

Hydrant Use Policy

The Lancaster County Water and Sewer District (LCWSD) strictly enforces that no one except LCWSD personnel, the local fire departments, authorized representatives of companies authorized by the LCWSD, and customers authorized within the following procedures and requirements are approved to use a fire hydrant within the LCWSD's service area. This Policy was created as a result of the LCWSD's Vulnerability Assessment which was completed in March 2003 so as to only allow limited use of hydrants by authorized individuals. This Policy decreases the chances of the LCWSD's potable drinking water supply being compromised.

In the event that a customer requests the use of a hydrant to obtain water to fill tanker trucks or for any other purpose, the individual or company's representative requesting service must either:

1. Come to the LCWSD's Operations Center at 1248 Camp Drive during normal business hours to obtain water by using the available metered hydrant assembly located on LCWSD grounds.

Note: There are no Connection Fee Charges or Deposit Fees for hydrant use at the LCWSD office. Only the amount of water dispensed will be billed monthly in this situation. No deposit or other fees are needed.

2. Go to LCWSD's website www.lcwasd.org to find the Hydrant Use Policy and the Application for Temporary Use of Water from Fire Hydrant. Print the Application, complete the Application, and fax the Application to 803-285-9574. Or, Come to the LCWSD office during normal business hours (8AM to 5PM Monday through Friday excluding Holidays) to complete the following requirements in order to have a hydrant meter assembly placed for their use within the LCWSD's service area. There is a 24 hour notice required in advance before LCWSD personnel connects a fire hydrant meter assembly to a hydrant for use.
 - a) Complete the appropriate hydrant use application which may be obtained from the LCWSD office or from our website www.lcwasd.org (See attached application).
 - b) Pay all required fees, charges, and deposits (debit/credit cards are accepted with applicable service fees) (American Express, Discover, MasterCard or Visa only) (See attached application). All fees, charges, and deposits must be paid in full before hydrant meter will be set.
 - c) After 24 hours notice, LCWSD personnel will connect the LCWSD owned hydrant meter assembly on a hydrant of the LCWSD's choosing. The LCWSD shall have the sole right to determine hydrant locations within the LCWSD's service area which will accommodate the customer. In most instances, hydrant meter assemblies shall be located at an assessable location for minimal

compromising of the LCWSD's Water System and to allow the customer easy access.

- d) Once the water is used and the customer notifies the LCWSD to remove the hydrant, LCWSD will then bill the customer for all water used.

TANK/CONTAINER REQUIREMENTS

- a) All tanks/containers must only be used for water hauling purposes.
- b) All tanks/containers must have an approved check valve or air gap assembly on fill line.

Note: For all hydrants that are used for more than 30 days, there is a non-refundable \$200.00 Monthly Rental Fee associated with each month's bill unless approved by the LCWSD in advance which is in addition to the required deposit.

Water withdrawn from a fire hydrant is not considered to be potable

Unauthorized or Illegal Water Use

Unauthorized water use is a violation of LCWSD policies, rules, and regulations and anyone who is found to have made an unauthorized use of water shall be fined and charged an unauthorized usage fee. In addition, such customer shall also be subject to civil or criminal penalties at the discretion of the LCWSD.

When an illegal connection to the LCWSD's water system is found, any devices associated with such connection shall be confiscated. A notice shall be posted stating that the connection is illegal and that any equipment which has been confiscated may be claimed in person at the LCWSD office, or by calling (803) 285-6919. If the person responsible for the illegal connection is at the scene, the LCWSD shall advise the person of the LCWSD's water connection and metering policy, obtain any necessary information and request that the connection be disconnected. Failure to comply with such request may result in the LCWSD filing charges with the Lancaster County Sheriff's Office against the offender.

The LCWSD shall calculate a bill for the unauthorized water usage based on the currently approved unauthorized usage fee in effect at that time. Where water is also discharged into the LCWSD's sewer system, sewer charges shall be added at the highest volume charge per 1,000 gallons currently approved.

Failure to meter water usage from a hydrant shall result in fine(s). Failure to show the customer's copy of the application shall result in fine(s).

