

**TUSCARAWAS COUNTY  
METROPOLITAN SEWER DISTRICT**

**RULES AND REGULATIONS**

Effective Date: January 20, 2021

**Tuscarawas County Sanitary Engineer**

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# Chapter 1 - Definitions

## **Air Gap Separation**

Shall mean the unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the flood level rim of the receptacle.

## **Applicant**

An individual, firm, partnership, corporation, authority, or other entity residing in or located within the service area applying for water and/or sewer service.

## **Application Fee**

A fee charged to an applicant so that a determination can be made relating to provision of water and sewer service and for a determination of the infrastructure cost associated with the provision of service. The Application Fee is a separate charge from the Connection Fee and the Infrastructure Charge. In the event an applicant determines to proceed with connection to the District's water and/or sewer facilities, the Application Fee is applied as a credit to the Connection Fee.

## **Approved (re: Backflow Prevention)**

Means that a backflow prevention device or method has been accepted by the District and the Director of Ohio EPA as suitable for the proposed use.

## **Auxiliary Water System**

Shall mean any water system on or available to the premises other than the public water system and includes the water supplied by the system. These auxiliary waters may include water from another supplier's public water system; or water from a source such as wells, lakes, or streams; or process fluids; or used water. They may be polluted or contaminated or objectionable or constitute a water source or system over which the supplier of water does not have control.

## **Backflow**

Means the flow of water or other liquids, mixtures, or substances into the distributing pipes of a potable water supply from any other source other than the intended source of the potable water supply.

## **Backflow Prevention Device**

Means any assembly, device, method, or type of construction intended to prevent backflow into a potable water system.

## **BOD (Biochemical Oxygen Demand)**

Shall mean the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20°C, expressed in mg/L.

## **Board**

The Board of County Commissioners, Tuscarawas County, Ohio.

**Building Drain**

Shall mean that part of the lowest piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the building (house) sewer beginning three (3) feet outside the building wall.

**Connection, Sewer**

Shall mean the point where the service connects to the District (public) sewer.

**Connection, Water**

Shall mean the point of connection of the user's water service line to the District water service line, typically at the curb stop.

**Consumer**

Shall have the same meaning as the term "Customer" and "User". For purposes of these regulations, the terms "Consumer", "Customer" and "User" may be used interchangeably.

**Containment Principle Backflow Preventer**

A backflow preventer that is installed in a consumer's water system, that is intended to contain the water within the premises to prevent any polluted or contaminated water from backflowing into the public water system. Typically, the containment principle backflow preventer is placed at the service connection, unless placement is otherwise specified by these Rules and Regulations.

**Contamination**

Means an impairment of the quality of the water by sewage or process fluid or waste to a degree which could create an actual hazard to the public health through poisoning or through spread of disease by exposure.

**Cooling Water or Industrial Cooling Water**

Shall mean water discharged from any system of condensation, air-conditioning cooling, refrigeration or other similar use, which shall be free from odor or oil. It shall not contain polluting substance that will produce BOD, or carry suspended solids in excess of 10 mg/L.

**Cross-Connection**

Any arrangement whereby backflow can occur.

**Customer**

An individual, firm, partnership, corporation, authority, or other entity that has applied for and is currently receiving water and/or sewer service. For the purposes of Backflow Prevention and Cross-Connection Control, it is any person who is in control of any premises supplied by or in any manner connected to a public water system.

**Customer's Water System**

Shall mean any water system, located on the customer's premises, supplied by or in any manner connected to a public water system. A household plumbing system is considered to be a customer's water system.

**Degree of Hazard**

A term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.

**District**

Used interchangeably to refer to the Tuscarawas County Metropolitan Sewer District and the Tuscarawas County Sanitary Engineer’s Office and shall mean the District created by the Tuscarawas County Board of Commissioners in accordance with ORC 6117 and 6103 for providing water and sewer service to the unincorporated areas of the County and selected municipalities that were included by consent.

**Double Check Valve Assembly**

Shall mean an assembly composed of two single, independently-acting check valves with tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water-tightness of each check valve.

**Easement**

Shall mean a grant of a specified use of land by its owner for the installation and maintenance of sewers and waterlines.

**Environmental Protection Agency (EPA)**

Shall mean the State (OEPA) or Federal agency that has jurisdiction over publicly operated water and sewer systems.

**Garbage**

Shall mean solid wastes from the preparation, cooking and dispensing of food, and from the handling, storage and sale of produce.

**Garbage, Properly Shredded**

Shall mean the wastes from the preparation, cooking and dispensing of food that have been separated to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than 1/2 inch in any dimension.

**Health Department**

Shall mean either the State or County agency that has jurisdiction over privately owned and operated residential water and sewer systems.

**Health Hazard**

Any condition, device, or practice in a water system or its operation that creates, or may create, a danger to health and well-being of users. The word “severe” as used to qualify “health hazard” means a hazard to the health of the user that could reasonably be expected to result in significant morbidity or death.

**Infiltration**

Shall mean “clean” water entering a sanitary sewer through joints or cracks in the sewer pipe, typically from ground water.

**Inflow**

Shall mean “clean” water entering the sanitary sewer through building downspouts, foundation drains, or drain connections, typically from surface runoff.

**Industrial Wastes**

Shall mean water-carried and liquid wastes from industrial or commercial processes as distinct from sanitary sewage.

**Inhabitable Building**

Any structure where people reside, work or conduct business that has sanitary facilities.

**Inspector**

Shall mean the designated employee of Tuscarawas County who observes the quality of construction as it relates to the regulations and specifications.

**Installer, Sewer**

Shall mean a person who has sufficient practical knowledge and mechanical competency to do plumbing and install sanitary sewers and connections in accordance with Chapter 9 – Contractor Registration.

**Interchangeable Connection**

Means an arrangement or device that will allow alternate but not simultaneous use of two sources of water.

**Master Plan**

Shall mean a plan for sewer or water development adopted by the Board of Tuscarawas County Commissioners to provide guidance and direction in development of water and sewer extensions of service. Master Plans are updated periodically to reflect changes in demographics and economic conditions.

**May**

Shall mean permissive.

**Non-potable Water**

Water that has not been certified as suitable for human consumption. It may be used for lawn or garden purposes, provided such water shall not be accessible for drinking or culinary purposes. For the purposes of these Rules and Regulations means any water that does not originate from the public water system operated by the District.

**Ohio Revised Code (ORC)**

Contains the civil laws of the State of Ohio.

**Ohio Administrative Code (OAC)**

Contains the regulations of the various agencies of the State of Ohio.

**Outfall or Outlet**

Shall mean any outlet into a watercourse, pond, ditch, lake, or other body of surface or ground water.

**Person, Enterprise, Establishment, or Owner**

Shall mean any person, LLC, Corporation, Association, Partnership, or any other entity.

**Point of Delivery**

The point of deliver of water service to a customer shall be at the water meter unless otherwise specified in the Water/Sewer Permit. The point of delivery of sewer service shall be at the customer's sewer lateral connection to the main.

**Point of Use**

The precise location at which water/wastewater is used (a residence, building, or similar location on the customer's premises where water/sewer is to be used by the customer).

**Pollution (re: Backflow Prevention)**

Means the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which adversely and unreasonably affect such waters for domestic use.

**Pollutional Hazard**

Means a condition through which an aesthetically objectionable or degrading material not dangerous to health may enter the public water system or a potable water consumer's water system.

**Potable Water**

Means water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the Ohio Environmental Protection Agency. For these Rules and Regulations, it refers to the water produced and distributed by the District.

**POTW**

Shall mean a "publicly owned sewage treatment works" usually operated by a local government agency.

**Premises**

Means any building, structure, dwelling, or area containing plumbing or piping supplied from a public water system.

**pH**

Shall mean the relative acidity or alkalinity of water and is defined as the negative logarithm (base 10) of the hydrogen ion concentration.

**Private Sewage Disposal System**

Shall mean any privately owned and operated sewage disposal system approved by the County Health Department or the Ohio Environmental Protection Agency where a public sewer system is not available.

**Process Fluids**

Shall mean any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollution, or system hazard if introduced into the public or a customer's potable water system. This includes, but is not limited to:

- Polluted or contaminated waters;
- Process waters;

- Used waters originating from the public water system which may have deteriorated in sanitary quality;
- Cooling waters;
- Contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
- Chemicals in solution or suspension; and
- Oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes, or for firefighting purposes.

### **Public Water System**

Has the meaning ascribed to such term in Section 6109.01 and 6109.02 of the Ohio Revised Code. For the purposes of these Rules and Regulations, Public Water System means those water systems owned by the County and operated by the District.

### **Reduced Pressure Principle Backflow Preventer**

Shall mean a device containing a minimum of two independently-acting check valves together with an automatically-operated pressure differential relief valve located between the two check valves. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves at less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the device, and each device shall be fitted with properly located test cocks.

### **Service, Water**

Shall mean the line running from the point of connection to the District's water system to the customer's point of use.

### **Sanitary Engineer**

The registered professional engineer appointed by the Board to be the County Sanitary Engineer to head the Tuscarawas County Metropolitan Sewer District.

### **Service**

The availability for use by the customers of water/sewer capacity adequate to meet the customer's requirements. Service shall be considered "available" when the utility maintains the water supply at normal pressure at the point of delivery or provides sewage disposal capacity in readiness for the customer's use, whether or not the customer makes use of it.

### **Service Area**

The geographic area service by the District, which includes all territory in Tuscarawas County lying outside incorporated municipalities, except the Villages of Midvale, Bolivar, Roswell, Barnhill, Stone Creek, and Zoar, which are included within the District. Excluded from the District are the incorporated boundaries of the Atwood Regional Water and Sewer District and the Twin City Water and Sewer District.

### **Sewage, Sanitary**

Shall mean water borne wastes discharging from the sanitary facilities of buildings including, but not limited to, houses, hotels, office buildings, factories or institutions, and free from storm and surface water and industrial wastes.



## **Sewer Terminology**

Sewer shall mean a pipe or conduit for carrying sewage

Sewer, Builing or Lateral shall mean that private portion of a sanitary sewer serving a single structure from the structure to the service sewer at the right-of-way or to the local or public sewer in an easement

Sewer, Interceptor shall mean those sections of the system that intercept sewage and wastes from trunk or local sewers and that transport such sewage and wastes to the wastewater treatment plants.

Sewer, Local shall mean those sections of the system that are designed and constructed to collect sewage and wastes from service sewers and that transport such sewage and wastes to the trunk or sub-trunk sewers, said sewers providing service for local service only or individual streets only.

Sewer, Private shall mean a sewer that is not owned by a public authority.

Sewer, Public shall mean a sewer owned or controlled by the Board of Tuscarawas County Commissioners in the District, and does not include the building sewer.

Sewer, Sanitary shall mean a sewer that carries sanitary sewage and wastes and to which storm, surface, and ground waters are not intentionally admitted.

Sewer, Service shall mean that public sewer, in the right-of-way, from the building sewer (private) to the point of connection with the local or public sewer.

Sewer, Storm or Storm Drain shall mean a sewer that carries storm and surface waters and drainage, but excludes sewage and industrial wastes.

Sewer, Trunk or Sub-Trunk shall mean those sections of the system that collect sewage and wastes from lateral or local sewers and that transport such sewage and wastes to the intercepting sewers.

Sanitary Sewer Overflow (SSO) shall mean a spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.

Sewage Lift Station shall mean a device designed to pump wastewater from a lower to a higher elevation. The device typically consists of a reservoir to store wastewater and an internal or external pump.

## **Shall**

"Shall" is mandatory.

## **Sludge**

Shall mean the accumulated solids separated from liquids, such as water or wastewater, during processing, or deposits on bottoms of streams or other bodies of water.

## **Supplier of Water**

Means the District.

## **Suspended Solids**

Shall mean solids that either float on the surface of, or are in suspension in water, sewage or other liquids, and which are largely removable by laboratory filtering and as further defined by the current edition of Standard Methods for the Examination of Water and Wastewater, APHA/AWWA/WEF.

## **System Hazard**

Means a condition posing an actual or potential threat of damage to the physical properties of the public water system.

**System Terminology**

Shall mean the sewage or water system as defined below and when the term system is used, it shall be construed to mean the appropriate system as indicated by the context of use.

**Semi-Public Disposal System**

Shall mean a disposal system which treats the sanitary sewage discharged from publicly or privately owned buildings or places of assemblage, entertainment, recreation, education, correction, hospitalization, housing or employment, but does not include a disposal system which treats sewage in amounts of more than twenty-five thousand gallons per day.

**Sewage System**

Shall mean all facilities for collecting, pumping, treating and disposing of sanitary sewage.

**Water System**

Shall mean all facilities for production, storage, transmission, distribution, pumping and treatment of potable water.

**Tampering**

Shall mean any act pertaining to or use of, the sewage or water systems of Tuscarawas County, which in the opinion of the Sanitary Engineer may endanger public health, safety or welfare.

**Used Water**

Means any water supplied by the District from a public water system to a consumer's water system after it has passed through the service connection and is no longer under the control of the supplier.

**User**

Shall have the same meaning as the term "Consumer" and "Customer". For purposes of these regulations, the terms "Consumer", "Customer" and "User" may be used interchangeably.

**Watercourse**

Shall mean a natural or manmade channel in which a flow of water occurs, either continuously or intermittently.

**Water/Sewer Permit**

The agreement or contract between the customer and the District, pursuant to which water/sewer service is supplied and accepted.

**Water Treatment Facility or Plant**

Shall mean any arrangement of devices, processes and structures used to treat and make non-potable water suitable as potable water.

**Standard Abbreviations**

BOD	Biochemical Oxygen Demand
mg/L	Milligrams per liter

ppm	Parts per million
g/L	Grams per liter
fps	feet per second
APHA	American Public Health Association
ASTM	American Society for Testing Materials
ANSI	American National Standards Institute
AWWA	American Water Works Associates
NSF	National Sanitation Foundation
TCMSD	Tuscarawas County Metropolitan Sewer District
WEF	Water Environment Federation

## Chapter 2 – General Conditions

### **Authority**

The Ohio Revised Code, (O.R.C.) Chapters 6103 and 6117, empowers the Board of Commissioners of Tuscarawas County, to adopt rules and regulations governing policies essential to the operation of the Sanitary Engineering Department under their jurisdiction.

