

2013

**PUBLIC WORKS
RULES, REGULATIONS, POLICIES
AND PROCEDURES
OF**

**Town of Summit
P.O. Box 517
Summit, MS 39666**

**Pike County
PWS ID: 0570013**

Town Council

Percy Robinson, Mayor

Pat Whittington, Town Clerk

Lester Swanigan, Councilman

Lester Jones, Councilman

Joe Lewis, Councilman

Daryl Porter, Councilman

Public Works

Tim Baylor, Town Superintendant

AMENDED AND APPROVED BY TOWN COUNCIL
Date Approved: August 13, 2013

Purpose and Scope of Manual:

This manual of Town of Summit Rules, Regulations, Policies and Procedures is designed to outline the principal operating regulations, policies and procedures of the town. The rules and regulations set forth herein are a part of all contracts for receiving waterworks and wastewater services from the Town of Summit.

These rules and regulations do not cover every conceivable condition or situation that may arise, but only those of recurring situations where standardized policies and procedures have been established. The rules, regulations, policies and procedures set forth in this manual may be amended from time to time by a majority vote of the town council.

Administration and Enforcement of Rules and Regulations:

Town of Summit rules and regulations shall be administered and enforced by the town's designated personnel. All appeals from the administrator's decisions regarding enforcement of these rules and regulations shall be made in writing to the towns council. The Town of Summit Council has the right to grant exceptions and variances to these rules and regulations in special circumstances.

In all matters involving the exercise of judgment or discretion, the decision of the Town of Summit Council shall be final. The determination by the Town of Summit Council of disputed questions of fact arising under these rules, regulations, policies, and procedures likewise shall be final.

New Customers:

A user who (1) signed a water users agreement (2) paid all initiation fees, which included a user fee, applicable water and connection fees.

Note: If, within 90 days after meter is set and water service is available and continuously thereafter customer does not either pay the minimum monthly water bill or use the water at the metered rate, then the town may remove the meter. Should service from the town ever be desired at a later date, the town will collect for meter installation, service hook-up and whatever charges provided in its rules and regulations.

Application Requirements – Before water service may be rendered, a user's agreement must be signed and witnessed, or notarized if taken from the office. New water meter service must have written request 5 (five) working days prior to date of desired service.

Connection fees, as well as all applicable fees, shall be collected in advance by the town. This will include the cost of making actual connection and extending the service line to customer's property line. The connection fee shall be non-refundable.

Request for service other than for a single/family residence shall state the level and quantity of water and sewer service desired (peak flow, minimum flow, average flow, wastewater constituents and strength, etc.) and any special conditions required such as minimum or maximum pressures and related data.

Non-refundable Activation Fee – A non-refundable activation fee, in accordance with the fee schedule in Attachment A, shall be required before service may be rendered to any customer.

A service fee will be charged, in addition to all other applicable charges, to anyone wanting water and/or sewer at an existing service location after business hours. Turn “offs” will be at the time requested by the customer. If service is to be continued, the new customer is responsible for paying all applicable charges at that time. Meter service found “on” where all applicable charges have not been paid will be discontinued without notice. This is considered to be theft.

Connection Fee – Please see Attachment A for service connection fees.

Temporary Builders Service Fee – This fee shall include the applicable connection fees paid in advance of the installation to the town by a builder and will be retained until the application and applicable connection fee are received from the owner by the town. At such time the builder’s service fee may be refunded to the builder minus the required transfer charge and the charge for water used during construction. No regular monthly meter reading, billing or cut off fee for delinquency will be made; settlement of account shall be made at the time of the transfer.

Service Area Regulations and Minimum Levels of Service:

The water service area currently consists of land area in Pike County. The boundaries of these service areas are modified periodically in response to requests for service from new customers, land developers and others. All service area changes must be granted by the Mississippi Public Service Commission in response to petitions filed by the town.

In addition to the Mississippi Public Service Commission, the town is subject to regulation by the Mississippi State Department of Health (MSDH) (waterworks), and the Mississippi Department of Environmental Quality (MDEQ) (wastewater), and the Mayor and Town Council.

