



Central New York's Water Authority

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

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

January 1, 2021

**To: Municipalities & Departments of Public Works**

**Re: Hydrant Use Policies & Procedures**

Enclosed is information regarding OCWA's current Hydrant-Use Policies and Procedures for municipalities and departments of public works (DPWs). As in the past, OCWA does not intend to charge municipalities and DPWs for water taken from individual hydrants. However, OCWA does require municipalities and DPWs to obtain a hydrant-use permit; utilize backflow prevention controls or devices; and follow OCWA's rules and guidelines for the operation and use of OCWA hydrants.

We are asking for your cooperation in following our policies and procedures for hydrant-use. Typical hydrant use activities (e.g., street sweeping, sewer flushing, paving, irrigation, water hauling, and hydro-seeding) create potential cross-connection contamination 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.

In addition, disruptions in service to our residential and business customers has been attributed to the use of hydrants located in sensitive areas of our water distribution system and/or with improper operation of hydrants. **Please remember that due to the sensitive nature of some portions of our system, not all hydrants are available for non-emergency uses.**

Obtaining permission from OCWA's Operations Department at (315) 455-7061 ext. 3120 prior to utilizing any OCWA hydrant is critical to reduce the disruptions in service to our customers and damage to our water distribution system.

We truly appreciate your cooperation with OCWA's hydrant-use policies and procedures. Your efforts will help the Authority to better protect the health and safety of *all* our customers.

If you have any questions regarding applying for a hydrant-use permit please do not hesitate to contact OCWA's Engineering Department at (315) 455-7061 ext. 3104.

Sincerely,

OCWA

A handwritten signature in black ink that reads "Michael E. Hooker".

Michael E. Hooker  
Executive Director

*Enclosures:*  
3 Steps to Hydrant Use (Policies and Procedures)  
Hydrant Use Permit Application



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# **3 STEPS TO HYDRANT USE**

*for Municipalities and DPWs*

**Step 1: APPLY FOR PERMIT**

**Step 2: EQUIPMENT INSPECTION**

**Step 3: CALL FOR APPROVAL**

## **STEP 1: Apply For Permit**

Complete the enclosed *Hydrant Use – Permit Application* and submit the application to OCWA at 200 Northern Concourse, P.O. Box 4949, Syracuse, New York 13221-4949 or you may fax a copy of completed application to our main office (fax no.: (315) 455-6578). Please note that final application approval is contingent upon inspection of equipment for backflow prevention controls (i.e., air gaps) or devices (double check valves or RPZs).

## **STEP 2: Equipment Inspection**

Municipalities and DPWs, just like all other OCWA hydrant users, are required to utilize approved backflow prevention controls/devices every time water is taken from an OCWA hydrant. You may schedule an appointment with the Engineering Department (ext. 3104) for inspection of your equipment at OCWA 's main office, located at 200 Northern Concourse in Mattydale or you may arrange for inspection of multiple pieces of equipment at an off-site location.

We encourage you to contact our Engineering Department early to discuss OCWA's hydrant use program requirements and to schedule an inspection appointment. During busy times of the year, it could be two weeks or more before an appointment can be scheduled.

If a backflow prevention device is being used, a copy of the *NYSDOH Report on Test and Maintenance of Backflow Prevention Device* (DOH-1023 form) is required at the time of the inspection for each device. The New York State Department of Health (NYSDOH) requires proof of annual testing of each device be completed by a NYSDOH certified tester and submitted to the water purveyor(s) (e.g., OCWA). We sincerely ask for your cooperation in this matter for the protection for all concerned.

If you are not sure what backflow prevention control or devices you may need please contact our Engineering Department. We are more than happy to assist you in determining your needs.



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**STEP 3: Call For Approval**

Please remember that due to the sensitive nature of some portions of our system, not all hydrants are available for non-emergency uses. Therefore...

**\*\*ALL USERS MUST OBTAIN PERMISSION FROM OCWA'S OPERATIONS DEPARTMENT PRIOR TO USING ANY OCWA HYDRANT\*\***

This is a VERY important step to hydrant use. Contacting the Operations Department at (315) 455-7061 ext. 3120 before operating any hydrant will ensure that you are using the appropriate hydrant for your activities and that OCWA can identify and mitigate any problems that may arise from hydrant use.