### **Jurisdiction**

These rules and regulations, as established or amended, shall be applicable to all persons, firms, corporations, partnerships and entities within the Tuscarawas County Metropolitan Sewer District (District).

### **Owner and Control**

The public sanitary sewerage and water systems of the District, including all appurtenances, are under the supervision of the Sanitary Engineer and his authorized employees or agents. Such control shall include all phases and fixtures of the systems from the point of connection as defined in these regulations.

### **Construction**

Construction and any sewerage and/or water facilities that are to be owned and operated by the District shall be inspected by and meet the requirements of the Sanitary Engineer.

### **Illegal Connections**

In the event any premises are found to be discharging sewage or other wastes, as defined herein, into the District's Sanitary Sewer System without payment of a sewer service charge or rental, or if any premises are illegally connected to the water system by virtue of an unbilled water connection to the District's water distribution system, the Sanitary Engineer shall, by such method as he may find practicable, measure or estimate the quantity of such wastes or water consumption for the purpose of establishing a proper charge in accordance with the schedule of monthly sewer or water service charges, and the said premises shall be charged for the total term of the prior usage on the basis of the quantity so determined. He shall also collect all appropriate other charges as authorized by the O.R.C. and these regulations.

### **Mobile Homes, Trailers, and Trailer Parks**

Each Mobile Home, Trailer Home, Manufactured Home, etc. shall be considered as a single family residence or building in all Rules and Regulations of the District, unless otherwise authorized through a separate service agreement or considered by a said Rule and/or Regulation of the District.

*Mobile Home Parks:* Each mobile home park designated as a long-term facility for mobile homes, trailer homes, etc. shall be required to obtain a permit for each pad or space designated for trailer or mobile home use before connecting to any sewer or appurtenance or waterline thereof of the District. All connection charges required for any mobile or trailer home shall be paid at the time of issuance of the permit required for said connection.

*Temporary Mobile Home Parks, Camps:* Each Mobile Home Park, Camp, etc. designated as a short-term or temporary facility for mobile or trailer homes, campers, recreational vehicles, etc. shall be required to obtain the approval of the Sanitary Engineer before connecting to or discharging into any sewer or appurtenance or connecting to waterline thereto of the District.

### **Access to Private Property**

Inspectors or agents of the District whose duty requires entrance upon private property or into private premises, in connection with Sanitary Engineering Department business, shall be equipped with proper credentials as the Sanitary Engineer may deem necessary to identify them as agents of the Sanitary Engineering Department. Such authorized employees shall have access to the premises, at reasonable hours, to examine fixtures and record amounts and manners in which systems are being utilized. Should access be denied these employees for the purposes outlined above, services shall be discontinued and not restored until such a time as access is granted.

### **Interpretation**

The provisions of these rules and regulations shall be the minimum requirements adopted for the promotion of health, safety, and welfare of the citizens of Tuscarawas County, Ohio. These rules and regulations are not intended to repeal, abrogate, annul, or in any manner interfere with any existing laws or rules of any governmental unit that are more stringent. Where these rules and regulations impose greater restrictions than are required by existing laws or rules, then the provisions of these rules and regulations shall take precedence and govern.

### **Violation**

It shall constitute a violation for any person, including either owner or agent, to tamper with or attempt to use facilities provided by the District without first obtaining the necessary permits and approvals. Any permit obtained or approved, based on a false statement made in order to deceive the District shall be held void and the applicant shall be held in violation. Any infractions of the rules and regulations set forth by this resolution shall also constitute a violation.

Each day shall constitute a separate violation.

### **Enforcement and Penalties**

Any person, including either owner or agent, committing a violation of these Rules and Regulations, shall be subject to revocation or suspension of permits or license, and may be deemed guilty of a misdemeanor, and if convicted may be fined as the penalties provide in the Ohio Revised Code. In addition, the violators of these rules and regulations shall be liable and responsible for any and all damages incurred as a result of the violation.

Upon the violation of any provisions of these regulations, the Sanitary Engineer shall serve written notice by actual delivery or certified mail upon the user. Such written notice shall adequately state the nature of the violation and provide at least ten (10) days for the correction of the violation, unless the Sanitary Engineer finds a shorter period is required to protect the public health, safety or welfare.

Upon failure to correct the violation within the specified time limit, the Board may file in any court of competent jurisdiction an action for injunctive relief, civil damages and/or penalties.

### **Validity**

Should any section or individual provision of these Rules and Regulations be decided by the courts to be unconstitutional or invalid, such a decision shall not affect the validity of the Rules and Regulations as a whole, or any part thereof, other than the particular portion so held to be unconstitutional or invalid. It is the intention of the authorizing resolution that these rules and regulations are deemed independent one from the other.

### **Other Agreements**

Nothing in these rules, regulations, procedures and general specifications shall prohibit the Board of County Commissioners or the Sanitary Engineer from entering into an agreement with any person, firm, corporation or governmental agency for the furnishing of a service or performance of any act not specifically mentioned in these rules, regulations, procedures and general specifications.

### **Repeal of Conflicting Rules and Adoption of Present Rules and Regulations**

All rules and regulations heretofore adopted by the Tuscarawas County Board of Commissioners for the governing of the installation and operation of water supply and sanitary sewerage improvements, in any way conflict herewith, are hereby repealed.

### **Rules and Regulations of Providers Applicable to County Users**

In any instance where the source of supply for one or more of the aforesaid water improvements is another political subdivision, and the contract for such supply provides that certain rules and regulations applicable to that political subdivision's water utility must be followed in connection with the County's distribution system connected to such source of water, then such rules and regulations are adopted by the Board of Commissioners and are applicable to so much of the aforesaid water improvements as are connected to such source of water.

In any instance where the conveyance and disposal of sewage for one or more of the aforesaid sewer improvements is conveyed through another political subdivision, and the contract for such sewage conveyance and disposal provides that certain rules and regulations applicable to that political subdivision's sewer utility must be followed in connection with the County's sewer collection system connected to such political subdivision, then such rules and regulations are adopted by the Board of Commissioners and are applicable to so much of the aforesaid sewer improvements as are connected to the other political subdivision.

### **Annexation**

From time to time, territory in unincorporated areas of the county which contain County water and/or sewerage facilities are annexed into municipal corporations. Such annexation does not convey ownership of County water and/or sewerage facilities in the annexed area to the municipality. Formal and legal conveyance to the municipality of the County facilities occurs only by specific resolution of the Tuscarawas County Board of Commissioners. Until such conveyance takes place, users of the water and sewer system in the annexed area shall remain County customers.

### **Damage to Systems**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenances or equipment which is a part of the District's sanitary sewage or water supply systems. Any person violating this provision shall be

subject to immediate prosecution under charge of criminal damaging or other appropriate criminal statute.

### **Liberal Interpretation**

These regulations shall be interpreted liberally to effectuate its broad remedial purpose of protection of the public health, safety and welfare. Absent a showing of actual abuse or discretion, the County's interpretation of these regulations shall have a strong presumption of validity.

### **Prohibited Acts to System**

The following activities, with respect to the District's aforesaid sanitary sewage and water improvements or interconnected waterlines and plumbing or sanitary sewers and sewer service, are prohibited to any person not specifically authorized by the Board:

- 1) The deposit of filth or any deleterious substance on or in the District's property related to such improvements and equipment or the doing of any damage or nuisance of any kind in connection therewith.
- 2) Any unauthorized tampering whatsoever with such District property, including the unauthorized opening or use of fire hydrants and other outlets, the unauthorized uncovering of any branch lines or equipment and any unauthorized attachment or attempted attachment.
- 3) Any tampering with or removal of a water meter by the owner of the premises metered or by another.
- 4) Pave over or otherwise obstructing access to water valves operating boxes, valve vaults, fire hydrants, sewer manholes and other water and sewer facilities.
- 5) Any person violating any of the above prohibitions shall be denied water or sanitary sewer service from the District until all water used and any other cost, damage or expense to the water system has been paid for including inspection costs, turn on charges, monthly charges, delinquency charges and any other charges applicable.

## Chapter 3 - Use of Sanitary Sewers

Sanitary sewers shall be used for all water borne wastes from water closets, urinals, laboratories, normal kitchen, bathroom and laundry fixtures, refrigerators, soda fountains, cellar and garage floor drains or other fixtures which may be designated by the Sanitary Engineer whether from residences, factories, commercial buildings or enterprises, trailers, schools or other public or private buildings, wherever and however located, and for no other purpose except by special written permission of the Sanitary Engineer.

No person shall discharge or cause to be discharged any storm water, ground water, roof run off, sub-surface drainage, cooling water or unpolluted industrial process water to any sanitary sewer, unless otherwise authorized by the Sanitary Engineer.

Roof drains, foundation drains and other clean water connections to the sanitary sewer are prohibited.

It shall be unlawful to discharge into the building sanitary sewer the surface water which collects in basement or foundation excavations.

If the building sanitary sewer is complete before the plumbing can be connected thereto, the builder or sewer tapper shall keep the end of the building sanitary sewer tightly closed with a plumber's plug or other watertight plug.

It shall be unlawful for any person, firm or corporation to discharge or permit the discharge of any of the following described waters or wastes to any public sanitary sewer:

- 1) Any grease, oils, acids, cyanides, explosives or inflammable compounds, industrial chemicals, poisons and any other substances, gas or liquid, which may in any way damage or interfere with the use or operation of the sanitary sewers, or sewage treatment plant in excess of maximum concentrations as determined by the Sanitary Engineer or which may create a hazard to life.
- 1) Any garbage that has not been properly shredded.
- 2) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure, or any other solid or viscous substance capable of causing obstruction to the flow in sewers or other interference with the proper operation of the sewage works.
- 3) Any waters or wastes containing suspended solids of such character and quality that unusual attention or expense is required to handle such materials at the sewage treatment plant, or having a chlorine demand greater than 25 ppm.

No person, firm, or corporation shall discharge septic tank or holding tank wastes into any manhole or other appurtenance of any sewer which discharges either directly or indirectly into the sewage facilities of the District.

### **Industrial and Damaging Wastes**

**Non-Approved Wastes** - Industrial wastes of a nature which will cause damage to the sanitary sewage system or which will interfere with the treatment processes shall be barred from the sanitary sewerage system. In no case will an industry or commercial establishment be allowed to discharge grease, oils, gasoline, thinners, or other highly volatile substances or any highly acidic or basic substances or any other waste which may tend to damage the sanitary sewage system or cause a stoppage of the same. The Sanitary Engineer or his authorized agent shall have authority to enter any property for the purpose of obtaining samples of waste discharged into the sewers.



Furnishing of Chemical Analysis - To determine if a wastewater from an industry can be accepted by the County, the industry must, upon application for sewer service, present to the Sanitary Engineer, a tabulation of the chemical analysis of the waste to be discharged into the sanitary sewage system and the volume of such waste, or if this is not available, the expected waste analysis based on similar processes now in operation.

**Pre-Treatment Requirements**

Users that require pre-treatment of discharge to the District's sanitary sewer system shall be evaluated on a case-by-case basis and will be subject to all requirements of OEPA and any downstream POTWs.

Monthly Reports - The Sanitary Engineer may require a monthly report of the quantity and characteristics of any wastewater discharged into a sanitary sewer by an industry.

Grease Traps - Any commercial or institutional user of the County sewer system operating a kitchen or providing food preparation shall install and maintain a grease trap prior to the discharge of wastewater into the County sewer. Grease traps shall be installed, operated and maintained in accordance with *Chapter 11 – Fats, Oil and Grease*.

Oil Separator, Sediment Trap, Holding Tank - Any commercial or institutional user of the County sewer system with floor or other drains in an equipment maintenance area, garage, or chemical processing area shall install an oil separator, sediment trap or drainage holding tank as determined by the Sanitary Engineer.

Depending upon the size required, grease traps shall be constructed according to the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of construction. Oil separators with a volume greater than 1,000 gallons shall required a Permit-to-Install from OEPA.

## Chapter 4 - Procedure for Plan Approval

### Applicability

These procedures apply for all privately constructed water and sewer facilities within the District, which includes but is not limited to: Water and/or sanitary sewer line extensions; Lift Stations; Small Grinder Pump Stations; Septic Tank Connections and/or Septic Tank Effluent Pump (STEP) Systems for Variable Grade Sewer Systems; New Commercial and/or Industrial Projects that, in the opinion of the Sanitary Engineer, require plans prepared by a professional engineer to ensure public health and safety, and to ensure facilities are designed and constructed in compliance with these Rules and Regulations.