The MSDH enforces regulation governing public water systems, which primarily are concerned with maintaining the physical, chemical, and bacteriological quality of public drinking water supplies. The MSDH also regulates reviews and approves the design of all improvements to public waterworks systems.

The MDEQ, Bureau of Pollution Control, enforces regulations governing design, construction, and operation and maintenance of public wastewater systems and the discharge of pollutants from these systems. MDEQ also manages on behalf of the U.S. Environmental Protection Agency; the National Pollution Discharge Elimination System (NPDES) permit system in the state. The NPDES permit system sets limits on the discharge of pollutants to state and interstate waters.

The Pike County Board of Supervisors regulates, under the provisions of the “Pike County Subdivision Regulations”, the provision of public utility (water and sewer) improvements installed by the town in new county subdivisions. Similarly, the Mayor and Town Council of the Town of Summit regulate the provision of public utility improvements installed by Town of Summit in new subdivisions within its corporate area.

In general terms, the federal, state, county and municipal regulations require the town to meet the following minimum requirements.

Availability of Service – Public waterworks and wastewater services from Town of Summit, shall be available to all applicants in the town’s certificated service areas. Such service shall be provided by the town in accordance with its “Service Extension Policy” upon receipt of all applicable fees.

No person shall be permitted to subscribe for or acquire service from the town if the capacity of the town is exhausted by the needs of its existing customers.

General Rules and Regulations:

A copy of these rules, regulations, policies and procedures shall be available for inspection by the customer of the town at the Town of Summit business office during regular business hours. Copies of these regulations shall be made available for the price of reproduction. In addition to the rules and regulations set forth herein, the town shall maintain on file and have available for inspection or reproduction copies of the following documents:

- Water/Sewer Users Agreement;
- Current schedule of rates and charges (See Attachment A);
- Map showing the town's certificated area for water and sewer service;
- Ordinances of the Town of Summit
- Amendments to these rules and regulations or amendments to the Ordinances.

Waterworks Point of Delivery – The point of delivery is the point, as designated by the town, where the meter is to be set. The customer shall maintain all installations beyond the point of delivery.

CAUTION: The town will be installing check valves on the outlet side of the meter for cross-connection control. This will create a closed system, which will require the customer to make sure there is a proper relief valve on hot water tanks.

- The town recommends that the customer install a cut-off valve on the customer's side of the meter box.
- Meters may only be set on property owned by the customer.

Separate meters for separate dwellings - In no case shall the customer tie an extra user to his/her meter service. An extra user is any building, mobile home, house or business, which is required to have a separate electric power meter. Each building or structure receiving water including mobile homes (unless designated as trailer park) shall be metered separately. This shall exclude any extra customer installed before these regulations were adopted.

Resale of Water Prohibited – All purchased water service (other than emergencies or standby service) used on the premises of a customer shall be supplied exclusively by the town, and the customer shall not directly or indirectly sell, sublet, assign, or otherwise dispose of the water service, or any part thereof.

Cross Connections Prohibited – No customer of the town shall make a physical connection between any waterworks facilities connected to the town's public water supply and any other water supply. A customer's private well, cistern, or other private water supply shall be physically disconnected from any plumbing facilities to be connected to the town's water supply before public waterworks services are connected. **(See Attachment B – Cross Connections Policy)**

Wastewater Service Point of Delivery – The point of delivery (or receipt) of wastewater service from a customer shall be the "Y" branch, tee or sewer service line stub out from the public sewer. The point of delivery shall not extend beyond the right-of-way of a public street or the line of a private easement. All sewer service lines, grease traps, interceptors, cleanouts, and other facilities upstream from the point of delivery shall be the property of the customer and shall be operated and maintained by the customer. All facilities downstream from the point of delivery shall be the property of the town and shall be operated and maintained by the town.

The point of delivery (receipt) on pressurized sewer shall be the pumping station. The pumping station shall be the property of and be operated and maintained by Town of Summit

In the event of a dispute regarding the point of delivery of wastewater services, the general rule shall be that facilities installed by the town shall be public facilities maintained by the town, and facilities upstream of that point shall be private facilities constructed, operated and maintained by the customer.