First Offense = \$100.00
Second Offense = \$500.00 and/or prosecution for said offenses.

Application for Temporary Use of Water from Fire Hydrant

Name of Applicant: _____ Phone #: _____
Mailing Address: _____
Location of Fire Hydrant: _____
Purpose of Water Use: _____
Estimated Amount of Use: _____ Gallons
Dates of Usage Desired: _____

****CONNECTION FEE AND DEPOSIT REQUIRED****

Non-refundable Connection Fee = \$20.00 per connection

Received by: _____ Date: _____

Deposit Fee = \$500.00 per connection

Received by: _____ Date: _____

Note: Deposit Fee will be refunded according to the LCWSD's Deposit Refund Policy once the meter assembly has been picked up by LCWSD personnel. **The Applicant is solely responsible for the hydrant and meter assembly and their use and condition while connected to the hydrant. Damage or theft of the meter assembly and/or any damages sustained while in the applicants use is the sole responsibility of the applicant.** All replacing costs and/or damages to the meter assembly and/or hydrant will be subtracted from the deposit with any remaining balance added to the monthly bill. Any outstanding unpaid balance shall be paid prior to a hydrant meter assembly being set.

No hydrant meter assembly will be set if there is an unpaid balance for prior use.

I have read and understand the LCWSD's Hydrant Use Policy entirely. I also understand that any damages and/or replacement costs associated with the hydrant meter is my sole responsibility while the meter is assigned to me.

(Applicant Name) (Date) (LCWSD Employee Collecting Fees)

(Signature of Person Requesting Meter) (Print Name of Person Requesting Meter)

(LCWSD Employee Setting Meter) (Date) (Hydrant Meter Serial Number)

(LCWSD Employee Returning Meter) (Date)

For LCWSD Use Only

Readings: _____ = _____
(Beginning) (Ending) Gallons Used

PROCEDURES FOR OPERATING A FIRE HYDRANT

1. Only operate a hydrant with an approved fire hydrant wrench. The operating nut on the top of the fire hydrant is a brass five-sided nut and will be damaged if operated with anything other than a fire hydrant wrench. If you damage the nut, you will be billed for the repairs. It is suggested that the applicant use the gate valve provided on the meter assembly to control the amount of water used instead of the operating nut. This will allow the hydrant to be opened completely by the LCWSD employee installing the meter and the gate valve will be used to throttle the amount of water needed to keep the rubber hydrant seat from receiving unnecessary wear and damage.
2. Always open the fire hydrant no less than five turns and be aware of the opening direction indicated usually by an arrow on the top of the hydrant. Opening the hydrant at least five turns will keep the weep holes from running out and eroding soil at the base of the hydrant.
3. ***It is very important that the fire hydrant be opened and closed very slowly.*** The way to assure that you are opening and closing it slowly enough would be to take your hand completely off of the wrench and count to five between turns. The reason for opening and closing the fire hydrant slowly is to reduce water hammer in the distribution system which can cause broken water mains and services. If you do cause this type of damage, you will be billed for the cost of making the necessary repairs.
4. When closing hydrants, do not apply extra leverage to operation wrench if hydrant valve fails to close entirely. An obstruction may be under the hydrant valve and further forcing of the hydrant would unnecessarily damage the rubber valve seats. Open and close hydrants several times to flush obstruction off the seat. If after doing this, the hydrant does not close entirely, notify the LCWSD at 803-285-6919.
5. Replace all caps on the fire hydrant before leaving. If caps are left off, debris can enter the barrel and can cause problems when fighting fires. This condition also can cause damage to your own equipment if you are the next user.
6. Notify the LCWSD office of any hydrant problems.
7. If anyone is found to have violated any of the above procedures, the fire hydrant meter assembly will be removed and the applicant will not be allowed use of the hydrant and will be subject to any fines or damage cost the LCWSD may require.
8. During times of freezing weather conditions, it is the responsibility of the applicant to ensure the hydrant is closed and the meter assembly is drained properly. Any damages to the hydrant and/or meter assembly for failing to follow these directions are the sole responsibility of the applicant.