### Plan - Physical Format

1. Standard Sheet: North American Series ANSI D - 22" X 34".
2. Lettering: All lettering 0.10" high or larger.
3. All plans shall have a Title Block on each sheet of the plans and shall include the Project Name, Owner/Developer, Water/Sewer district, plat name, section, township, engineer's name, seal, signature, sheet number, number of sheets, and scale.
4. A Revision block shall be provided on each sheet of the plans and shall have space for the Sanitary Engineer to initial any approved revisions.
5. Scale: Horizontal - 1" = 50' (Preferred)
6. Vertical - 1" = 5' (Mandatory)
7. Approval Block located immediately above title block shall include signature lines for:
  - a. Tuscarawas County Sanitary Engineer
  - b. The applicable City/Village Official and/or City/Village Engineer when connection will discharge to another political subdivision's wastewater treatment plant.
8. A vicinity map shall be provided to show the location of construction.
9. Each set of plans shall have a cover sheet with a key map showing sheet reference numbers.
10. Each sheet shall have a readable North arrow oriented up and/or to the right.
11. Each set of plans shall contain this note: "All sanitary sewers/ waterlines (whichever is applicable) and appurtenances shall be constructed according to the Tuscarawas County Sanitary Engineer's Specifications, in effect at time of construction."
12. The Tuscarawas County Sanitary Engineer's approval is subject to conditions imposed by the Ohio Environmental Protection Agency. Profiles for sewer/waterlines shall be shown on the same sheet as the plan. The profile shall be below the plan and shall be taken at the pipe invert. The profile shall be lined up under corresponding points on the plan. The existing and proposed grade profile shall be shown on each profile view.
13. All existing structures in the street or easement shall be shown in both plan and profile. Sizes, location, dimensions, and elevations shall be included. These structures include (but are not limited to):
  - a. Gas mains

- b. Electric and telephone conduits
  - c. Storm sewers
  - d. Sanitary sewer line
  - e. Water lines
  - f. All other underground obstacles
  - g. Telephone poles
  - h. Electrical power poles
  - i. Street lights
  - j. All above ground structures which may affect construction
14. Manholes (and/or hydrants) shall be consecutively numbered and, for manholes, from lowest to highest elevation and station numbers shall be noted. Manhole #1 shall be the manhole next upstream when connecting to an existing manhole. Both manhole and/or hydrant and station numbers shall appear on both plan and profile. The length, grade, and size of each span of sewer shall appear on the plan and profile.
  15. The type of pipe material, slopes, joints, and strength shall be shown on the profile.
  16. The location of all special features such as concrete encasements, siphons, elevated sewers, special cross sections, fittings, and valves shall be shown. Details of all special appurtenances such as manholes, inspection chambers, siphons, regulators, metering devices, elevated sewers, anchors, valves, tees and bends, etc., shall be shown.
  17. All subdivisions and Plat Book page shall be clearly marked including lot numbers. All properties abutting the improvement shall be shown for full width and depth. The ownership of all property not subdivided by a recorded plat shall be shown on the plan, including instrument number, Deed Book, page, acreage and permanent parcel number. All corporation lines with dimensions and other information that will fix the exact location shall be shown. Section, Township, and Range numbers shall be included.
  18. The location, description, elevation, and tie lines of all bench marks used in connection with the project shall appear on each appropriate sheet.
  19. Test borings shall be located where made and the date of boring shall be shown.
  20. All survey measurements shall be in state plane coordinates.
  21. Proposed sewer or water lines shall be shown as solid dark lines.
  22. Existing lines shall be shown as dashed lines.
  23. Existing or proposed streets and all streams or water surfaces shall be clearly shown. All stream crossings shall be shown with streambed elevation.
  24. All service sewers shall extend to the property line in the case of public projects and fifteen (15) feet inside the property line if constructed as part of a new subdivision.

### **Sanitary Sewer Service Requests**

A professional engineer, registered in Ohio, shall submit a preliminary plan showing the lot layout and overall sewer collection plan. The availability of service for the area for the use intended shall be determined by the Sanitary Engineer. Oversize facilities as required by the Master Plan and/or the facility plans on file shall be determined by the Sanitary Engineer.

## **Revisions**

Any deviation from approved plans and specifications affecting capacity, flow, or operation of units or any other such basic design change shall be approved before such changes are made. These revisions, not included on approved plans, shall be submitted well in advance of construction. "As-built" drawings clearly showing such changes shall be submitted at the completion of the work.

## **Construction Plans - Approval Period**

Approved plans are only valid for one year. After one year, they must be resubmitted for re-approval.

## **Construction Plans - As-Built Drawings**

1. As-built distances must not have any objects, dimensions, elevations, grades, etc., crossed out they must be erased from the drawing. Flowline, pipe grades and top of casting elevations, distances between manholes and manhole deflection angles are required.
2. Plugged ends of sanitary sewer lines must be located.
3. All as-built dimensions are to be measured in feet and tenths of a foot.
  - a. Dimension lines shall be shown on drawing except where they would add substantial confusion in interpretation. Written dimensions with an arrow pointing to the item being referred to will then be acceptable.
  - b. Dimensions shall be from centerline to centerline except for house corners and catch basins.
  - c. Written dimensions will be considered at right angles with one another unless noted or shown otherwise.
  - d. Measurements shall be on the horizontal unless noted under special circumstances.
4. Abbreviations will be accepted for the following:
  - a. Sanitary Manholes      San. M.H.
  - b. Catch Basin              C.B.
  - c. Curb                        C.
  - d. Fire Hydrant              F. Hyd.
  - e. Directions                N, S, E, W
  - f. Telephone Pole          T. P.
  - g. Power Pole                P. P.
5. The following will be required on all "As-Built" Drawings:
  - a. Distances between sanitary manholes and between sanitary manholes and the plugged end of the line are to be shown on the plan. All distances shall be shown from center of manhole to center of manhole.
  - b. Length of span, grade, size and type of pipe, rim and invert elevations will be required in the profile.
  - c. Length of span may vary + 0.5' before manhole location in profile must be changed. The dimension, however, must be marked clearly and correctly.

- d. Invert elevations may vary + 0.5' before main line in profile must be changed. The elevations, however, must be marked clearly and correctly.
- e. The following is a list of objects that will be acceptable for “As-Built” dimensions references:
  - i. Fire Hydrant
  - ii. Curb
  - iii. All curb dimensions must be to the back of the curb and must not be to any curb or extended curb lines with a radius.
  - iv. Catch Basin
    - 1. Dimensions are to be to the nearest corner of the steel edge on the street side.
    - 2. The street and/or corner on which the catch basin is located must be indicated.
  - v. Sanitary Manholes and/or Storm Sewer Manholes
  - vi. Utility pole, if it is to be permanent.
    - 1. When a dimension to a utility pole is used, the description and number of the pole must be given.
  - vii. House Corner
    - 1. When a dimension to a house corner is used, the address must be given.
  - viii. Corner of a paved drive.
    - 1. House number must be given.
- 6. As-built drawing submittals shall include one set of plans and AUTOCAD compatible file formats on suitable media for use with Windows operating system, in accordance with the Sanitary Engineer’s requirements.

**Available Capacity**

All proposed connections to existing District sanitary sewer systems shall include a review of the receiving sewer system to determine the effect of the proposed connection on a hydraulic capacity of the receiving sewer system. The review should include: the average daily flow at full buildout using the District’s Single Equivalent Dwelling Unit System; the peak flow using the OEPA’s “Greenbook” peak flow calculation; and the impact to the downstream collection system.

**County Ownership**

Upon acceptance by the Sanitary Engineer, all sewerage or water facilities constructed by any person, firm, or corporation, shall be owned, operated, and maintained by the District.

**Easements**

When easements are required, they must be filed by the Applicant with the County Recorder's Office before final approval of the project. The Applicant is responsible for any and all costs associated with recording the easement. The Applicant shall provide a copy of the recorded easement to the Sanitary Engineer.

### **Submission of Plans**

The three (3) sets of plans for review and approval.

For the number of sets approved and signed plans to be submitted, add four (4) to the quantities noted in 4.9.A above. A cover sheet shall be provided for all plans.

Once approvals from all applicable agencies have been obtained, plans shall be provided in AUTOCAD file formats on suitable media for use with the most current Microsoft operating system, and in accordance with the Sanitary Engineer's requirements.

## Chapter 5 - Sanitary Sewer Service

### **General**

The District was created for the purpose of preserving and promoting public health and welfare within Tuscarawas County. Sewer use shall be in conformance with Chapter 3 – Use of Sanitary Sewers.

A separate and individual sanitary service connection shall be made to each inhabitable building. No connection shall serve more than one building unless specific authority is given by the Sanitary Engineer. Multi-Family Dwellings shall have a separate sewer service for each dwelling unit.

The customer will be responsible for the installation, operation, and maintenance of the sanitary sewer service connection in accordance with Standard Drawing SD-100. The customer will make repairs on a timely basis as necessary.

It is the responsibility of each customer to anticipate changes in occupancy and to have service transferred to the new customer in accordance with the policy for obtaining service. Until service is formally transferred, the original customer shall be responsible for payment of service. The Sanitary Engineer may refuse to transfer service until all past-due bills and charges have been paid.

Customers agree to pay the established fees for sewer service in accordance with Appendix A-Schedule of Charges in effect at the time service is provided by the District, as amended from time to time by the Board of Commissioners.

Representatives of the District shall have the right at any reasonable hour to enter customer's property in order to inspect piping and perform other duties for the proper maintenance and operation of service.

### **Obtaining Sewer Service**

Applications for sewer service shall be accepted at the District office and must be accompanied by an application fee in the amount noted in Appendix A - Schedule of Charges. The application fee is non-refundable.

The application will be reviewed by the Sanitary Engineer who will decide the appropriate connection fee. Once payment for the connection fee is made to the District and the application has been determined acceptable, the application will be approved.

Qualifying applicants will be given the option to pay their connection fee in installments. In order to qualify, the service address must be the applicant's primary place of residence. Unless otherwise stipulated by the Board for a specific improvement sub-district, a minimum 3% carrying charge shall be applied to the installment payments. If the connection charges are to be paid in installments, the Sanitary Engineer shall certify to the County Auditor information sufficient to identify each parcel of property served by a connection and, with respect to each parcel, the total of the charges to be paid in installments, the amount of each installment, and the total number of installments to be paid. The Auditor shall record and maintain the information supplied in the sewer improvement record provided for in section 6117.33 of the Revised Code until the connection charges are paid in full.

Once issued, the permit shall be shown to the District's on-site representative at the commencement of construction and shall be kept "on-the-job" at all times, while work is in progress.

The Sewer Permit is valid for one year from date of issuance. The permit may be renewed for the difference in the permit fee at time of expiration and the date of issuance, but no less than the permit renewal fee as shown in Appendix A - Schedule of Charges. If the permit is not renewed by date of expiration, the permit is null and void and a new application is required.

### **Mandatory Connections to Sewers**

The Board of Commissioners may order connections to District sanitary sewers in any one of the following circumstances (ORC 6117.51):

1. If the board of health states that the reason for the project is to reduce or eliminate an existing health problem or hazard of water pollution.
2. If the project is within a special sanitary district designated under Revised Code Section 1514.21 and Ohio EPA certifies that the reason for such a project is to reduce or eliminate an existing health problem or hazard of water pollution.

Connections cannot be ordered in the following situations:

1. If Ohio EPA has issued a discharge permit, other than a discharge to or from a semi-public disposal system.
2. If the waste is a result of keeping animals
3. If the foundation wall of the structure is more than 200 feet from the right-of-way or easement in which the District's sewer is located.

The Sanitary Engineer shall also certify to the Board of Commissioners that the sewer is available and accessible to the property. Notice of mandatory connection shall be given in one of the three following manners:

1. Personal delivery
2. Leaving the order at the usual place of residence, or
3. By certified mail to the last known address of the owner.

If none of these methods is successful in locating the owner, service of the order shall be made by publication of the connection order in a newspaper of general circulation.

Upon connection to the District's sanitary sewerage system, the customer shall abandon their on-lot system treatment system in accordance with the requirements of the Tuscarawas County Health District.

### **Sanitary Sewer Connection – General Requirements**

Installation, operation, and maintenance of the sanitary sewer service connection shall comply with the following terms, requirements and specifications:

The premises to be served must adjoin the road, street or right-of-way in which the public sanitary sewer is located. In the event the District's public sanitary sewer does not adjoin the customer's property, the customer shall be responsible for obtaining and recording a private utility easement for the sanitary sewer service line. A permit will not be issued until such time as a recorded copy of the easement is provided to the District by the customer.

For any work requiring excavation in any street, highway or road right-of-way, the applicant shall obtain from the proper authority the required permit for each excavation and shall agree to comply with all the requirements of the issuing authority, or shall obtain a written statement by that authority that no road opening permit is required.



The sanitary sewer service connection shall be installed in accordance with the District's standard drawings and specifications in effect at the time of construction.

### **Backwater Valves**

Where plumbing fixtures are installed on a floor with a finished floor elevation below the elevation of the manhole cover of the next upstream manhole in the public sewer, a backflow valve is required. The backflow valve shall be installed only for those plumbing fixtures installed with a finish floor elevation below the upstream manhole cover. Plumbing fixtures installed on a floor with a finished floor elevation above the elevation of the manhole cover of the next upstream manhole in the public sewer shall not discharge through a backwater valve; however, an exception to this requirement shall be made for existing buildings.

### **Connections to Force Mains**

No permit will be issued to a private home owner for a direct connection to a District sewer force main.

### **Where Service is Not Available**

In the case of a customer that has applied for a sewer service connection permit but does not adjoin a public right-of-way containing a District sewer line, the customer may file an application for "Private Extension of Water/Sewer Lines". The cost for such an extension of a public sanitary sewer, including the cost of permits and easements, shall be the customer's sole responsibility.

### **Petition for Improvements**

Public sewer line extensions may be initiated by property owners by filing a petition for an improvement. The owners may request the Board of Commissioners to construct, maintain, and operate a sewer system improvement. The procedural requirements prescribed by Ohio Revised Code for public hearings and due process of property owner objections must be adhered to unless there is a unanimous petition from all property owners within the improvement area and the petitioners consent to being assessed by waiving notice and publication requirements.

Upon receipt of the petition request, the Board of Commissioners will determine whether or not to direct the Sanitary Engineer to prepare plans, specifications, estimates of cost, and tentative assessments. If the petitioners represent all property owners, the County may proceed to construction after the petitioners examine the cost estimates and tentative assessments, if all petitioners state, in writing, that they have no objection to proceeding. Otherwise, the project must go through the public hearing process.

### **Observation of Work**

All work shall be done in the presence of the Sanitary Engineer's authorized representative.

All work shall be left uncovered until the District can observe and document the installation. Any work covered prior to the District's on-site observation shall be uncovered by the contractor, and an opportunity must be given to observe the installation of the sanitary sewer service line.

The connection to the District's sanitary sewer main and the connection at the house shall be done only in the presence of the Sanitary Engineer's authorized representative.

### **Safety**

The installing contractor is solely responsible for all work-related safety.

### **Restoration of Public Property**

Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored by the applicant or the applicant's contractor in a manner satisfactory to and in conformance with the regulations of the District and/or the owner of the damaged property.

The customer shall indemnify the County and hold the County harmless for all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from Owner's work. The County shall have the right to select its own attorney at the Owner's expense.

### **Approval of Material & Workmanship**

The Sanitary Engineer shall approve the quality of all materials and workmanship and shall have the right to inspect the same at all times.

The Sanitary Engineer may order removed from the job any inferior or defective materials and may cause to be reinstalled any portion of a service connection which is not satisfactorily installed.