Sewer Customers to be Water Customers – Unless otherwise authorized by the Town of Summit Town Council, all sewer customers shall also be water customers of the town.

Separation of Waterworks and Sanitary Sewer Facilities – No customer shall install a water service line within ten feet of any sewer service line on his/her premises. Water service lines on a customer's premises shall be at least 25 feet away from any septic tank drain field, pit privy, garbage disposal pit, wastewater lagoon or other major source of contamination.

Complaints Regarding Service – Customers shall notify the town's business office immediately if waterworks or wastewater services are unsatisfactory. All complaints shall clearly define the point of delivery of service and the problems being experienced by the customer. Verbal notification of unsatisfactory service should be confirmed, as soon as possible in writing.

The town shall make a full and prompt investigation of all complaints and shall keep records of such complaints, which shall show the name and address of the complainant, the date and character of the complaint, the adjustment or disposal made thereof, and the date of such adjustment or disposal made thereof. Complaints not resolved by the town's representatives to the satisfaction of the customer shall be reported in writing by the customer to the town's Town Council.

Right of Access – The town's employees shall have the right of access to customer's premises at all reasonable times for the purpose of reading meters; testing, repairing or removing the town's equipment; testing for infiltration and inflow; and other lawful duties of the town. The town shall have the right, but not the obligation, to inspect any customer installation before water or wastewater is introduced or at any later time in regard to extra users, infiltration or inflow into wastewater service lines, cross connections of the town's public water supply with a private water supply, or any other condition detrimental to the town's present or future customers.

Customer's Responsibilities for Town's Property – All meters, service connections, water and sewer lines and other equipment furnished by the town shall be and remain the property of the town. Customers shall provide a space for and exercise proper care to protect the property of the town on his/her premises if necessary for the provision of service. In the event of loss of or damage to the town's property arising from negligence of the customer, the customer shall pay the cost for necessary repairs or replacement of said property. This customer cost may be assessed to the customer's next bill.

Water Rates:

The Town Council of the Town of Summit will review the system's rates in the month following the completion of the annual audit and make adjustments where necessary.

Billing and Payment – The town's water meters shall be read once a month within 5 days before or 5 days after the 17th of each month. Bills calculated from these meter readings shall be rendered to each customer by the fifth day of the following month and

shall be payable by the 12th day of that month. Bills not paid in full by the 12th day of the month shall be considered delinquent and a \$5.00 late charge will be added to the bill. Should the final date for payment of the bill fall on a weekend or holiday, the next business day following the final date shall be considered the delinquent date. Remittance received by mail after the time limit for non delinquent payment will be accepted without penalty by the town if the incoming envelope bears a U.S. Postal Service date stamp of the final date of non delinquent payment, or any date prior thereto.

Checks returned for insufficient funds shall not be considered timely payment of bills. Checks returned for insufficient funds shall result in a \$40.00 additional charge added to the customer's bill in addition to the late charge and/or arrears penalty.

Adjustments – When a previously hidden leak on the town is discovered, either by the customer or by the town, the town may elect to share equally the loss over and above the customer's normal consumption. Adjustments for increased charges resulting from hidden leaks may be made only if necessary repairs are made promptly, and the customer furnishes certain information to the town. The town will not continue making adjustments to excessive bills if the problem is the same recurrent problem. A limit of one adjustment in 12 months time.

Any adjustments made to the account will only be credited to the account. No funds will be distributed to the water customer unless the account is finalized.

Discontinuance of Service by the Town – The town will hand deliver a “Notice of Discontinuance of Service” to the premises of any customer who has not paid his/her water bill in full by the 25th day of the month following the date of delinquency. The “Notice of Discontinuance of Service” shall be attached to the front or back door of the customer's residence or place of business. The town may discontinue service to the customer 2 days after the delivery of said notice.

Customers may request an administrative hearing with the town's Administrator as to any discrepancy in his/her bill, providing the business office has been contacted one day prior to the deadline for discontinuance of service. The Administrator's decision may be appealed to the Town Council, provided such appeal is filed in writing with the town's business office within one day of the Administrator's decision. Service shall not be discontinued during the appeal process. The Town Council's decision regarding payment of a disputed bill shall be final, and the town may discontinue service within 24-hours of the Town Council's decision, if the customer has not paid his/her bill in full. Service may be discontinued one day after the Administrator's decision if such decision is not appealed in writing to the town's Council.

