


<p style="text-align: center;">Loudoun Water Operations and Maintenance Division - 490 Standing Operating Procedure</p> <p style="text-align: center;">SOP No. 2</p>	
<p>Subject: Hydrant Meters - Permit Policy</p>	<p>Date: September 12, 2005</p>
<p>Date of Revision: December 30, 2008</p>	<p>Approved By: Kerri</p>

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 300 companies hold permits for access to Loudoun Water’s hydrants for use during construction activity, landscaping and filling pools. 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 attached 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.

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 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.

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 (15th) 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

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 procurement of a permanent meter, or procurement of a groundwater well (through Loudoun County's Department of Environmental Health). Improper connections may be photographed by Loudoun Water staff that discover 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 PERMITTED PROPER HYDRANT USE

The main purpose of hydrants is for fire protection. Loudoun Water may grant permits for construction use or landscaping at its discretion. Hydrants are not to be accessed by homeowners for any activities, including filling pools. Pool owners may use their garden hose and outdoor spigot to fill their pool or hire a service. Hydrant meter use for fundraising activities is not permitted.

The Hydrant Restriction Disclosure Notice 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 neighborhoods and safety hazards that fill-ups can cause.

6.0 HYDRANT IDENTIFICATION

Hydrants available for use with a permit will be painted yellow. Hydrants restricted to be only used by the Fire Department will remain red. Connections to red hydrants made by customers are a violation of this policy and carry a \$250 fine for each occurrence. The customer's hydrant meter, hose, and/or wrench will be confiscated by Loudoun Water personnel at the time of the offense. Whenever practical, a photo may be taken of the improper connection and sent with the fine to the customer on file for that meter. Payment is due upon return of the meter to the Loudoun Water customer. Loudoun Water reserves the right to not reissue a hydrant meter to any customer that has violated this policy. Loudoun Water will identify the authorized fire hydrants; however additional permission may be required from the property owner.

7.0 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.