### **Construction Requirements – Materials, Installation, and Testing**

Materials and installation requirements shall be in accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of installation.

### **Contractor Requirements**

Installation shall be by a contractor registered with the District in accordance with "Chapter ## - Contractor Registration".

### **Maintenance of the Sanitary Sewer Connection**

The County will perform all maintenance of the sanitary sewer main. The customer will be responsible for the maintenance of the building sewer and service sewer up to and including the connection to the public sewer. The District may require the property owner to make any repairs or perform any maintenance that the District deems necessary for the proper functioning of the District's sanitary sewage system.

If the County finds it necessary to make corrective action involving the disconnection and reconnection or relocation of improper inflows into the County's sewers, such work shall be done pursuant to ORC Section 6117.012.

### **Failure to Comply**

Failure by the sewer builder to comply with any of these rules and regulations, or the direct orders of the Sanitary Engineer or his duly authorized assistants shall result in revocation of the permit. The property owner shall reapply for a new Sewer Connection Permit, pay a new application fee, and forfeit any previously paid fee.

### **Grinder Pump Stations**

A grinder pump station is required when site topography prevents the use of a gravity service sewer. Installation of a grinder pump station shall require detailed drawings prepared by a professional engineer, registered in the State of Ohio, and a Permit-to-Install from the Ohio Environmental Protection Agency.

The customer is responsible for the installation of the grinder pump station, including all necessary design fees, inspection fees and permit fees.

The grinder pump station and force main shall be installed in accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of installation.

The grinder pump station will be situated in a location agreed to between the customer and County. Prior to issuance of a permit for a grinder pump station, the customer shall enter into a "Small Grinder Pump Station Agreement" with the District, which details the terms and conditions under which the District will operate and maintain the pump station on behalf of the customer.

A grinder pump station will not be approved by the Sanitary Engineer if the property can be reasonably served using a conventional gravity sewer service connection.

### **Variable Gradient Small Diameter Sewer Systems**

Variable grade, small diameter sewer systems (VGS) shall only be approved in the Midvale/Barnhill Sewer Sub-District (District #015). In a VGS, each customer must have a septic tank, and in the event gravity service cannot be achieved, the customer must also have a septic tank effluent pump (STEP) to discharge effluent from the customer's septic tank to the District's public sewer main.

The septic tank must be installed by the customer on the customer's property at a location approved by the Sanitary Engineer. Prior to approval of the permit application, the customer must enter into a "Septic Tank Service Agreement" or "Septic Tank Effluent Pump System Agreement" with the District, which includes the terms and conditions under which the District will operate and maintain the septic tank or STEP system. The Agreement also assigns a blanket easement to the District for the operation and maintenance of the tank.

Septic tanks shall be sized as follows:

1. Single family dwelling
  - a. One to two bedroom – 1,000 gallons
  - b. Three bedroom – 1,500 gallons in one or two tanks or compartments
  - c. Four to five bedroom – 2,000 gallons in two tanks or compartments
  - d. Six or more bedroom – 2,500 gallons in two tanks or compartments
2. Two or three family dwelling – the sum of the volumes for each single family residential unit within the dwelling as defined above.
3. Commercial/Industrial Customers – the sum of the volume required for an equivalent number of single family dwellings.
4. In systems using two tanks, the septic tanks shall be connected in series and all sewage shall initially enter the first tank.
5. The invert level of the inlet shall not be less than two inches above the liquid level of the tank.
6. A vented inlet baffle shall be provided to divert the incoming sewage downward. The baffle shall penetrate at least 6 inches below the liquid level, but the penetration shall not be greater than that allowed for the outlet device.
7. The outlet shall be fitted with a vented tee, vented ell, or baffle which shall extend not less than 6 inches above and not less than 18 inches below the liquid level of the tank.
8. The septic tank shall have a liquid drawing depth of not less than 4 feet.
9. The distance from the flow line to the cover shall be at least 12 inches.

10. The septic tank shall be installed with a minimum of one secured cover extended to grade to provide access to each compartment of the tank for inspection and cleaning. The cover shall have a minimum inside diameter of 10 inches.

Septic tanks shall be installed in accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of construction.

Once installed the septic tanks and the sewer line from the septic tank and the main sewer line become the property of the County and are operated and maintained by the County.

#### **Oil and Grease Interceptors**

Oil and grease interceptors shall be provided to prevent the discharge of oil, grease, sand, and other substances harmful or hazardous to the District's public sewerage system, and shall be provided in accordance with "Chapter 11 - Fat, Oil and Grease".

#### **Industrial Pre-Treatment**

Industrial pre-treatment requirements are evaluated on a case by case basis dependent upon which treatment facility the customer is tributary to. Customers that are tributary to the City of Dover Wastewater Treatment Facility and the Twin City Water and Sewer District Treatment Facility shall comply with and be permitted through those particular authorities.

For those customers tributary to wastewater treatment facilities without an industrial pre-treatment program, Ohio EPA directly permits the industry based upon an evaluation of the discharge characteristics and volume to determine whether the industrial user meets the definition of significant industrial user in Ohio Administrative Code (OAC) 3745-36. If so, the customer shall apply for and obtain an Ohio EPA Indirect Discharge Permit. If not, the customer is eligible for permit by rule status under the aforesaid OAC chapter. Ohio EPA will coordinate the permit conditions with the District.

In the event the customer must install a treatment works, a permit to install may also be required for the treatment works, unless the treatment works meets the exemptions listed in OAC 3745-42.

## Chapter 6 - Water Service

### General

The District was created for the purpose of preserving and promoting public health and welfare within Tuscarawas County. Water and sewer use shall be in conformance with the District Rules and Regulations.

Each customer of the District shall be eligible to receive service from the District only after a Water Permit has been executed between the customer and the District. If a customer requires service at more than one point of use, a separate Water/Sewer Permit shall be executed for each point of use.

The District agrees to provide service to the point of delivery, and install and maintain one metered water service connection for each customer point of use, based on a valid Water Permit.

The customer will install and maintain at his/her own expense service lines from the point of delivery to the point of use. The customer will make repairs on a timely basis as necessary.

A metered service connection is for the sole use of the applicant or customer. Customers shall not permit the extension of pipes for the purpose of transferring water from one property to another, from one point of use to another, nor share, resell or sub-meter water to any other person or entity.

At no time shall any customer or individual connect a non-system water source to any water service line or water line that is also connected to the system. Representatives of the District shall have the right to enter the customer's premises for the purpose of inspection and enforcement of this policy at reasonable hours. Violations of this policy shall constitute cause for immediate disconnection of service.

It is the responsibility of each customer to anticipate changes in occupancy and to have service transferred to the new customer in accordance with the policy for obtaining service. Until service is formally transferred, the original customer shall be responsible for payment of service. The Sanitary Engineer may refuse to transfer service until all past-due bills and charges have been paid.

Customers agree to pay the established fees for water service in accordance with Appendix A - Schedule of Charges in effect at the time service is provided by the District.

Representatives of the District shall have the right at any reasonable hour to enter customer's property in order to read water meters, inspect piping, perform other duties for the proper maintenance and operation of service, or to remove meters and equipment upon discontinuance of service by either the customer or the District.

The District will make reasonable efforts to supply continuous, uninterrupted service. However, it shall have the right to interrupt service for the purpose of making repairs, connections, extensions, or for other necessary work. Efforts will be made to notify customers who may be affected by such interruptions, but the District will not accept responsibility for losses which might occur due to such necessary interruptions. The District does not accept responsibility for losses due to interruptions of service caused by storms, floods, or other events beyond the District's control.

### **Obtaining Water Service**

Applications for water service shall be accepted at the District office and must be accompanied by an application fee in the amount noted in Appendix A - Schedule of Charges. The application fee is non-refundable.

The application will be reviewed by the Sanitary Engineer who will decide the appropriate connection fee. Once payment for the connection fee is made to the District and the application has been determined acceptable, the application will be approved.

Qualifying applicants will be given the option to pay their connection fee in installments. In order to qualify, the service address must be the applicant's primary place of residence. Unless otherwise stipulated by the Board for a specific improvement sub-district, a minimum 3% carrying charge shall be applied to the installment payments. If the connection charges are to be paid in installments, the Sanitary Engineer shall certify to the County Auditor information sufficient to identify each parcel of property served by a connection and, with respect to each parcel, the total of the charges to be paid in installments, the amount of each installment, and the total number of installments to be paid. The Auditor shall record and maintain the information supplied in the water-works record provided for in section 6103.16 of the Ohio Revised Code until the connection charges are paid in full.

Once issued, the water permit shall be shown to the District's on-site representative at the commencement of construction and shall be kept "on-the-job" at all times, while work is in progress.

The Water Service Connection Permit is valid for one year from date of issuance. The permit can be renewed for the difference in the permit fee at time of expiration and the date of issuance, but no less than the permit renewal fee as shown in Appendix A - Schedule of Charges. If the permit is not renewed by date of expiration, the permit is null and void and a new application is required.

The following terms, requirements and specifications must be complied with respect to the nature, installation, location and maintenance of such service line unless specific written consent to the contrary is obtained from the Board of its authorized agent:

1. The premises to be served must abut the road, street or right of way on which the public water main is located.
2. In the event the public water main does not abut the customer's property, the customer shall be responsible for obtaining and recording a private utility easement for the water service line for any separate parcels the water service line must cross in order to connect to the public water main. A permit will not be issued until such time as a recorded copy of the easement is provided to the District by the customer.
3. The meter shall be located in accordance with the District's standard drawings and specifications in effect at the time of construction.

If a meter is installed inside the structure being served, the following shall apply:

1. Applicant must sign an agreement to permit access to the meter upon 24 hour notice, either written or oral and acknowledge responsibility for the water service line from the point of use to the point of delivery as shown on the District's standard drawings and specifications.

2. The meter must be open and exposed and readily accessible.
3. A radio transmitter will be mounted on the outside of the structure with wiring connecting it to the meter head. This may require drilling through the outside wall of the structure.
4. The meter shall be installed in accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of installation.

### **Where Service is not Available**

In the case of a customer that has applied for a water connection permit but does not abut a public right of way containing a District water line or a District water line easement, the consumer may file an application for "Private Extension of Water/Sewer Lines". The cost for such an extension of a public water main, including cost of permits and easements, shall be the customer's sole responsibility.

### **Petition for Improvements**

Public water line extensions may be initiated by property owners by filing a petition for an improvement. The owners may request the Board of Commissioners to construct, maintain, and operate a public water system improvement. The procedural requirements prescribed by Ohio Revised Code for public hearings and due process of property owner objections must be adhered to unless there is a unanimous petition from all property owners within the improvement area and the petitioners consent to being assessed by waiving notice and publication requirements.

Upon receipt of the petition request, the Board of Commissioners will determine whether or not to direct the Sanitary Engineer to prepare plans, specifications, estimates of cost, and tentative assessments. If the petitioners represent all property owners, the County may proceed to construction after the petitioners examine the cost estimates and tentative assessments, if all petitioners state, in writing, that they have no objection to proceeding. Otherwise, the project must go through the public hearing process.

### **Meters**

Meters will be furnished, installed, owned, inspected, tested and kept in proper operating condition by the District without cost to the customer. A complete record of tests and histories of meters will be kept. Meter tests will be made according to methods of the American Water Works Association by the District as often as deemed necessary.

Meters shall be set in an accessible location on the outside of buildings, except where otherwise directed by the District. All meters shall be set horizontally, and never connected to a vertical pipe. Residential meters set outside buildings shall be placed in a meter box furnished and installed by the District. Meter vaults for commercial and residential facilities shall be paid for and installed by the applicant, while the meter and meter setter, as well as meter reading equipment will be provided by the District with the cost of the meter, meter setter and meter reading equipment to be included in the cost of the connection fee.

All meters shall be provided by and are the property of the District.

### **Irrigation Meter Requirements**

An irrigation meter may be purchased from the District by completing an application for an irrigation meter account at the District office. The cost for the meter will be in accordance with [Appendix A - Schedule of Charges](#).

The customer will be charged an application fee in accordance with Appendix A - Schedule of Charges, which includes inspection and administrative costs. The customer shall purchase a meter the same size, or smaller, than the existing domestic water meter.

It is the responsibility of the customer to install the meter and obtain all the necessary permits. Installation of the irrigation meter and related improvements shall be performed by a registered contractor in accordance with Chapter 9 - Contractor Registration.

The irrigation meter must be installed downstream of the existing water meter, and downstream of the existing backflow preventer.

If a backflow preventer is not already in place, an appropriate backflow prevention device, as determined by the Sanitary Engineer, shall be installed in accordance with Chapter 8 - Backflow Prevention and Cross Connection Control.

The installation of the irrigation meter must be inspected by the Sanitary Engineer's authorized representative prior to the backfilling of any trenches.

#### **Private Fire Protection Service**

Private fire protection service includes, but is not necessarily limited to, water service to a customer's fire protection facilities such as sprinkler systems and/or fire hose connections in buildings and structures and fire hydrants other than those which qualify as public fire hydrants that are operated and maintained by the District.

Where a customer desires both water service for consumption and fire protection, which require the service line to be of a larger size or of a different type than would be approved by the District for supplying and measuring only the domestic water service, the fire protection service shall be supplied in accordance with the District's standard drawings and specifications in effect at the time of construction.

An application for private fire protection service will be accepted subject to the condition that there shall exist, at the time of application and adjacent to the premises to be served, sufficient facilities and water supply to provide the service. The acceptance of any application for and the furnishing of, such service shall be on the basis that there is adequate pressure in the locality at the time the application is presented. Pressures are not guaranteed by the District and may fluctuate significantly from time to time.

The use of water through private fire protection facilities must and shall be limited to the combating of fires only and shall not be used for general water supply or consumption.

A customer applying for private fire protection service shall present to the District a complete description of the requested service, giving the details of feeder lines and connections, hydrants, sprinklers, hose connections, etc. installed or to be installed in the customer's premises along with the manufacturer's design requirements.

Customers with private fire lines shall be billed for said lines as shown in Appendix A - Schedule of Charges.



### **County Inspection of Work**

The installation and cost of the water service line from the point of delivery to the point of use shall be the consumer's sole responsibility.