In the event that it is necessary for the town to discontinue service to a customer, a reconnection fee, in accordance with the town's current schedule of rates and charges, shall be charged to the customer in addition to all delinquent payments and late charges.

The town shall not be liable for damages because of discontinuing service at any time after the delinquent date. The discontinuance of service by the town for any reason does not release the customer from obligations to the town for payment of bills. Payment in full shall be required before service may be rendered at any location in the town's certificated area.

Disconnection for Nonpayment - The Town shall have the right to disconnect and discontinue all utility services furnished by the town to any customer in arrears beginning at 8:00 a.m. on the 27th of any month when the customer is in arrears. (Code 1970, Ord.# 13:9/87, 9-22-87)

Reconnection after Disconnection - In the event the utility service is disconnected or discontinued for nonpayment of bills, the customer therefore shall have the right to have the same reconnected only upon the payment of the bill, and in addition thereto, an arrears penalty fee of fifty dollars (\$50.00). This fee is due and payable upon the issuance of a disconnect order by the Utility Billing Division. (Code 1970, Ord. No. 17:12/90, 12-11-90, Sec 1)

Interruption of Service – The town endeavors to provide uninterrupted service to its customers. However, interruptions often are inevitable due to accidents, power failures, equipment failure, and related factors. Whenever practical, notice of an impending shut-down of service will be given to customers, but the town reserves the right to interrupt service at any time in the event of emergencies without notice. The town shall not be liable for any damages or problems resulting from an interruption of service.

Water Meter Test – The town may, at its own expense, make periodic tests and inspections of its water meters in order to maintain a high standard of accuracy. The town may make additional tests or inspections of its meters at the request of a customer. However, if such tests show that the meter is accurate within two percent (high or low), no adjustment will be made in the customer's bill, and a test fee in accordance with the town's current rate schedule will be added to the customer's bill. In case the test shows the meter to be in excess of two percent high, an appropriate adjustment shall be made in the customer's bill over a period of not more than sixty days prior to the date of such test and replacement of meter. There shall be no charge for the meter test.

Water for Special Uses – Water for special uses may not be obtained under any circumstances (except fire protection) from fire hydrants or blow-off valves in the town without a permit from authorized personnel of the town. All water sold by permit for special uses shall be meter or otherwise estimated in quantity and paid for in accordance with the town's current schedule of rates and charges.

Relocation of Water Meter or Sewer Services – Relocation of water meters or sewer services for the convenience and benefit of a customer shall be at the expense of the customer. The charge for such relocation shall be in accordance with the town's current schedule of rates and charges.

Sec. 97-25-3. Meters' Tampering with Electric, Gas or Water Meters

Whoever, intentionally, by any means or device, prevents electric current, water or gas from passing through any meter or meters belonging to any person, firm or corporation engaged in the manufacture, sale or distribution of electricity, water or gas for lighting, power or other purposes, furnished such persons to register current or electricity, water or gas, passing through meters, or intentionally prevents the meter from duly registering the quantity of electricity, water or gas supplied, or in any manner interferes with its proper action or just registration, or, without the consent of such person, firm or corporation, intentionally diverts any electrical current from any wire or cable, or water or gas from any pipe or main of such person, firm or corporation, or otherwise intentionally uses, or causes to be used, without the consent of such person, firm or corporation, any electricity or gas manufactured, or water produced or distributed, by such person, firm or corporation, or any person, firm or corporation who retains possession of, or refuses to deliver any meter or meters, lamp or lamps, or other appliances which may be, or may have been, loaned them by any person, firm or corporation for the purpose of furnishing electricity, water or gas, through the same, with the intent to defraud such person, firm or corporation, shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine of not less than one hundred dollars (\$100.00) and not more than two hundred dollars (\$200.00), or by imprisonment in the county jail not more than three (3) months, or by both fine and imprisonment in the discretion of the court.

