



January 1, 2022

To: OCWA Hydrant Users

Re: 2022 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 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. 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 the 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. 1H for details), and/or cost of repairs (including labor and materials) or replacement of damaged HMAU and accessories. This process may take 4-6 weeks to complete.

For your convenience, OCWA accepts credit card payment for deposits and monthly water bills. As indicated in Rate Schedule No. 1H, the 2022 water consumption rate for water drawn from hydrants over 21,000 gallons per month is now \$3.05 per 1,000 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). 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. 3100.

Sincerely,

OCWA

Jeffrey D. Brown
Executive Director

Enclosures:

Hydrant Use Policies and Procedures
HMAU Rental & Hydrant Use Permit Application & Rate Schedule No. 1H

2022 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 with a backflow protection device, 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*, guidelines as outlined below shall be followed by the customer.

APPLICATION

Customers may return their completed application in person at OCWA offices, located at 200 Northern Concourse, Mattydale between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday. If our office is closed you may leave it in one of our OUTSIDE DROP BOXES. The completed application may also be mailed to the Business Office at PO Box 4949, Syracuse, NY 13221-4949. To expedite receipt and processing of your application, we recommend faxing a copy of the completed form to Customer Service at **(315) 455-6578**. **Please note, a minimum of 48 hours is required to process applications.**

Pick up and/or return of *HYDRANT METER ASSEMBLY UNITS* will be accepted between the hours of 8:00am and 11:00am, Monday-Friday via an APPOINTMENT ONLY. Please call the office PRIOR to returning the equipment to confirm an appointment date and time.

A security deposit for the hydrant meter assembly unit will be collected before the unit will be released to the customer. The permit is valid until January 31, 2023. 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.**

RENTAL CHARGES

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 1H for details of the rate structure for the HMAU and water consumption. Customers may call OCWA's Business Office at (315) 455-7061 (during regular business hours) to report meter reading(s). If the customer does not call in before the 1st 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 could result in submission of the account to OCWA's Collection Agency.**

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 (see photo). 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

Hydrant meter assembly units must be returned by January 31, 2023 for OCWA to conduct required annual testing of the RPZ.

Failure to return the hydrant meter assembly unit by January 31, 2023 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 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.

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.

OCWA will refuse your return of HMAU if any customer owned equipment is still attached (e.g., hoses, nipples, adapters, etc) &/OR the OCWA supplied 6 ft hose is still attached,

2022 HYDRANT USE - POLICIES AND PROCEDURES



HYDRANT USE – GENERAL RULES

- **IMMEDIATELY return** the HMAU if any part of the unit is not operating properly (meter or RPZ). This includes water consumption not registering on the meter.
- 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 or Law Enforcement upon request.
- **YOU MUST CALL OCWA's Operations Department DAILY TO OBTAIN 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. ***Please contact the Operations Dept. with any questions at (315) 455-7061 ext. 3120.***
- **ALWAYS** open and close the fire hydrant **SLOWLY** and **COMPLETELY**.
- **NEVER** leave running hydrant unattended.
- Maximum flow of a hydrant is **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 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 billed.**
- **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 (see photo) - ALWAYS elevate and support the HMAU.**
- Water drawn from a fire hydrant is **NOT** intended for potable use.
- 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 January 1, 2022



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. 1H
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	\$102.53
Over	21,000	gallons per month @	\$ 3.05 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	\$102.53
1 ½"	34,000	\$142.15
3"	75,000	\$267.10

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 January 31, 2023.**

<u>Size Meter</u>	<u>Deposit</u>
1"	\$235.00
1 ½"	\$405.00
3"	\$702.00

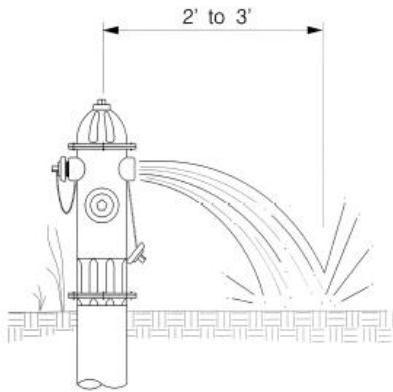
BILLING: Totals the minimum bill plus applicable usage rate for all water used during the billing cycle.

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.

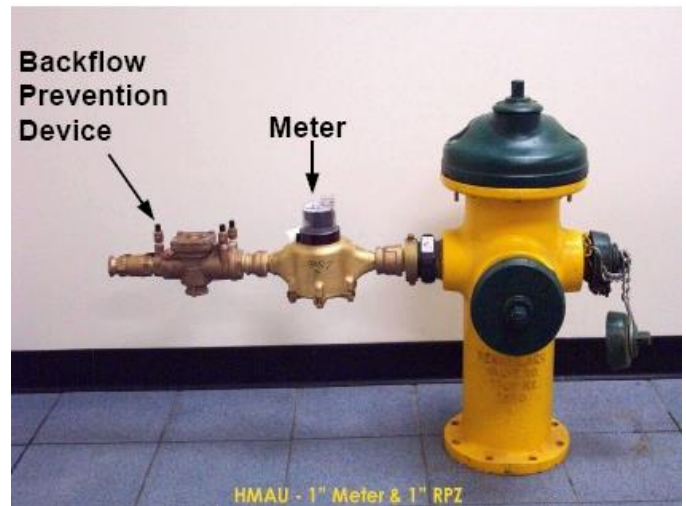
It should take less than a minute to properly flush the hydrant.