Water service lines shall be left uncovered until inspected by the District. Any work covered prior to the inspection shall be uncovered by the contractor and an opportunity must be given to inspect the water service line installation.

All materials and workmanship shall be in strict accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of installation.

### **Safety**

The installing contractor is solely responsible for all work-related safety.

### **Restoration of Public Property**

Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to and in conformance with the regulations of the District and/or the owner of the public property.

The customer shall indemnify the County and hold the County harmless for all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the customer's work. The County shall have the right to select its own attorney at the customer's expense.

### **Approval of Material & Workmanship**

The Sanitary Engineer shall approve the quality of all materials and workmanship, and shall have the right to inspect the same at all times.

The Sanitary Engineer may order removed from the job any inferior or defective materials and may cause the applicant to reinstall any portion of a service connection which is not satisfactorily installed.

### **Construction Requirements – Materials and Installation**

Materials and installation requirements shall be in accordance with the Sanitary Engineer's Standard Drawings and Specifications in effect at the time of installation.

### **Contractor Requirements**

Installation shall be by a contractor registered with the District in accordance with Chapter 9 - Contractor Registration.

### **Pressure rating of installation**

Normal Pressure: Any installation where the main line static pressure is greater than or equal to 35 psi and less than 90 psi is considered a normal pressure installation.

Low Pressure: If the mainline pressure is less than 35 psi, the applicant shall be required to include in the application a "pressure waiver" requesting and accepting low pressure service. Applicants wishing to increase pressure shall make a separate application for a permit to install a booster pump system meeting the requirements of Ohio Administrative Code (OAC) 3745-95-07.

High Pressure: Any installation where the main line static pressure is equal to or greater than 90 psi is considered a high-pressure installation. All high-pressure installations require a pressure reducing valve to be installed and maintained by the property owner immediately after the isolation valve in the structure and, for inside meter installations, after the meter.

### **Protection from Contamination**

There shall be no cross connection between the District's public water system and any other source of water whatsoever including private wells and cisterns. Protection of the District's public water supply shall be in accordance with Chapter 8 – Backflow Prevention and Cross Connection Control.

Where the water service connection is to property previously supplied water by a private well, the private well must be abandoned and sealed.

If the well is maintained as a source for livestock or lawn and garden purposes, it must be physically separated from the potable water supply provided by the District and an acceptable backflow prevention device installed and maintained by the customer on the customer's side of the water meter.

Failure to comply with the above will result in revocation of the Water Connection Permit, forfeiture of fees paid and termination of service.

Water service lines shall not be laid in the same trenches with sewer lines or connections or septic tanks and their appurtenances.

Water service lines shall have a minimum horizontal separation of 10 feet from sanitary sewer mains and service lines, such distance being measured from outside of pipe to outside of pipe.

Water service lines shall have a minimum vertical separation of 18 inches above sanitary sewer mains and service lines, such distance being measured from outside of pipe to outside of pipe.

In the event minimum horizontal and vertical separations cannot be reasonably achieved, additional provisions shall be made to protect the water service line as directed by the Sanitary Engineer.

### **Temporary Water Connections**

Except for emergency use for extinguishing fires and other emergency purposes, permission to withdraw from a fire hydrant owned by the District requires a fire hydrant use permit. Approval of all fire hydrant permits shall be at the sole discretion of the Sanitary Engineer. The Sanitary Engineer may deny any application for temporary service that is deemed to potentially risk the integrity and/or safety of the public water system.

Applicants must provide the hydrant location and the District will provide a 3 inch hydrant meter and a reduced pressure zone backflow preventer. Depending upon the degree of hazard present determined by the Sanitary Engineer, the applicant may be required to provide an air gap at the connection to their temporary facilities. All proposed installations shall fully conform to the District's Rules and Regulations pertaining to backflow prevention.

Fire hydrant permit fees and meter and equipment rental charges shall be shown in Appendix A - Schedule of Charges and subject to change at any time without notice.

The Sanitary Engineer may terminate service in the event of violations of District Rules and Regulations and/or failure to make timely payment for monthly water charges and meter rental fees.

**Protection from Damage**

No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure, appurtenances or equipment which is a part of the District's water supply system. Any person violating this provision shall be subject to immediate prosecution under charge of criminal damaging or other appropriate criminal offense.

No unauthorized person shall tamper in any way with such District property, including the unauthorized opening or use of fire hydrants and other outlets, the unauthorized uncovering of any water mains, branch lines or equipment and any unauthorized attachment or attempted attachment.

No unauthorized person shall tamper with or remove a water meter from any metered premises.

The cost of repair or replacement of District water system property, including branch lines, meters and distribution system, damaged through the fault of the consumer, the consumer's agents, and/or employees shall be paid for by the consumer.

If, in the course of making repairs to the water distribution system or maintenance such as flushing of the system or the use of fire hydrants by the fire departments, damage is done to the plumbing or plumbing fixtures or appliances, the consumer shall hold harmless the District and/or authorized fire departments.

Any person violating any of the above prohibitions shall be denied water service from the District until all water used and any other cost, damage or expense to the water system has been paid for including inspection costs, turn on charges, monthly charges, delinquency charges and any other charges applicable.

In addition, Ohio Revised Code, Section 6103.29 will be enforced at the initiative of the Board, its authorized agents and the County Prosecutor with respect to any such unlawful tampering.

## Chapter 7 - Private Extension of Water/Sewer Lines

### **Application**

The private party (hereinafter called the "Applicant") shall file an application with the Sanitary Engineer for the construction of Water/Sanitary Sewer Lines, (hereinafter called the "Project") in the District.

Such application shall be made on the form supplied for that purpose by the Sanitary Engineer.

The applicant shall submit to the Sanitary Engineer construction plans, drawings, specifications, cost estimates, vehicular traffic plans and such other documents as may be required for the Department's review of the Project.

The applicant shall supply the County with all easements required for maintenance of the lines without charge.

Engineering, materials, construction, and testing of the Project shall conform to the County's plans, specifications, rules, and regulations.

When the Sanitary Engineer approves all documents submitted and the foregoing requirements have been satisfactorily accomplished, he shall so certify his approval by letter to the Tuscarawas County Commissioners.

The Tuscarawas County Commissioners may then grant permission to the Applicant to construct such Project, by Resolution, contingent upon the Applicant entering into an acceptable Contract with the County and fulfilling the requirements of these Rules and Regulations.

The Contract shall contain:

1. Comprehensive General Liability Coverage that shall include Completed Operations --- Products Coverage, Personal Injury Coverage, and Contractual Liability Coverage to satisfy the Indemnification Clause included in the Contract. Explosion, Collapse, and Underground Hazards Liability Coverage shall be included in the General Liability Coverage when occasioned by the contractor's sub-surface operations. The Comprehensive Automobile Liability Coverage shall include Non-ownership and Hired Cars Coverage. The minimum limits of liability for all coverages above shall be as follows, unless otherwise specifically required by special provisions in the construction specifications of the Contract:

<b>Amount of Contract</b>	<b>Under \$50,000</b>	<b>Over \$50,000</b>	<b>Over \$500,000</b>	<b>Over \$1,000,000</b>
Bodily Injury Liability				
Each Person	\$750,000	\$1,000,000	\$2,000,000	(1)
Each Occurrence	\$750,000	\$1,000,000	\$2,000,000	

<b>Amount of Contract</b>	<b>Under \$50,000</b>	<b>Over \$50,000</b>	<b>Over \$500,000</b>	<b>Over \$1,000,000</b>
Aggregate	\$1,000,000	\$2,000,000	\$5,000,000	
Property Damage Liability				
Each Occurrence	\$500,000	\$1,000,000	\$1,000,000	(1)
Aggregate (except Auto)	\$1,000,000	\$3,000,000	\$3,000,000	
(1) Special conditions will affect limits to be determined				

2. The Applicant, his agents and Contractors shall comply with the Ohio Workmen's Compensation Act for all of their employees engaged in work under the Contract.
3. That the County shall be reimbursed by the Applicant for its inspection cost.
4. That the Applicant shall provide a Surety bond of sufficient amount to compensate the County for completing the Project if necessary.
5. That upon completion of construction of the said Project and final approval given by the Tuscarawas County Sanitary Engineering Department, said lines shall be conveyed to the County.
6. That, if requested by the Applicant on his original Application, the County shall collect and return to the Applicant a prorated share of the cost of such improvement in any instance where connection is made by a non-participant in the original cost. In order to qualify for reimbursement for the connection of a non-participant, the system constructed by the applicant must include service sewers to the right-of-way line or easement line abutting each non-participant's property. If the applicant requests reimbursement and does not provide a service sewer to any non-participant properties, then the applicant waives his right to reimbursement for those specific locations. Prior to filing the Application, the Applicant shall contact all property owners along the route of the proposed sewer to determine whether or not they wish to become participants in the project.
  - a. Non-participant's shall not be denied due process in the apportionment of costs for connection to the privately constructed sanitary sewer.
    - 1) In the event of voluntary connection to a privately constructed sanitary sewer, non-participants shall pay a pro-rated share of the costs as described above.
    - 2) In the event of mandated connections to the privately constructed sanitary sewer, non-participants shall either be given due process through a public hearing process, as specified in 6117 of the Ohio Revised Code, or their connection fees shall be limited to that County's standard tap fee in effect at the time of the non-participant's connection to the privately constructed sanitary sewer.
7. That such prorated share shall be based on the front footage of improvement to the non-participant for sewer and/or water projects as further modified by the number of non-

participants with access to the project. In both cases, such prorated share shall not be in excess of the amount chargeable to such non-participant if he had participated in such improvements and shall not exceed the current County special connection charge.

8. That to determine the costs of such project, the Applicant shall provide the County Sanitary Engineering Department with certified copies of all payrolls and invoices for material, supplies, and services used on the project.
9. That the County shall collect and return to the Applicant such prorated shares of the cost for a ten (10) year period from the date of the Contract with the Tuscarawas County Commissioners, or until such time as the Applicant has recouped his entire cost of construction, whichever shall occur first.

#### **Proceeding with the construction of the extension**

Upon execution of such Contract, the Applicant shall file a copy of the Application and the Contract with the County Auditor and shall pay the fee for each such Application (with Contract) filed.

A copy of the executed Contract shall be filed with the Sanitary Engineer prior to commencement of any construction work.

When such Application has been approved, the Contract completely executed and both have been filed with the County Auditor, the Applicant shall be given notice in writing by the Sanitary Engineer that construction of the project may proceed.

All construction shall conform to the approved plans. The applicant or his agent is required to notify property owners along the route of the improvement at least three (3) days prior to start of construction. Proof of such notification is to be given to the Sanitary Engineer prior to the start of construction.

All construction and testing shall be under the supervision and inspection of the Sanitary Engineer or his designated representative(s).

#### **After construction is complete**

The Applicant's engineer shall provide the Sanitary Engineer with as-built measurements, consisting of one set of plans along with AUTOCAD compatible files, both revised in accordance with the results of construction. AUTOCAD files shall be in accordance with the Sanitary Engineer's specifications and requirements in effect at the time the as-built drawings are completed.

The costs for inspection of the Project shall be paid in full before final approval is given to such Project and use of the facility is permitted.

The applicant shall provide a Maintenance Bond for two (2) years duration in the amount of 5% of the total project cost as a warranty covering the sanitary sewer system.

The Applicant, his agents and Contractors shall waive all rights to place liens against the Project by certifying that they have been paid in full.

Final approval of the Project and use of the facility shall be contingent upon the Applicant's satisfactory fulfillment of these Rules and Regulations and the terms of the Contract.

After the date of final approval of the Project, the Sanitary Engineer shall collect a prorated share of the cost of such improvement whenever a non-participant connects as provided for herein, and return such share of payment to the Applicant without a charge for such service.

A non-participant shall not be issued a connection permit until his share of the cost has been paid to the District.

# Chapter 8 - Backflow Prevention and Cross Connection Control

## Purpose

The purpose of the Rules and Regulations regarding Backflow Prevention and Cross Connection Control is:

1. To protect the District's public water systems from contamination or pollution by isolating within the consumer's water system contaminants or pollutants which could backflow through the service connection into the public water system.
2. To promote the elimination or control of existing cross-connections, actual or potential, between the District's public water systems and non-potable water systems, plumbing fixtures and sources or systems containing process fluids.
3. To provide for the maintenance of a continuing program of backflow prevention and cross-connection control which will systematically and effectively prevent the contamination or pollution of the public and consumer's potable water systems.

## Application

These Rules and Regulations shall apply to all premises served by the District's public water systems.

## Policy

The Sanitary Engineer shall be responsible for the protection of the public water system from contamination due to backflow of contaminants through the water service connection. If, in the judgment of the Sanitary Engineer, an approved backflow prevention assembly is necessary at the water service connection to any consumer's premises for the safety of the water system, the Sanitary Engineer or his authorized representative shall give notice to the consumer to install such approved backflow prevention assembly at each service connection to his premises. The consumer shall immediately install such approved assembly or assemblies at this own expense, and failure, refusal or inability on the part of the consumer to install such assembly or assemblies immediately shall constitute grounds for discontinuing water service to the premises until such assemblies have been installed.

## Water System

The water system shall be considered as made up of two parts: the public water system and the consumer's water system.

1. The public water system shall consist of the source facilities and the distribution system, and shall include all those facilities of the water system under the control of the Sanitary Engineer up to the point where the consumer's water system begins.
2. The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the public distribution system.
3. The public distribution system shall include the network of conduits used for delivery of water from the source to the consumer's water system.
4. The consumer's water system shall include those parts of the facilities beyond the service connection which are utilized in conveying water from the public distribution system to points of use.



### **Cross-Connections Prohibited**

No water service connection shall be installed or maintained to any premises where actual or potential cross-connections to the District's public water system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the Sanitary Engineer.

No connection shall be installed or maintained whereby water from an auxiliary water system may enter the District's public water system and the method of connection and use of such system shall have been approved by the Sanitary Engineer and by the Director of the Ohio Environmental Protection Agency as required by Section 6109.13 of the Ohio Revised Code.

### **Survey and Investigations**

The consumer's premises shall be open at all reasonable times to the Sanitary Engineer, or his authorized representative, for the conduction of surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross-connections to the consumer's water system through which contaminants or pollutants could backflow into the public potable water system.