There may be some situations, like street sweeping for example, where you may be able to obtain permission to use specific hydrant(s) for a specified block of time instead of having to call in to the Operations Department each day for each hydrant a DPW anticipates using.

If you think you may have a situation as described above *please* contact the Operations Department to discuss further. Our goal is to make the process as simple as possible for both hydrant users and OCWA, while maintaining water quality for our customers and protecting the integrity of our distribution system.

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**For More Information Call:**

**OCWA (315) 455-7061**

**Engineering Department:**

Inspection Appointments                      Ext. 3104

Backflow Prevention Info                      Ext. 3165

**Operations Department :**

Daily Hydrant Use Approval                      Ext. 3120

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*~ We thank you for your cooperation! ~*



200 Northern Concourse  
P.O. Box 4949  
Syracuse, NY 13221-4949  
Phone: (315)-455-7061  
Fax: (315)-455-6578

2021 Permit #: \_\_\_\_\_

**-APPLICATION-**

**2021**

**Municipality & DPW Hydrant Use Permit**

Date: \_\_\_/\_\_\_/\_\_\_

**MUNICIPALITY NAME: (please print)**  
\_\_\_\_\_

**MAILING ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**BUSINESS PHONE:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**ALTERNATE PHONE NO.:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**A. Purpose of Hydrant Use:**  
\_\_\_\_\_

**B. Backflow Prevention Controls/Device(s):**

Air Gap

Double Check Valve

RPZ

**C. Complete and submit the attached  
- List of Equipment Requiring Inspection**

**D. Requested Location of Hydrant(s):**  
(attract additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT:**

Applicant agrees to:

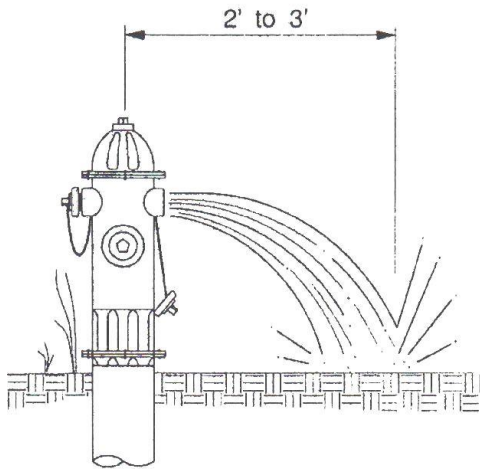
- utilize an OCWA-inspected and approved backflow prevention device or air gap any time connect to an OCWA hydrant.
- **Assume all risks in connection with your use of the OCWA backflow prevention device.**
- **obtain permission daily from OCWA's Operations Department (315) 455-7061 ext. 3120 prior to using any hydrant.**
- not flow any hydrant(s) in excess of 125 gallons per minute at any time.
- have and use an appropriate hydrant wrench and proper hose threads for the operation of the hydrant(s) and be responsible for any damage, which may be caused as a result of this operation.
- pay for all costs involved in the above operation and will have a copy of this hydrant-use permit form on vehicle or at the location of hydrant(s) use.

\_\_\_\_\_ **X** \_\_\_\_\_  
Print Customer Name Customer Signature Date

<b>FOR OCWA USE ONLY</b>	
<b><u>EQUIPMENT INSPECTION COMPLETION:</u></b>	<b><u>Comments:</u></b>
Inspector Name _____	_____
Inspector Signature: _____	_____
Inspection Date: ___/___/___	_____