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

2022

- APPLICATION -

MINIMUM OF 48 HRS REQUIRED TO PROCESS

Phone: (315) 455-7061

Fax: (315) 455-6578

OFFICE USE ONLY	CUSTOMER NO. _____	PREMISE NO. _____
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APPLICANT INFORMATION (please print)	EQUIPMENT									
<p>COMPANY NAME _____</p> <p>BILLING ADDRESS _____</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">CITY _____</td> <td style="width: 20%; border-bottom: 1px solid black;">STATE _____</td> <td style="width: 50%; border-bottom: 1px solid black;">ZIP _____</td> </tr> <tr> <td style="border-bottom: 1px solid black;">BUSINESS PHONE NO. _____</td> <td colspan="2" style="border-bottom: 1px solid black;">ALT. PHONE NO. _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black;">CONTACT PERSON _____</td> </tr> </table> <p style="background-color: #e0e0e0; text-align: center; font-weight: bold; padding: 2px;">HYDRANT USE - MUST BE COMPLETED FOR APPROVAL</p> <p>PURPOSE: _____</p> <p>LOCATION/SITE: _____</p> <p><i>Please note you must call the Operations Dept. (ext. 3120) each day for authorization prior to using any hydrant.</i></p>	CITY _____	STATE _____	ZIP _____	BUSINESS PHONE NO. _____	ALT. PHONE NO. _____		CONTACT PERSON _____			<p style="text-align: center; font-weight: bold;">DATE REQUEST TO PICK UP UNIT: ____/____/____</p> <p>Meter Assembly Size RETURNED</p> <p><input type="checkbox"/> 1' meter & 1" RPZ (-10 to 50 gpm) <input type="checkbox"/> Issued at the discretion of OCWA</p> <p>Mandatory Accessories:</p> <p><input type="checkbox"/> 2 1/2" MNST x 2 1/2" FSST adapter <input type="checkbox"/></p> <p><input type="checkbox"/> 1 1/2" meter & 1 1/2" RPZ (-25 to 100 gpm) <input type="checkbox"/> Mandatory Accessories:</p> <p><input type="checkbox"/> 6 ft Hose (for 1 1/2" or 3" meter units only) <input type="checkbox"/></p> <p><input type="checkbox"/> 2 1/2" MNST x 2 1/2" FSST adapter <input type="checkbox"/></p> <p>Other Accessories Requested</p> <p><input type="checkbox"/> Hydrant Wrench <input type="checkbox"/></p> <p><input type="checkbox"/> Other _____ <input type="checkbox"/></p> <p style="text-align: right;">INITIAL _____</p>
CITY _____	STATE _____	ZIP _____								
BUSINESS PHONE NO. _____	ALT. PHONE NO. _____									
CONTACT PERSON _____										

AGREEMENT

I understand that I assume all risks in connection with using an OCWA backflow prevention device. 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 2022 Hydrant Use ~ Policies and Procedures.

APPLICANT NAME (Please Print)	X	APPLICANT SIGNATURE	DATE
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OFFICE USE ONLY

Received a copy of OCWA's *Hydrant Meter Assembly Unit Rental and Hydrant Use Permit* information packet. INITIAL _____ DATE _____

<p>Meter Manufacturer: _____ Deposit Received \$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card</p> <p>Meter No.: _____</p> <p>RPZ Serial No. _____ Returned Reading _____ gals</p> <p>Date Picked Up ____/____/____ Initial Reading _____ gals</p> <p>Date Returned ____/____/____ Total Usage _____ gals</p>	<p>Notes:</p>
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.

REMEMBER

- Contact OCWA **IMMEDIATELY** in the event meter or RPZ is not working properly. This includes water consumption not registering on the meter.
- Permit **MUST** be with the HMAU at all times and presented upon request.
- You **MUST** call OCWA's Operations Department **DAILY** to obtain permission, **PRIOR** to the use of a **HYDRANT**. (Operations Department (315) 455-7061 ext. 3120).
- **ANY** changes in hydrant use **MUST** be authorized by the Operations 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.
- Maximum flow of a hydrant is **NOT TO EXCEED 125 gallons per minute** at any time.
- **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.
- **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.**
- **OCWA will refuse your return of HMAU if any customer owned equipment is still attached (e.g., hoses, nipples, adapters, etc) &/OR the OCWA supplied 6 ft hose is still attached.**

OCWA
(315) 455-7061

Customer Service: Ext. 3100

Hydrant Use Approval:
Operations Dept.

Ext. 3120