On request by the Sanitary Engineer, or his authorized representative, the consumer shall furnish information on water use practices within his premises.

It shall be the responsibility of the water consumer to conduct periodic surveys of water use practices on his premises to determine whether there are actual or potential cross-connections in his water system through which contaminants or pollutants could backflow into his or the public potable water system.

### **Where Protection Is Required**

An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving premises, where in judgment of the Sanitary Engineer or the Director of Ohio EPA, actual or potential hazards to the public potable water system exist.

An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving premises where the following conditions exist:

1. Premises having an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Sanitary Engineer and the source is approved by the Director of the Ohio Environmental Protection Agency;
2. Premises on which any substance is handled in such a fashion as to create an actual or potential hazard to the public potable water system. This shall include premises having sources or systems containing process fluids or waters originating from the public potable water system which are no longer under the sanitary control of the District;
3. Premises having internal cross-connections that, in the judgment of the Sanitary Engineer, are not correctable, or intricate plumbing arrangements which make it impractical to determine whether cross-connections exist;
4. Premises, where, because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey;

5. Premises having a repeated history of cross-connections being established or re-established;
6. Others specified by the Sanitary Engineer or the Director of Ohio EPA.

An approved backflow prevention assembly shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the Superintendent of Water or the Director determines that no actual or potential hazard to the public water system exists:

1. Hospitals, mortuaries, clinics, nursing homes;
2. Laboratories;
3. Piers, docks, waterfront facilities;
4. Sewage treatment plants, sewage pumping stations or storm water pumping stations;
5. Food or beverage processing plants;
6. Chemical plants;
7. Metal plating industries;
8. Petroleum processing or storage plants;
9. Radioactive material processing plants or nuclear reactors;
10. Car washes;
11. Others specified by the Sanitary Engineer or the Director of Ohio EPA.

An approved backflow prevention assembly shall be installed at any point of connection between the public or consumer's water system and an auxiliary water system, unless such auxiliary system is accepted as an additional source by the Sanitary Engineer and the source is approved by the Director of the Ohio Environmental Protection Agency.

#### **Type of Protection Required**

The type of protection required under these regulations shall depend on the degree of hazard which exists as follows:

1. An approved air gap separation shall be installed where the public water system may be contaminated with substances that could cause severe health hazard;
2. An approved air gap separation or an approved reduced pressure principle backflow prevention assembly shall be installed where the public water system may be contaminated with any substance that could cause a system or health hazard;
3. An approved air gap separation or an approved reduced pressure principle backflow prevention assembly or an approved double check valve assembly shall be installed where the public water system may be polluted with substances that could cause a pollutional hazard not dangerous to health.

The type of protection required for a point of connection between an auxiliary water system and the public water system shall be an approved air gap separation or any approved interchangeable connection.

Where an auxiliary water system is used as a secondary source of water for a fire protection system, the provisions for an approved air gap separation or an approved interchangeable connection may not be required, provided:

1. At premises where the auxiliary water system may be contaminated with substances that could cause a system or health hazard, the public consumer's potable water system shall be protected

against backflow by installation of an approved reduced pressure principle backflow prevention assembly;

2. At all other premises, the public or consumer's potable water system shall be protected against backflow by installation of either an approved reduced pressure principle backflow prevention assembly or an approved double check valve assembly;
3. The public or consumer's potable water system shall be the primary source of water for the fire protection system;
4. The fire protection system shall be normally filled with water from the public or consumer's potable water system;
5. The water in the fire protection system shall be used for fire protection only, with no regular use of water from the fire protection system downstream from the approved backflow prevention assembly;
6. The water in the fire protection system shall contain no additives.

### **Backflow Preventers**

Any backflow preventer required by these rules and regulations shall be of a model or construction approved by the Sanitary Engineer and the Director of Ohio EPA and shall comply with the following:

1. An air gap separation, to be approved, shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch. It shall meet the requirements of OAC Rule 3745-95-04 of the Ohio Environmental Protection Agency
2. A double check valve assembly or a reduce pressure principle backflow prevention assembly shall be approved by the Sanitary Engineer, and shall meet the requirements of OAC Rule 3745-95-04 of the Ohio Environmental Protection Agency.
3. An interchangeable connection, to be approved, shall be either a swing type connector or a four-way valve mechanism which unseats the plug, turns it ninety degrees and reseats the plug. Four-way valves shall stop valves on each pipe connected to the valve. The telltale port on the four-way valve shall have no piping connected and the threads or flange on this port shall be destroyed so that a connection cannot be made.

Existing backflow preventers approved by the Sanitary Engineer or the Director of the Ohio Environmental Protection Agency at the time of the installation and properly maintained shall, except for inspection, testing and maintenance requirements, be excluded from the preceding requirements of this regulation providing the Sanitary Engineer is assured that they will satisfactorily protect the District's public water system. Whenever the existing backflow preventer is moved from the present location or requires more than minimum maintenance or when the Sanitary Engineer finds that the maintenance of the backflow preventer constitutes a hazard to health, the backflow preventer shall be replaced by a backflow prevention assembly meeting the requirements of these regulations.

### **Installation**

Backflow prevention assemblies required by these rules and regulations shall be installed at a location and in a manner approved by the Sanitary Engineer and at the expense of the water consumer. In addition, any backflow prevention assembly required by these regulations shall be installed at a location and in a manner approved by the Director of the Ohio Environmental Protection Agency as required by Section 6109.13 of the Ohio Revised Code.

Backflow prevention assemblies installed on the service line to a consumer's water system shall be located on the consumer's side of the water meter, as close to the meter as is reasonably practical, and prior to any other connection.

Pits or vaults shall be of water-tight construction, be so located and constructed as to prevent flooding and shall be maintained free from standing water by means of either a sump and pump or a suitable drain. Such sump pump or drain shall not connect to a sanitary sewer nor permit flooding of the pit or vault by reverse flow from its point of discharge. An access ladder and adequate natural or artificial lighting shall be provided to permit maintenance, inspection and testing of the backflow prevention device.

Reduced pressure principle backflow prevention assemblies are prohibited from being installed in a pit or vault. Reduced pressure principle backflow prevention assemblies must be installed above ground level or floor level, whichever is higher, and shall be adequately protected from freezing.

### **Inspection and Maintenance**

It shall be the duty of the consumer at any premises on which backflow preventers required by these regulations are installed to have inspections, tests, and overhauls made in accordance with the following schedule, or more often where inspections indicate a need:

1. Air gap separations shall be inspected at the time of installation and at least every twelve months thereafter;
2. Double check valve assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed.
3. Reduced pressure principle backflow prevention assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter.
4. Interchangeable connections shall be inspected at the time of installation and at least every twelve months thereafter.

Inspections, tests, and overhauls of backflow prevention assemblies shall be made at the expense of the water consumer and shall be performed by a State of Ohio certified backflow technician who is qualified to inspect, test and overhaul backflow prevention assemblies.

Whenever backflow prevention assemblies required by these regulations are found to be defective, they shall be repaired, overhauled or replaced at the expense of the consumer without delay.

The water consumer must maintain a complete record of each backflow preventer from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections, repairs and overhauls. Records of inspections, tests, repairs and overhaul shall be submitted to the Sanitary Engineer or his designated Backflow Prevention Program Manager.

Backflow preventers shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Sanitary Engineer.

### **Thermal Expansion Tanks**

When a backflow prevention device, check valve, or pressure reducing device is installed in the cold water supply to a water heater, an expansion tank or other device designed in accordance with accepted engineering practices for thermal expansion control shall be installed.

Cost of the tank(s), installation, and any necessary repair or replacement is at the sole expense of the owner.

### **Booster Pumps**

No person shall install or maintain a booster pump tributary to District water mains without a permit for such installation.

For booster pumps not intended to be used for fire suppression, such booster pump shall be equipped with a low pressure cut-off designed to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to ten pounds per square inch gauge or less.

For booster pumps, or fire pumps, used for fire suppression installed after August 8, 2008, such booster pump, or fire pump, shall be equipped with one of the following:

1. A low suction throttling valve on the booster pump discharge, which throttles the discharge of the pump when necessary so that suction pressure will not be reduced below ten pounds per square inch gauge while the pump is operating; or,
2. The fire pump is equipped with a variable speed suction limiting control on the booster, or fire, pump. The speed control system must be used to maintain a minimum suction pressure of ten pounds per square inch gauge at the pump inlet by reducing the pump driver speed while monitoring pressure in the suction piping through a sensing line.

It shall be the duty of the water consumer to maintain the low pressure cut-off device, low suction throttling valve, or variable speed suction limiting control, in proper working order and to certify to the Sanitary Engineer, at least once every twelve months that the minimum pressure sustaining method in place is operating properly.

### **Violations**

The Sanitary Engineer shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention device required by these regulations is not installed, tested and maintained in a manner acceptable to the Sanitary Engineer, or if it is found that the backflow preventer has been removed or by-passed, or if an unprotected cross-connection exists on the premises, or if the minimum pressure sustaining method required by these regulations is not installed and maintained in working order.

Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with these regulations and to the satisfaction of the Sanitary Engineer.

## **Chapter 9 - Contractor Registration**

### **Applicability**

This policy applies to all Contractors desiring to perform work on private water and/or sewer laterals that will connect to water and sewer facilities owned by Tuscarawas County ("County").

### **Application Process**

All contractors who want to be registered with the District shall apply for Contractor Registration. Depending upon Contractor's experience (based upon submitted references), the Contractor may be approved to provide one, a combination of, or all of the following: Sewer service lines, Water service lines, Inside meter installations, Installation of backflow prevention devices, Installation of residential booster pumps, Private water well abandonment, Backflow Testers certified with the Ohio Department of Commerce, Division of Industrial Compliance are not required to obtain Contractor Registration.

The following information shall be submitted with the Application for Contractor Registration: Certificate of Liability Insurance with the Tuscarawas County Commissioners, 125 East High Ave, New Philadelphia, OH 44663 listed as additional insured; Workers Compensation Certificate; Evidence of Bonding; Reference List for similar completed work within the last 3 years.

The contractor shall acknowledge the conditions under which the approval of the registration shall be granted by signing the application. If the Contractor is a corporation, a partnership, or a joint venture, the Contractor shall attach evidence of authority to sign.

### **Review Process**

The Sanitary Engineer or his designated representative(s) shall review the application, review the Contractor's past performance with the District, check references, perform any other such background checks deemed necessary to perform a due diligence review of the Contractor's qualifications to perform work on or tributary to County water and sewer facilities.

### **Approval and Duration**

Contractor Registration may only be approved by the Sanitary Engineer. Contractor Registration shall become effective on the date it is approved by the Director and shall expire 24 months thereafter.

### **Renewal Process**

Upon expiration of the Registration, the Contractor may apply for Registration Renewal by submitting the Application along with the \$25 application fee. The requirements for such renewal shall be the same as for the initial application process.

### **Denial and Appeals Process**

In the event the Sanitary Engineer determines an application cannot be approved, the Sanitary Engineer shall provide a written explanation of the reason for denial. The Contractor shall have 10 days in which to submit an appeal for reconsideration explaining why the basis for denial was unjust. Upon receipt of the written appeal, the Sanitary Engineer shall provide the Contractor with a final written decision with 10 business days of receipt of written appeal.

In the event the appeal is denied, the Contractor may submit a new application for registration no earlier than 12 months from the date of the Sanitary Engineer's final written decision. In order to be considered for approval, the new application shall demonstrate that adequate measures have been taken to correct deficiencies in workmanship, work practices, etc. that resulted in the initial denial.

#### **Reasonable Performance Expectations**

All Work shall comply with the District's Rules and Regulations and the Sanitary Engineer's Standard Drawings and Specifications in effect at the time Work is performed.

District Rules and Regulations are subject to amendment. The Contractor shall be solely responsible for obtaining the most current copy of such Rules and Regulations prior to commencement of the Work.

#### **Workmanship**

All work shall be performed in a workman like manner using personnel experienced and qualified in the work being performed. Workmanship shall be performed in a manner customarily done by other Contractors registered with the County.

#### **Subcontractors**

The Contractor shall be responsible for notifying the District of any subcontractors that are proposed to be engaged in the work. Only Contractors registered with the District are eligible to perform work as a subcontractor. Examples of Subcontractors that require District registration are as follows: Electricians; Plumbers; Well Contractors / Driller (typically for private well abandonment); Directional Boring Contractors; and Excavators

#### **Work Within Public Rights-of-Way**

The Contractor shall be responsible for obtaining permits as required for work performed within public rights-of-way (i.e. State, County and Township highway departments). The District shall not permit any work until copies of such permits are provided to the Sanitary Engineer or his designated representative(s).

#### **Laws and Regulations**

Contractor shall give all notices required by and shall comply with all Laws and Regulations applicable to the performance of the Work. The District shall not be responsible for monitoring the Contractor's compliance with any Laws or Regulations.

#### **Safety**

Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work. Contractor shall comply with all applicable Laws and Regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, or loss.

#### **Indemnification/Hold Harmless**

To the fullest extent permitted by law, the Contractor shall defend, indemnify and pay the full costs and expenses of any claim, action or proceeding against the County, its agents, officers, and employees, and hold harmless the County, its agents, officers, and employees from and against any and all claims,

arbitrations, actions, lawsuits or other proceedings, damages, losses (including but not limited to economic), and expenses (including but not limited to attorney fees) arising out of any act, action, inaction, allegation or omission of the Contractor, its subcontractors or material suppliers or anyone else employed by the Contractor including but not limited to a breach of this Policy or the Rules regardless whether or not such claim, action, proceeding, damage, loss, or expense is caused in whole or in part by a party indemnified hereunder, provided however, that no party shall be indemnified for its own negligence. The obligation to indemnify shall not be construed to negate, waive, abridge or reduce any other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph nor bar any action against the Contractor.

### **Performance Evaluation**

The District shall retain a log of complaints, deficiencies, problems, and other issues related to the Contractor's performance. Contractors having excessive performance issues may have their licensed revoked at the sole discretion of the Director.

