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| <b>Loudoun Water</b><br><i>Operations and Maintenance Division - 490</i><br><i>Standing Operating Procedure</i><br><br>SOP No. 2 |  |
| <b>Subject: Hydrant Meters - Permit Policy</b>   | Date: September 12, 2005   |
| Date of Revision: May 13, 2011   | Approved By: KLS   |

## 1.0 PURPOSE

The purpose of this SOP is to ensure a more secure and reliable water system. Hydrants are the most vulnerable points of a water system because of the ease in which they can be accessed, their high visibility and their quantity. More than 200 companies hold permits for access to Loudoun Water’s hydrants for use during construction activity, landscaping and special events (upon request). Loudoun Water, at its discretion, offers hydrant meters for these purposes, however, the main purpose of a hydrant is fire protection and protecting hydrants for that purpose is Loudoun Water’s responsibility.

This SOP outlines Loudoun Water’s hydrant use policy and stipulates how:

- hydrant meter permits are issued
- how hydrant meter connections are made
- consequences for improper connections (improper use or connection)
- how timely meter readings and payments are ensured

Proper hydrant use and connections are specified in the Hydrant Meter Use Permit.

## 2.0 ISSUING HYDRANT METER PERMITS

Anyone wishing to obtain a hydrant meter permit and meter must provide Loudoun Water with a valid state-issued identification card (i.e. driver’s license), their 10-digit Virginia (or Loudoun County) business license number, business card, and federal tax identification number. Loudoun Water may contact the number on the card to verify employment of the individual and will make a photocopy of all documentation. The deposit is \$940 for a 3” hydrant meter or \$225 for a ¾” hydrant meter. An additional charge of \$25 will appear on your first bill and should not be included in the deposit.

At the time of this rental agreement, all customers are asked to read the Hydrant Meter Use Permit and indicate their agreement by signing the document. The signed forms are kept on file with identification papers for the life of the permit. Each permit is valid for one year from the date signed. Before the expiration date, a new contract may be signed to keep the same hydrant meter for an additional year.

Hydrant meters will not be issued to any permittee filling a water truck or water tank until Loudoun Water has inspected (\$5) the equipment for the proper cross

connection/backflow specifications. If any permittee is found filling a tank without the appropriate inspection or a hydrant meter, the permittee will be fined \$250 per occurrence and the hydrant meter will be confiscated until payment can be made.

The deposit will be returned to the customer upon return of the hydrant meter and hydrant wrench to Loudoun Water. The final bill, including repairs, will be deducted from the deposit. If a wrench is not returned, an additional \$35 will be deducted from the deposit.

### **3.0 TIMELY REPORTS AND PAYMENTS**

The permittee is required to report their hydrant meter readings to the Loudoun Water Customer Service department by the fifteenth (15<sup>th</sup>) of each month. If the permittee fails to report a reading, a \$100 fine will be applied to their bill for each occurrence. Loudoun Water reserves the right to not issue a new hydrant meter to any permittee with an outstanding balance until their account is paid in full.

### **4.0 PROPER METER-HYDRANT CONNECTIONS**

The Dedicated Fire Hydrant List indicates which hydrants in the Loudoun Water Service Area are available to use by permittees. The purpose of restricting the list of available hydrants is to minimize the effects large withdrawals can have on the system and to minimize the disruption to water service. These yellow hydrants are located in low traffic areas where truck fill will cause a minimal safety risk. Hydrants restricted to be only used by the Fire Department and Loudoun Water will remain red.

Meter-hydrant connections must be made according to the directions on the Hydrant Meter Use Permit and/or as demonstrated by Loudoun Water staff when the permit is issued. Hydrant meters are only issued for temporary connections. Access to the water supply for a permanent purpose, such as an irrigation system, must be achieved through other means, such as a permanent meter or a groundwater well (through Loudoun County's Department of Environmental Health).

Improper connections, including the use of red hydrants, may be photographed by Loudoun Water staff that discovers them. The customer on file for the hydrant meter will be fined \$250 for each unauthorized connection and the meter hose and/or wrench will be confiscated by Loudoun Water personnel. An invoice and copy of the photo (if taken) will be provided to the customer. Payment is due upon return of hydrant meter to the customer. Loudoun Water reserves the right to not reissue a hydrant meter to any permittee that has violated this policy.

### **5.0 HYDRANT USE RESTRICTIONS**

In order to protect the water supply in times of emergency, permits will not be issued when Loudoun Water has advised the County Administrator to declare a Drought Warning or Emergency or when Loudoun Water is under heightened alert. No water withdrawals from hydrants will be permitted at those times, except by the Fire Department for fire suppression.