	Vehicle Make & Model	Vehicle Description*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

\* - Use assigned vehicle number, model & fleet number, color of vehicle, etc. that can be used to easily identify a specific piece of equipment and/or backflow prevention device.

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# **REMEMBER**

- Permit **MUST** be with the HMAU at all times and presented upon request.
- You **MUST** call OCWA's Engineering Dept. (at 455-7061 Ext. 3104 or 3125) **DAILY** to obtain permission, **PRIOR** to the use of **ANY** hydrant.
- **ANY** changes in hydrant use **MUST** be authorized by the Engineering Department.
- **ONLY** use a hydrant wrench to operate the fire hydrant.
- **ALWAYS** open and close the fire hydrant **SLOWLY & COMPLETELY**.
- **FLUSH** hydrant properly before attaching HMAU. Water stream to extend only 2 to 3 feet from hydrant during flush.
- **Use a gate valve for throttling the flow on outlet side of the unit.** Butterfly or 1/4 turn valves are **NOT ALLOWED** for throttling the flow. **Do not** use the shut off valve on the RPZ to control the water flow. Use of this valve could result in damage to the inside check valves, for which the customer will be charged.
- **ALL** water drawn from the fire hydrant shall pass through the issued hydrant meter assembly unit after hydrant is properly flushed.
- **DO NOT** separate the backflow device from the meter or disassemble or alter any part of the meter or RPZ.
- Contact OCWA **IMMEDIATELY** in the event meter or RPZ is not working properly.

**OCWA**  
**455-7061**

***Customer Service***

**Ext. 3134**

**Meter Dept.**

**Ext. 3123**

**Engineering Dept.**

**Ext. 3125**

**Ext. 3104**