### **Inspection Fees**

The Contractor shall be responsible for payment of inspection fees as follows:

1. Normal and customary site inspection shall be included in the tap fee for the new connection.
2. In the event a Contractor requests an inspection but is not ready for such inspection at the agreed upon time, the Contractor shall be subject to a \$50 charge for each such occurrence.
3. If the County's designated representative is asked to remain on-site until such time as the Contractor is ready, the Contractor shall be subject to a \$25 per hour charge.
4. In the event the Contractor fails to make timely payment of such inspection fees, the Contractor's registration shall be revoked until such time as payment is made for the Inspection Fees plus a 10% penalty charge.

### **Work Performed by Property Owners**

Property owners who wish to perform work on their own facilities that connect to County water and/or sewer facilities shall be registered as "Property Owner Contractors". There shall be no charge for a Property Owner Registration. The Property Owner shall be required to submit a "Property Owner Contractor Application" subject to the approval of the Sanitary Engineer or his designated representative(s). The Property Owner shall be required to submit relevant information establishing qualifications and/or abilities necessary to perform such work. The Property Owner shall be required to comply with the Rules, as well as any and all Federal, State and Local laws that may apply to such work. The Property Owner Contractor Registration shall expire upon completion of the work.

### **Recordkeeping**

The District will maintain a Contractor Registry, which will be made publicly available upon request. The retention period of the registry is such that it will be maintained until updated.



# Chapter 10 - Customer Service

## General

The District was created for the purpose of preserving and promoting public health and welfare within Tuscarawas County. Water and sewer use shall be in conformance with the District Rules and Regulations.

Each customer of the District shall be eligible to receive service from the District as description in Chapter 5 – Sanitary Sewer Service and Chapter 6 - Water Service.

## User Charges

Customers with water only or water & sewer - Customers with both water and sewer are metered and will be charged based upon the size of the meter serving their facility and the metered monthly consumption at the rates designated in Appendix A - Schedule of Charges.

1. Water and Sewer charges for multi-family units shall be calculated as follows:
  - a. The base rate will be determined as follows: Current residential base charge x number of units
  - b. Individual units are not metered, therefore, the consumption for each unit shall be calculated as follows: Total consumption ÷ number of units = consumption for each unit.
  - c. The total consumption charge for the service will be the sum of the individual consumption charges for each unit.
2. Customers with sewer only
3. Customers with sewer only will be charged a flat rate as designated in Appendix A - Schedule of Charges. The flat rate monthly fee is based upon the number of equivalent dwelling units (EDU) being served, which is determined according with the following:

<u>Type of User</u>	<u>EDU (equivalent to 4,500 gallons per month)</u>
Homes	1 per dwelling
Apartments	1 per apartment unit
Trailer Parks	1 per trailer
Non-Residential	Determined on a case by case basis by the

## Sanitary Engineer

### **Deficit Prohibited**

As part of the annual review provided herein, the Sanitary Engineer shall make an estimate of the revenues and expenses of the next year. After deducting (1) the estimated operation and maintenance costs, (2) estimated debt service, (3) estimated debt reserve, (4) estimated short lived asset reserve, and (5) capital improvement payment from the total estimated revenues and net carryover from the previous year, the system shall maintain a minimum unencumbered balance of 90 days operating reserve in each respective Operating Fund.

### **Free Service Prohibited**

Service will be provided to the users of the system with the terms of these regulations. No user shall be provided service without payment of water/sewer charges in proportion to the service available to such user.

### **Customer Billing**

Customers will be billed monthly in accordance with the rate structure of the District. Water meters will be read on the 1<sup>st</sup> day of each month. Where the 1<sup>st</sup> falls on a weekend or holiday, the meters will be read on the following business day. Billing is done on the 11<sup>th</sup> day of each month. Where the 11<sup>th</sup> falls on a weekend or holiday, the billing is done on the following business day. Water consumption and sewerage will be billed as separate items on the bill.

### **Payment Terms**

Payment is due by the 5<sup>th</sup> day of each month. Where the 5<sup>th</sup> falls on a weekend or holiday, the due date is the following business day. Payments postmarked after the 5<sup>th</sup> day will incur a penalty equal to 10 percent of the current charges.

### **Change of Address or Ownership**

Upon the change of his or her mailing address, an owner of property served by the water/sewer system shall inform the County of the change. Failure to inform the county of a change of address shall not excuse an owner from any payment penalties incurred because of the failure to report an address change.

At least fourteen (14) days prior to the sale of a property, the present owner shall contact the County to arrange for pro ration of the final bill. The final bill shall be sent to the mailing address specified by the present owner within thirty (30) days of the date the request was made and at the same time as all other final billings for the County are printed and issued. Failure of a previous owner to comply with this part shall not excuse the new owner from responsibility for any and all delinquencies certified pursuant to the Ohio Revised Code, current charges or penalties remaining unpaid by the previous owner.

Prior to the sale of a property, the purchaser shall contact the County to arrange for a pro ration of the first bill and to inform the County of the mailing address of the new owner. Failure to comply with this part shall not excuse the new owner from responsibility for any and

all delinquencies certified pursuant to the Ohio Revised Code, current charges or penalties remaining unpaid by the previous owner.

### **Termination of Water Service**

Customers with a past due balance of 60 days or more shall be subject to termination of water service. Customers with a past due balance of 60 days or more will be provided with a written notification by certified mail that water service will be shut off on the last Wednesday of the month unless payment is made. This shutoff notice will be mailed no later than 15 days prior to termination of service.

Customers subject to termination of water service will be charged a disconnect fee in accordance with the current "Schedule of Charges", which represents time involved in terminating the service and administrative costs associated with the termination.

Customers may avoid termination of service by either paying the amount in arrears before the scheduled shutoff date or by receiving a hardship deferment and signing a deferred payment plan specifying payment terms before the scheduled shutoff date.

Customers may appeal a notice of termination of water service. The Sanitary Engineer is designated as the District representative for hearing customer appeals of notice of termination of water service. The Sanitary Engineer is authorized to correct errors of the utility, adjust the amount due to the utility, receive payment to satisfy the amount in arrears, and to negotiate deferred payment plans. A written record of customer appeal will be prepared and maintained on file by the Sanitary Engineer.

### **Critical Water Users**

Customers with critical need for potable water require special considerations in the event of temporary or protracted interruption of water service. The District will accept any request for designation as a Critical Water User, will document the reasons for the designation and will forward the request to the Sanitary Engineer. The Sanitary Engineer will determine whether the applicant qualifies as a Critical Water User. The Sanitary Engineer will consider the following criteria:

1. Whether the applicant provides a medical service or emergency service that requires the availability of potable water at all times.
2. Whether the applicant serves a population that might require available drinking water in the event of interruption of the county's water treatment and distribution system. Some such institutional applicants are schools, day-care centers, medical facilities, nursing homes and emergency services.
3. Whether an individual applicant has a medical condition that could require the immediate availability of drinking water. These types of requests must be accompanied by a statement from a medical doctor.

4. Whether designation of the applicant as a Critical User is necessary to protect the health and safety of the community, of the District or of the applicant.

The Sanitary Engineer will return each approved Critical User application to the Billing Clerk, who will designate the Critical User in the billing system, placing the user in no-turnoff status, and will add the user to the Critical Water User List. The Critical Users List will be maintained by the District and made available to all water department staff.

Each year, at a time designated by the Sanitary Engineer, the Billing Clerk will update the Critical Users List.

In the event of a service interruption or boil advisory, the Water Department Staff will consult the Critical Water User List and will notify any affected Critical Users.

The Billing Clerk will check the billing system when scheduling service interruptions to ensure that no Critical User is turned off for delinquency.

Within limits of feasibility, the District will maintain water supply as required to protect and maintain community health and safety. The District will attempt to notify critical water users in emergencies to obtain potable water.

**Certification of Delinquent Payments**

Past due amounts aged greater than 60 days, together with accrued penalties, shall be certified monthly to the Tuscarawas County Auditor, pursuant to Ohio Revised Code, who shall place such delinquencies upon the real property tax duplicate for the property receiving water/sewer service. Such delinquencies shall be a lien upon the property from the date the delinquency is placed upon the real property tax duplicate and shall be collected in the same manner as other real estate taxes. Failure to pay delinquencies certified may result in a foreclosure of the property by the Tuscarawas County Prosecutor. This part shall be in addition to all other collection remedies provided by law including an action in small claims court. The County shall provide notice of certification of delinquent amounts by notice set forth on the Customer's monthly billing statement.

**Hardship Assistance Deferred Payment Plan**

A customer may apply for deferred payment BEFORE the shutoff date by filing a claim for hardship with the Sanitary Engineer at the District office. If the hardship qualifies, the customer will be required to sign an agreement for a deferred-payment plan.

Hardships eligible for deferred payment plans include loss of job, medical emergency, excessive bill (usually resulting from large leaks), and extraordinary financial difficulty.

The Sanitary Engineer is authorized to approve a deferred payment plan for a maximum length of 12 months.

Minimum monthly payment amounts shall not be less than 1/12<sup>th</sup> the total amount due, unless the approved plan specifies otherwise. Deferred-payment amounts shall be in addition to the regular service bill amount.

### **Reconnection of Water Service after Termination for Non-Payment**

Customers desiring restoration of water service after termination for non-payment must pay debts in the full amount AND pay the service fee for reconnection in accordance with the District's "Schedule of Charges".

### **Bill Adjustments for Customer Water Leaks**

The Sanitary Engineer may adjust the bill for customers who have a repairable plumbing problem (leak) resulting in excess water usage in accordance with the following requirements.

The customer will be given a one-time forgiveness of the amount due for usage over the average water usage based upon the prior three months.

Adjustments are limited to one (1) per customer per location annually unless extenuating circumstances exist and are against the monthly billing period. It is intended for this policy to apply to customers responding promptly to a "high" bill and that any plumbing problems identified are repaired immediately.

### **Adjustments Related to Billing Errors**

In the event it is determined that the District has under billed a customer, the following procedures shall be in effect:

1. The Director/Sanitary Engineer shall determine the total uncollected charges, as well as the total amount of charges eligible for collection.
2. The District may require payment of uncollected charges for a period of up to 12 months prior to the date of discovery of the error.
3. If the District requires payment of the eligible, uncollected charges, the customer shall be entitled to pay the amount owed over a period of time equivalent to the amount of time that the billing error occurred. In other words, if the customer was underbilled for a period of six (6) months, the customer shall have up to six (6) months to repay the uncollected charges.
4. The Director/Sanitary Engineer shall have discretionary authority to waive a portion of or all of the uncollected balance based upon the facts and circumstances of each particular situation.
5. The District shall provide written notification to the customer of the error within 60 days of the date of discovery of the error. Notification shall be provided through standard mail to the customer's billing address of record. Such notification shall include the following:
  - a. Date of discovery of the billing error
  - b. Total amount of uncollected charges
  - c. District's determination of charges to be collected and/or waived, and if necessary, the time frame in which uncollected charges are to be repaid.

In the event it is determined that the District has over billed an account, the following procedures shall be in effect:

1. The Director/Sanitary Engineer shall determine the amount of over billed charges that have been collected, as well as the total amount of over billed charges eligible for reimbursement.
2. The District may reimburse over billed, collected charges for a period of up to 12 months prior to the date of discovery of the error.
3. If it is determined by the Director/Sanitary Engineer that certain charges are eligible for reimbursement to the customer, the Director/Sanitary Engineer shall have the amount so determined credited to the customer's account. In the event the affected party is no longer a customer of the county, the Director/Sanitary Engineer shall order a reimbursement to the affected party by issuance of a check from the County Auditor.
4. The District shall provide written notification to the customer of the error within 60 days of the date of discovery of the error. Notification shall be provided through standard mail to the customer's billing address of record. Such notification shall include the following:
  - a. Date of discovery of the billing error
  - b. Total amount of over billed charges (collected and uncollected).
  - c. District's determination of the eligible reimbursement to the customer and reimbursement method (i.e. credit to the account, or reimbursement by check from the Auditor)

#### **Annual Swimming Pool Filling Sewer Credit**

Water and Sewer customers of the District who desire to fill their swimming pool and avoid sewer charges for the water used may apply for an annual Pool Filling Sewer Credit. The water used to fill the pool will be billed at the applicable rate in effect. The credit will only be provided for one (1) filling per year.

The customer must be current on all water and sewer charges in order to be eligible for the sewer credit.

The customer shall make application to the department, provide all information required on the form, pay the required fee, and notify the department at least 72 hours (3 working days) in advance of filling the pool.

In order to qualify for the program, the applicant must be a participant in the District's Backflow Prevention Program. All deficiencies identified in the customer's plumbing must be corrected in order to receive the credit.

The customer shall allow inspection of the pool by the District's customer service representative to verify quantities both prior to and after filling. Verification that the pool does not and will not drain into the sanitary sewer must be made.

Fee for this service shall be payable each year in the amount specified in Appendix A - Schedule of Charges, payable with application and prior to filling the pool. Failure to apply and pay the fee within the prescribed timetable shall void any request for credit for pool filling.

The swimming pool must contain a minimum of 6,000 gallons in order to qualify for the credit as the application costs for pools with less than this amount exceed the savings that can be received as a result of the credit.

The penalty for falsifying information used to calculate the water usage or for unauthorized pool discharge into the sanitary sewer is \$100.00 for each incident.

### **Meters**

Meters will be furnished, installed, owned, inspected, tested and kept in proper operating condition by the District in accordance with Chapter 6 - Water Service.

Service meters whose error does not exceed  $\pm 2$  percent shall be considered as being within the allowable limits of accuracy for billing purposes. The percentage of error will be considered by taking the average of the error at full load and the error at 10 percent load, unless a customer's rate of usage is known to be practically constant—in which case, the error at such constant use will be used.

Meter tests requested by customers will be performed without cost to the customer if the meter is found to be in excess of 2 percent (either fast or slow). Otherwise, the customer who requested the test will be charged for the cost of performing the test.

The customer shall be responsible for any damage to the meter installed for his/her service caused by other than normal wear and tear.

### **Irrigation Meters**

Irrigation Meters shall be available to County water & sewer rate payers. The purpose of an irrigation meter is to segregate non-sewer related water consumption from sewer charges thereby reducing the customer's sewer bill. Having this secondary meter allows the water consumption used for irrigation purposes to be deducted from the domestic water consumption and lowers the amount paid for sewer. Irrigation meter requirements shall be in accordance with the requirements set forth in Chapter 6 - Water Service.