The present at any time on or about such meter or meters, wire, cable, pipe or main of any device or unauthorized meter or pipe or wire resulting in the diversion of electric current, water or gas, as above defined, or resulting in the prevention of the proper action or just registration of the meter or meters as above set forth, the same being knowingly or intentionally installed, shall constitute prima facie evidence of knowledge on the part of the person, firm or corporation having custody or control of the room or place where such device or pipe or wire is located, or the existence thereof and the effect thereof, and shall constitute prima facie evidence of the intention on the part of such person, firm or corporation to defraud and shall bring such person, firm or corporation prima facie within the scope, meaning and penalties of this section.

Provided further, that if any person, firm or corporation engaged in the selling or delivering any electric current, water or gas, to a consumer shall knowingly cause to be installed any meter or meters intentionally adjusted or regulated so as to cause such meter or meters to register a greater amount of such electric current, water or gas, than actually passes through the same, shall be prima facie evidence of the knowledge of such person, firm or corporation engaged in selling or delivering such electric current, water or gas, of the existence thereof and shall bring such person, firm or corporation within the scope and meaning of this section, and subject to the operation of this section. Provided further, any employee, stockholder, or member of the board of directors who, with intent to defraud a customer, falsifies, or acquiesces in the falsifying, of any record which results in billing in excess of the amount lawfully due and owing, shall be guilty of a misdemeanor and shall be fined not more than five hundred dollars (\$500.00) or sentenced to serve not more than six (6) months in jail, or both.

Provided further, this section shall not relieve any person, firm or corporation from any other liabilities now imposed by law.

The governing authorities of any municipality are authorized to prosecute any violation of this section, which is committed upon meters owned or operated by a utility, which is owned or operated by a municipality.

Service Extension & Subdivision Policy:

Application of Policy

- 1) The service extension policy for the Town of Summit shall apply to those cases where the service in question is where the property line/designated point of delivery is located more than Fifty Feet (50') from the location of the distribution main.
- 2) In general terms, it is the town's policy that all new customer(s) pay the full cost (both the direct and indirect costs) of the required service extension plus a reasonable impact fee to compensate the town for maintaining excess capacity in its water and wastewater which is available to serve new customers.

Application for Service

In such instances the prospective customer shall clearly state the type water and/or sewer service desired, and shall clearly define the point at which is desired in a written application for service.

Estimate of Cost and Availability of Service

Town of Summit will estimate or cause to be estimated the cost of providing the service requested at the point indicated in order to evaluate properly the factors influencing the extension of such service and whether economic feasibility exists.

Subdivision/Developers

The extension of service in or surrounding the certificated area to subdivisions, housing projects, and commercial developments will be handled on a non-refundable contribution-in-aid-of-construction basis. Such extension shall be made by or under the supervision of the Town of Summit. The Town of Summit will own and maintain the lines and service installed under such contribution, and the service will be rendered according to the service rules and regulations of the Town of Summit, and any special arrangements with such customer, which arrangements have approval of appropriate regulatory authorities.

The policy under this section shall consist of the developer(s) furnishing all materials, equipment, professional services, and labor to install, and complete the additions to the water works distribution system consisting of the water pipe lines, valves, fittings, and all miscellaneous and appurtenant items unless otherwise altered by the town's Council. All references to an Engineer or Contractor refer to those employed by the Developer(s).

REQUIREMENTS BEFORE CONSTRUCTION

Request for Hydraulics

The developer must request from the town a hydraulic analysis to determine if the proposed area can be served with adequate water at satisfactory pressure without jeopardizing the existing system. This should be done in writing with a location referenced clearly on a copy of a county tax map. If adequate water is not available, the developer may provide the necessary funds for improvements to make that part of the system adequate.

Prior to the analysis, the developer must pay a hydraulic analysis fee based on the schedule of rates provided by the town. A copy of the analysis will be furnished to the developer's engineer, which must be submitted to the MSDH for a preliminary approval.

The hydraulic analysis in no way assures the developer or individual approval from the MSDH. The approval by the town of a proposed area for development can be cancelled after eighteen (18) months from the date of the analysis if no construction has begun.

Right-of-Way Easements and Permits

The applicable permits and right-of-way easement must be executed pertaining to county roads, highways, railroads, river crossings, etc.