# HYDRANT FLUSHING



**Flush the hydrant before attaching to it.**

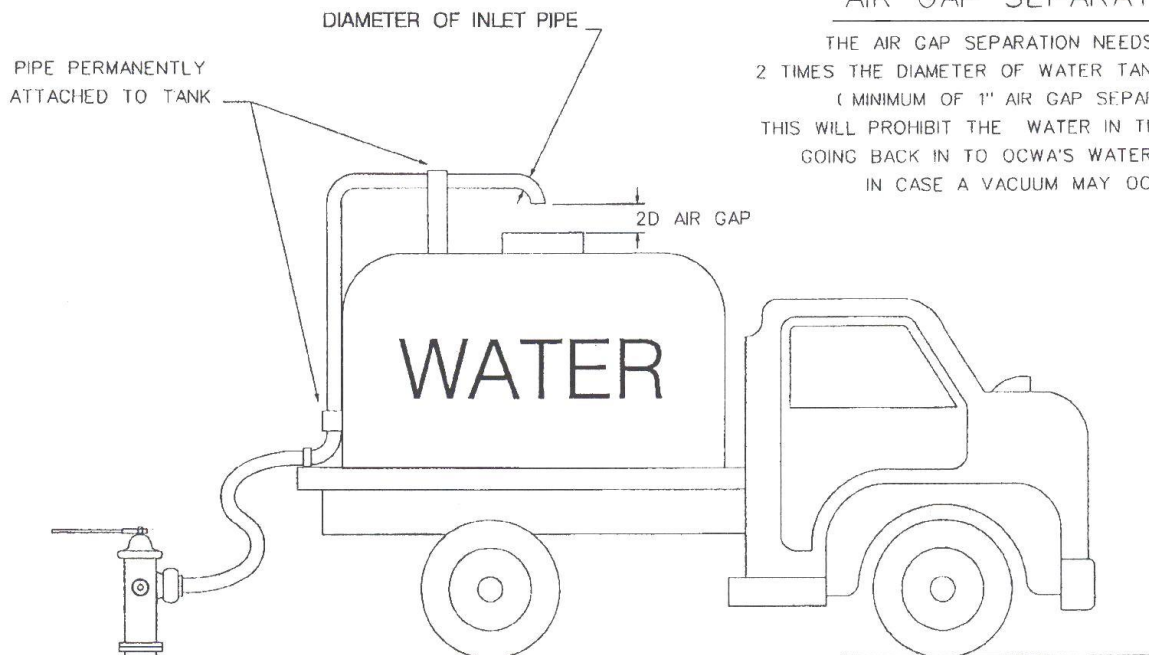
**Flow one nozzle just enough to have water stream reach 2 to 3 feet from hydrant.**

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

**Call OCWA with any questions or problems.**

## Example: AIR GAP SEPARATION

*(Recommended form of Backflow Prevention Control/Device)*



### AIR GAP SEPARATION

THE AIR GAP SEPARATION NEEDS TO BE 2 TIMES THE DIAMETER OF WATER TANK FILLING PIPE (MINIMUM OF 1" AIR GAP SEPARATION) THIS WILL PROHIBIT THE WATER IN THE TANK FROM GOING BACK IN TO OCWA'S WATER SYSTEM IN CASE A VACUUM MAY OCCUR

EXAMPLE OF WATER TRUCK CROSS-CONNECTION PREVENTION BY AIR GAP



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## **GENERAL RULES FOR USE OF HYDRANTS**

### **FOR MUNICIPALITIES & DPWS**

- You **MUST** call OCWA's Engineering Department **DAILY** for permission, **PRIOR** to the use of a hydrant. (Operations Department (315) 455-7061 ext. 3120)
- Use **ONLY** the fire hydrant(s) specified by the Operations Department and **ANY** changes must be authorized by the Operations 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 before use.
- **ALWAYS** open and close the fire hydrant **SLOWLY** and **COMPLETELY**.
- Maximum flow of hydrant not to exceed 125 gallons per minute at any time.
- 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 backflow prevention device, or on the hydrant nozzle when an air gap is being used for backflow prevention. 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 a backflow prevention control or device [i.e., air gap, reduced pressure zone valve (RPZ) or double check valve (DCV)].
- **NEVER** alter or remove the backflow control or device that OCWA approved for drawing water from our hydrants.
- Water drawn from a fire hydrant is **NOT** intended for potable use.
- Any failure of a backflow prevention device or control is to be reported **IMMEDIATELY** to OCWA.
- Use of the water for **ANY** purpose other than that which was originally stated on the *Hydrant Use Permit* application, or which creates potential damage to the water system, will result in the immediate revocation of the permit.

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<b>Contact:</b>	<b>OCWA @ (315) 455-7061</b>	
	<b>Engineering Dept.:</b>	<b>Ext. 3104</b>
	<b>Backflow Prevention Info:</b>	<b>Ext. 3165</b>
	<b>Operations Department: Hydrant Use Approval:</b>	<b>Ext. 3120</b>