### **Water/Sewer Maintenance Access**

At times, District customer service personnel must schedule appointments for inspection, maintenance, and/or installation of existing or proposed water/sewer system components that may be either publicly or privately owned.

A maximum of two (2) attempts will be made by District personnel to schedule appointments with customers to inspect, maintain, and/or install water/sewer system components or have water/sewer system components inspected, maintained, or installed by the customer or his agent.

If after two (2) attempts to schedule appointments have been made and two (2) weeks' time have lapsed the customer fails to respond to the District's request to schedule the appointments, the District shall, at its discretion, issue an Official Notice advising the customer of its intent to discontinue service if the customer fails to schedule and keep an appointment and have or allow to have the necessary work performed within ten (10) days of receipt of notification.

The Official Notice shall be delivered to the customer by Receipt Requested Registered Mail. The date of receipt of the registered mailing will initiate the thirty (30) day response period.

If after thirty (30) days after the date of the Official Notice the customer fails to have or allow to have the necessary work to be completed and inspected by District personnel, water service shall be discontinued to the customer.

Service shall not be restored until the required inspection, maintenance, and/or installation has been performed, inspected, and accepted by the District and the reconnection fee paid.

#### **Rental Property**

The County requires the property owner to be responsible for rental property, and the property owner shall be liable for charges for water/sewer service. Water/sewer bills shall be sent to the property owner unless the property owner and tenant enter into the District's Water/Sewer Direct Billing Agreement.

Under the terms of the Water/Sewer Direct Billing Agreement, the District will bill the tenant with a copy of the bill being sent to the property owner. The property owner shall have the option to require the tenant to pay the District a security deposit for water and/or sewer service prior to entering into such agreement. The amount of the security deposit shall be as defined in the District's Schedule of Charges.

Customers with Water Service - Whenever any of the rates or charges are not paid when due, the District may terminate water service in accordance with the policies and procedures outlined in this Customer Service Policy and apply the security deposit for payment of unpaid rates and charges, together with any penalties for water and/or sewer service to the particular property. If the tenant desires to reactivate service, an additional security deposit shall be required, along with any outstanding rates and charges not covered by the security deposit. Property owners with multi-unit dwellings on a single property must enter into a Landlord Meter Reading Agreement with the District to qualify.

Customers with Sewer Only - Whenever any of the rates or charges are not paid when due, the District may apply the security deposit for payment of unpaid rates and charges, together with any penalties for sewer service to the particular property. Any unpaid rates, charges, and penalties not covered by the security deposit shall be certified to the County Auditor in accordance with the procedures outlined in this Customer Service Policy.



Upon termination of the tenant's account, after all unpaid rates and charges, along with any penalties, have been paid, the unused balance of the security deposit shall be refunded to the tenant upon submission of a Tenant Deposit Return Request.

Upon request of the property owner, the District may evaluate the feasibility of sub-metering individual units served on the property. The Sanitary Engineer shall prepare, or otherwise cause to be prepared, plans, specifications, and an estimate of cost for the installation, programming and integration of such sub-metering. This cost estimate shall be provided to the property owner, who will have the option to accept or decline the offer from the District. In the event of an inside meter installation, the property owner shall hire a qualified plumber, registered with the District, to install the meter. The meter and meter setter will be provided by the District. All wiring and programming of the meter shall be by the District.

If the property owner accepts the offer, the property owner must enter into a Landlord Meter Reading Agreement with the District, which will specify the cost to the property owner for the installation, programming and integration of the proposed sub-metering, and shall grant the District access to the property owner's facilities for the purpose of installation, maintenance, and replacement of the meters and appurtenances.

**Water will not be provided if sewer bills are not paid in full, or if connection is not made to an accessible public sewer**

If water is received, it must be discharged and treated to prevent pollution and violation of local, state, and national laws. If sewer bills are not paid when due or if a property owner fails to connect to the sanitary sewer, water cannot be provided for the next month by the County water system. Such customers shall be subject to shut off of their water supply for the next ensuing month. Advance Notice and procedures for such shut offs shall be the same as those specified elsewhere herein.

**Sewer Disconnection/Reconnection**

A user who certifies his or her building is not habitable may request a permit from the District to disconnect the building from the sewage collection system. Upon approval of the disconnection permit, the customer shall remove or close the sewer connections and/or remove publicly owned equipment. The customer is responsible for the cost of the disconnection.

Once the service has been disconnected, the customer may be removed from the monthly billing. The property owner will still be responsible for any outstanding capital debt obligations, such as special assessments and/or tap fees that are not paid in full at the time of service disconnection.

Thereafter, the owner of the premises shall not allow the building to be utilized for human occupancy as a residence or place of employment. Violation of this provision will subject the owner to mandatory connection provisions of the Rules and Regulations and Ohio law.

The charge for disconnection or reconnection shall be as specified in Appendix A - Schedule of Charges and shall be paid to the District before performance of the work. The owner or representative shall be present at the time of disconnection or reconnection in order to provide necessary access.

**Applicants having excessive needs**

In the event an applicant whose water/sewer requirements are found to exceed the District's ability to supply them from the existing system without adversely affecting service to other customers, the utility will not be obligated to render such service unless and until suitable self-liquidating financing is arranged by the applicant to cover necessary investment to expand the system.

**Use by Fire Departments**

Fire Departments within the District shall have access to any fire hydrant within the District's system for emergency purposes. No person except upon the written permission of the Sanitary Engineer shall damage or disturb any fire hydrant or any part thereof or take any water from said hydrants for any other purpose other than for fighting a fire.

**Availability of Records for Public Inspection**

Availability of records for public inspection shall be in accordance with the District's Public Records Policy and the requirements of the Ohio Public Records Act.

## Chapter 11 - Fats, Oil and Grease

### **Scope and Purpose**

The objective of this policy is to establish certain minimum requirements for any food processing, food sales, or food service establishment (FSE) connected to, or applying to connect to, the District's sanitary sewer system regarding the collection and disposal of fats, oils and greases in wastewater.

Other industrial or commercial establishments generating wastewater containing fats, oils or greases are also subject to this policy. This policy establishes certain minimum requirements relating to the installation, use, and maintenance of grease traps/interceptors for above said Users.

Excessive amounts of fats, oils and greases in wastewater can and does lead to sewer backups and overflows, creating a public health hazard. Interference with the wastewater treatment process at publicly-owned wastewater treatment facilities and plants is also a problem associated with excessive amounts of fats, oils and grease in wastewater. The requirements contained within this policy are necessary to aid in the prevention of sanitary sewer blockages and obstructions and to prevent interference with the proper functioning of the wastewater treatment process resulting from contributions and accumulations of fats, oils and greases into the sewer system owned and maintained by the District.

### **Grease Trap/Interceptor Installation, Capacity, and Design**

The installation, capacity, and design of grease interceptors shall comply with the requirements of Sections 1003.3.1 through 1003.3.5 of the Ohio Plumbing Code.

Oil Separators are required at repair garages where floor or trench drains are provided, car washing facilities, factories where oily and flammable liquid wastes are produced, oil separators shall be installed into which oil-bearing, grease-bearing or flammable wastes shall be discharged before emptying into the building drainage system or other point of disposal.

Oil separators shall be listed and labeled, or designed in accordance with Sections 1003.4.2.1 and 1003.4.2.2 of the Ohio Plumbing Code.

Oil separators shall have a depth of not less than 2 feet below the invert of the discharge drain. The outlet opening of the separator shall have not less than an 18inch water seal.

Where automobiles are serviced, greased, repaired or washed or where gasoline is dispensed (i.e. garages and service stations), oil separators shall have a capacity of not less than 6 cubic feet for the first 100 square feet of area to be drained, plus 1 cubic foot for each additional 100 square feet of area to be drained into the separator. Parking garages in which servicing, repairing or washing is not conducted, and in which gasoline is not dispensed, shall not require a separator. Areas of commercial garages utilized only for storage of automobiles are not required to be drained through a separator.

Access shall be provided to each interceptor and separator for service and maintenance. Interceptors and separators shall be maintained by periodic removal of accumulated grease, scum, oil, or other floating substances and solids deposited in the interceptor or separator.

In areas where additional weight loads may exist, the grease trap/interceptor shall be designed to have adequate load-bearing capacity (example: vehicular traffic in parking or driving areas). Traps shall be of the one-piece design, with bolt on lid and manhole covers.

The Sanitary Engineer may make determinations of grease trap/interceptor adequacy, need, design, appropriateness, application, location, modification(s), and conditional usage based on review of all relevant information regarding grease trap/interceptor performance, facility site and building plan review by all regulatory reviewing agencies and may require repairs to, or modification or replacement of grease traps/interceptors.

### **Grease Trap/Interceptor Maintenance and Grease Removal Requirements**

Grease traps/interceptors shall be maintained at the User's expense. Users shall not allow wastewater discharge containing fats, oils or greases of animal or vegetable origin to the sanitary sewer in concentrations greater than 100 mg/l, expressed as Hexane Extractable Material. All grease traps/interceptors shall be readily and easily accessible for maintenance and repair, including cleaning and for inspection by District inspectors. All grease traps/interceptors shall be serviced and emptied of accumulated waste content as required in order to maintain minimum design capability or effective volume of the grease trap/interceptor, but not less than every ninety (90) days. Users who are required to pass wastewater through a grease trap/interceptor shall abide with the following:

The User shall provide for the minimum hydraulic retention time required of the User's grease trap/interceptor at actual peak flow between the influent and effluent baffles as required by the specifications of the manufacturer of said grease trap/interceptor. Twenty-five percent (25%) of the total volume of the grease trap/interceptor is allowed for any food-derived solids to settle or accumulate and floatable grease-derived materials to rise and accumulate, identified hereafter as a solids blanket and grease cap respectively.

The User shall remove any accumulated grease cap and solids blanket as required, but at intervals of not longer than ninety (90) days at the user's expense, or in accordance with a valid program modification or other Director's requirements. When the grease trap/interceptor is cleaned, all accumulated grease, solids blanket and wastewater shall be removed and properly disposed of.

Decanting (removing grease, solids and wastewater from a trap/interceptor and reinserting any volume of grease, solids, or wastewater back into the trap/interceptor) is prohibited. The combined depth of the solids blanket and grease cap shall not be allowed to exceed twenty-five percent (25%) of the total liquid depth of the grease trap/interceptor. Grease traps/interceptors shall be kept free of inorganic solids such as grit, rocks, gravel, sand, eating utensils, cigarettes, shells, towels, rags, etc., which could settle into the solids blanket and thereby reduce the effective volume of the grease trap/interceptor.

The use of biological or other additives as a grease degradation or conditioning agent is permissible only upon the prior written approval of the Sanitary Engineer. Any User using biological or other additives shall maintain the trap or interceptor in such a manner that attainment of any grease wastewater, action level, solids blanket or grease cap criteria, goal or directive, as measured from the grease trap/interceptor outlet or interior, is consistently achieved.

### **Recordkeeping Requirements**

The User shall maintain a written record of grease trap/interceptor maintenance for a period of not less than two (2) years. All such records shall be available for inspection by District personnel at all times. These records shall include:

- FSE name and physical location
- Dates and times of grease trap/interceptor services
- Name of grease trap/interceptor service company
- Name and signature of grease trap/interceptor service company agent performing said service
- Established service frequency and type of service: full pump out, partial pump out, on-site treatment (type and nature of operations)
- Number and size of each grease trap/interceptor serviced at FSE location
- Total volume of waste removed from each grease trap/interceptor
- Destination of removed wastes, food solids, and wastewater disposal
- Signature and date of FSE personnel confirming service completion
- Such other information as required by the Sanitary Engineer

### **Non-compliance**

Inspections of facilities will be conducted by District officials at regular intervals. Violations of any portion of this policy will result in verbal and/or written notices of violation and timelines for corrective action. If corrective action is not taken, the District reserves the right to discontinue water and/or sewer services on the premises where the violation has occurred. Water and/or sewer services will be restored, at the cost of the User, once all violations have been corrected. Any obstruction to the sanitary sewer collection system of the District that can be attributed in part or in whole to an accumulation or contribution of fats, oils or greases from an establishment will be subject to enforceable actions in accordance with the Rules and Regulations of the District.

## Chapter 12 - Private Property Inflow and Infiltration Removal

Infiltration and inflow (I/I) of extraneous stormwater and groundwater to sanitary sewers can overwhelm the conveyance capacity of sanitary sewers and is a significant cause of system overflows. Sewer laterals, which connect buildings on private properties to sewer mains, are often a significant source of I/I.

In accordance with Chapter 3 – Use of Sanitary Sewers, the discharge of any storm water or groundwater, roof runoff, or subsurface drainage to the sanitary sewer system is prohibited.

Upon discovery of Private Property Inflow and Infiltration (“PPII”), the District shall provide certified mail written notice to the property owner of such findings and shall provide 30 days for the property owner to respond. Property owners who are non-responsive shall be subject to a monthly wet weather surcharge rate as defined in the Schedule of Charges, which shall be billed as a separate line item on the property owner’s monthly statement for sewer services.

Property owners may apply for assistance through the District for improvements necessary to remove any PPII sources discovered. Using this assistance program, the property owner will be responsible for hiring a contractor using a competitive process, in which at least three (3) bids for the work are received. The contractor shall be registered with the District as qualified for the proposed work. The property owner shall execute a release of liability in favor of the County covering all work in connection with the removal of the PPII sources and shall acknowledge that the property owner is responsible for maintenance of the improvements made in connection to the PPII removal.

If the property owner is approved for the PPII assistance program, the District will pay the selected contractor for work associated with the PPII removal. The cost for this work will be amortized over a maximum 15 year term bearing an interest rate of three (3) percent and shall be billed as a separate line item on the property owner’s monthly statement for sewer services. Although the District will make payments to the selected contractor for the work, the contract shall be between the selected contractor and the property owner.

Once the PPII sources have been removed, subsequent investigations and inspections shall be made at intervals determined by the District to ensure the source removal is effective and continuing.