Mississippi State Department of Health Approval

Plans, specifications, and submittals must be submitted to the MSDH for review and preliminary approval before beginning any construction.

Pre-construction Notification

The developer/contractor must notify the office of the Town of Summit twenty-four (24) hours prior to the commencement of construction. In no case shall the developer or contractor tap, cut, or alter existing lines without the presence of a representative of the town.

The Use of Alternative Materials

If the developer proposes to use alternative materials from those specified by the town, the necessary brochures, pamphlets, and other information in (3 copies) must be submitted for review. In no case shall an alternative material be used without prior approval from the management. No materials of foreign origin will be accepted.

Utility Locates

It shall be the developer/contractor's responsibility to contact Mississippi One Call and/or any other utility company that may be affected by the construction forty-eight (48) hours before construction commences.

Miscellaneous Policies for Developers

All subdivisions must have six (6) inch mains or larger. (Short cul-de-sacs may be reviewed on a case-by-case basis to consider using four (4) inch mains.)

Fire hydrants with restrained joints and ductile iron laterals must be installed no more than one thousand (1,000) feet apart, with one near the entrance and one where every main terminates. Valves will be required before hydrants along with retainer glands and ductile iron laterals in locations susceptible to damage by traffic.

The town will furnish the materials and make the origination tap with valve and box at no charge to the developer.

The Developer/Contractor must have the required insurance and worker's compensation insurance. They must have certificates filed with the town before construction begins.

Rules and Regulations Governing Multi-Unit Connections:

These regulations shall apply to all multi-unit services which are served through a master meter(s), including mobile home parks, apartments, housing complexes, and businesses.

The customer shall request a hydraulic study from the Town of Summit. The customer shall furnish the town with the proposed locations, number of units, and schedule of phases.

The town shall furnish a letter to the customer indicating the intent to serve.

All multi-unit connections shall have MSDH approval. All mobile home parks shall comply with the MSDH regulations governing Mobile Home Parks.

No three-fourths ($\frac{3}{4}$) inch meters will be allowed on multi-unit services. Meters for multi-unit services shall be sized and approved as follows:

- Nine (9) units – one (1) inch meter (Local Health Department approval)
- Ten (10) or more units – two (2) inch meter (MSDH approval)

Note: Sizing is subject to hydraulic conditions.

Prior to the beginning of construction, the customer shall submit a distribution layout to the town, along with a copy of the MSDH approval.

After construction is complete, the customer shall submit a letter to the town from the MSDH indicating final approval.

The customer shall not connect more units than the MSDH approves.

The calculation of rates for multi-unit customers shall be as follows:

- A gross number of gallons used monthly shall be divided by the number of units being served to establish an average monthly use per unit.
- The monthly average charge per unit shall then be computed by applying the current rate schedule of the Town of Summit to the average monthly use per unit, and such average monthly charge multiplied by the number of units shall be the monthly charge due by the multi-unit customer, less a ten percent (10%) discount.
- Rates will be calculated on the basis of units on site, whether occupied or vacant.

Continued service to multi-unit connections will be based on approval of the facilities by the MSDH.

All additions or extensions to existing multi-unit connections shall comply with the regulations adopted by the Town Council Board on August 13, 2013.

All multi-unit developments requesting individual meters shall comply with the Technical Specifications of the Town of Summit.

All multi-unit customers are subject to the rules, regulations, provisions, and amendments of the Town of Summit.

ATTACHMENT "A"

SCHEDULE OF RATES AND CHARGES

Activation Fee (Non-Refundable)

Home Owners	\$60.00
Rentals	\$160.00
Mobile Homes	\$160.00
Business Owners	\$100.00

Connection / Disconnection Fees

Meter Installation	
3/4"	\$375.00
1"	\$400.00
2" Duplex	\$1050.00
Temporary Service Disconnect Fee	\$50.00
Temporary Service Reconnect Fee	\$50.00
Temporary Water Usage Permit	\$75.00 plus Water Used
Road Bore	Customer's Expense
Sewer Tap	\$350.00

Other Fees

After Hours Service Fee	\$75.00
Arrears Penalty/Reconnect Fee	\$50.00
Damaged Meter Lock	\$100.00
Damaged Meter	\$200.00
Illegal Water Usage Cost	Water Used/Fine/Court
Insufficient Fund Fee	\$40.00
Late Fee	
Residential	\$5.00
Commercial	\$5.35

Billing Rates

(Under 2,000 Gallons Water Usage)

Water -	\$14.81
Sewer -	\$14.81
Garbage -	\$17.13 (Flat Rate)
Capital Improvement -	\$ 6.00 (Flat Rate)

Total Minimum Bill \$52.75

(Over 2,000 Gallons Water Usage)

Per 1,000 Gallons	\$2.24 each thousand
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ATTACHMENT "B"

Town of Summit

Pike County PWS ID: 0570013

CROSS CONNECTION CONTROL Policy

SECTION 1. PURPOSE

As required by the Mississippi Safe Drinking Water Act and the regulations of the MSDH, this cross connection policy has been officially adopted by the officials/owners of the Town of Summit to protect the drinking water from possible contamination.

SECTION 2. DEFINITIONS

- (1) **Town:** Whenever this term is used in this document it shall mean the: Town of Summit.
- (2) **Potable Water:** Water that is acceptable for human consumption.
- (3) **Non-Potable Water:** Water not acceptable for human consumption or of unknown quality.
- (4) **Cross Connection:** Any arrangement of piping where a potable water line is connected to non-potable water; it may be a pipe-to-pipe connection where potable and non-potable water lines are directly connected, or a pipe-to-water connection where the potable water outlet is submerged in non-potable water. If the potable and non-potable source are separated by gate valves, check valves or devices other than the appropriate backflow preventer as outlined by this policy/ordinance, a cross connection exists. By-pass arrangements, jumper connections, swivel or change over assemblies, or other temporary or permanent assemblies through which, or because of which, backflow may occur are considered to be cross connections.
- (5) **Backflow:** The reversal of normal flow direction where water flows from the intended point of delivery towards the supply.
- (6) **Back Pressure Backflow:** Backflow caused by a lower pressure in the potable supply than at the point of delivery.
- (7) **Back Siphonage Backflow:** Backflow caused by a negative pressure in the potable supply line.
- (8) **Health Hazard, (High Hazard):** Contamination with the potential to endanger the health and well being of the customer.
- (9) **Non-Health Hazard, (Low Hazard):** Contamination that will not endanger the health of the consumer, but does not meet established water quality standards for public towns.

SECTION 3. BACKFLOW PREVENTION ASSEMBLY REQUIREMENT

- 3.01 Elimination and Protection of Cross Connections.** Cross connections occurring within the Town shall be eliminated or protected with the appropriate backflow preventer. Cross connections are eliminated by establishing an air gap between the potable and non-potable sources. Cross connections are protected by installing the appropriate backflow preventer. It shall be the responsibility of the owner of the cross connection to eliminate the cross connection or protect the cross connection with a backflow preventer approved by the Town.
- 3.02 Connections to Sewer.** Direct connections, permanent or temporary, between the Town and a sanitary or storm sewer are prohibited.
- 3.03 Home Wells.** Connection to any source of water other than that provided by the Town including home wells, is prohibited unless a backflow preventer approved by the Town is installed.
- 3.04 Approved Backflow Prevention Assemblies.** Only backflow prevention assemblies approved by the MSDH shall be installed on this Town to comply with this policy/ordinance.
- 3.05 Installation Requirements.** Reduced pressure principle assemblies, double check valve assemblies, and pressure vacuum breakers shall be installed in a manner and location that provides adequate access for testing and repair of the assembly. Reduced pressure principle assemblies and double check valve assemblies shall not be subject to possible flooding. Reduced pressure principle assemblies and double check valve assemblies shall not be installed in a pit or enclosure below ground level.

SECTION 4. RESPONSIBILITY OF TOWN

- 4.01 Surveys.** An authorized agent of the Town, utilizing written guidelines published by the MSDH, shall conduct surveys and on-site visits as necessary to locate existing cross connections. Single family dwellings and multi-family dwellings designed to house no more than eight families shall not be included in this survey unless the officials of the Town have reason to believe a cross connection exists. The survey of the Town shall be completed by an individual approved by the Town. Upon completion of this survey, the responsible official of the Town shall certify to the MSDH, on forms provided by the MSDH, that the required survey has been properly performed and completed in accordance with the written guidelines published by the MSDH.
- 4.02 Right of Entry.** The Town, acting through its authorized agent, shall have the right to enter any non-residential building, during reasonable hours, to inspect the plumbing system installed in any such building or premises provided prior notification of the inspection is given. The authorized agent shall first obtain consent of the owner to enter any single-family dwelling.
- 4.03 Classification of Hazard.** Each cross connection found will be classified as high hazard or low hazard by the authorized agent of the Town. If a connection is found to be a high hazard cross connection, the owner of the connection shall be notified in writing within ten (10) days, that the cross connection must be eliminated or protected by the installation of a backflow preventer approved by the Town within ninety (90) days of notification. If the connection is found to be a low hazard cross connection, the owner of the connection shall be notified in writing within ten (10) days, that the connection shall be eliminated or protected by a backflow preventer approved by the Town within one (1) year of notification.

- 4.04 Selecting the Appropriate Backflow Preventer.** It shall be the responsibility of the Town, acting through its agent, to determine the type of backflow preventer required at each cross connection and the location where the backflow preventer will be installed. The type of backflow preventer and the required installation location will be selected by the Town utilizing guidelines published by the MSDH.
- 4.05 Existing Backflow Preventers.** Any backflow prevention device or assembly installed on the Town to protect the Town against the possibility of backflow from a customer's water service prior to the adoption of this policy/ordinance shall be governed by this policy/ordinance. Existing backflow preventers shall be inspected and tested within ninety (90) days of identification.
- 4.06 Review of Meter Applications.** The Town, acting through its authorized agent, shall review all application for new meters to determine if a cross connection will be created. The Town shall require the installation of an approved backflow preventer at all new connections where a cross connection will be created.
- 4.07 Inspections.** The Town, acting through its authorized agent, will periodically inspect any connection to the town as deemed necessary to insure cross connections have not been created. These inspections may be conducted without prior notice to the customer.
- 4.08 Record Keeping.** The Town shall maintain records of the type, size and location of each backflow preventer installed in the system, when each backflow preventer is due to be tested, and the results of each test. Records shall be maintained for five (5) years from date of test and inspection.

SECTION 5. TESTING OF BACKFLOW PREVENTION DEVICES

- 5.01 Tests Required.** Each reduced pressure principle backflow prevention assembly, double check valve assembly, and pressure vacuum breaker shall be tested immediately after installation, after repairs of any kind, and annually. Any backflow preventer found to be non-functional shall be repaired and re-tested within fourteen (14) days of the initial test.
- 5.02 Certified Testers.** Only backflow preventer testers certified by the Mississippi State Department of Health shall test backflow preventers located in the Town.
- 5.03 Notification.** The Town shall notify the owner of each backflow preventer sixty (60) days prior to the date that the backflow preventer is scheduled to be tested.

SECTION 6. VIOLATIONS AND PENALTIES

- 6.01 Refusal of Inspection.** If the owner refuses to let the authorized agent of the Town perform the necessary inspections to determine if a cross connection exists, the Town shall require that a reduced pressure principle backflow prevention assembly be installed at that service connection.
- 6.02 Maintaining a Cross Connection.** If the owner, after having been informed that a cross connection exists at his property, refuses to eliminate or protect the cross connection through the use of the appropriate backflow preventer, water service to the connection shall be terminated until such time as the owner complies with MSDH Regulations.

CERTIFICATION OF ADOPTION

This is to certify that the above Cross Connection Control Policy was adopted by Town of Summit on August 13, 2013 and is being routinely enforced on this public town.

Mayor Percy Robinson

Signature

____/____/____

Date

CERTIFICATION OF ADOPTION

This is to certify that the above RULES, REGULATIONS, POLICIES AND PROCEDURES was adopted by Town of Summit on August 13, 2013 and is being routinely enforced on this public town.

Mayor Percy Robinson

Signature

____/____/____

Date