



METER SERVICES DEPARTMENT

4400 Henninger Court
Chantilly, VA 20151
703-289-6402

hydrantmeters@fairfaxwater.org

Fire Hydrant Use Permit Procedures, General Conditions, and Agreement

1.0 GENERAL

Fairfax Water has a program in place that permits various outside entities the metered use of any of the fire hydrants within the Fairfax Water service area. All Fairfax Water hydrants are painted red with a silver top, with exception to the hydrants in the former City of Falls Church service area which are silver with red tops. The Fire Hydrant Use Permit program authorizes the use of hydrant meters only when it is impractical to supply water through meters in a fixed location. Examples can be construction sites, new landscaping during construction, or mobile washing contractors. Pools may be filled, only if a customer is on a well system.

Hydrant meters are typically *not* authorized for the following uses:

1. Irrigation systems.
2. Connecting to a building or dwelling for the purpose of providing drinking water for domestic use.
3. Anywhere water can be obtained through a meter in a fixed location.
4. Homeowners Association and Condominium Association uses.

Using Fairfax Water hydrant meters in any other service area or using another water purveyor's hydrant meter in the Fairfax Water service area is considered theft and can result in charges and prosecution by the jurisdictional authorities.

2.0 PROCEDURE FOR OBTAINING A HYDRANT METER

The Fire Hydrant Use Permit process is administered by the Customer Service Department's Meter Shop office. The Meter Shop is located at 4400 Henninger Court, Chantilly VA 20151 and can be contacted by phone at 703-289-6402. Fire Hydrant Use Permit account initiation and meter pick-up is available during Meter Shop office hours between 6:30 a.m. to 3:00 p.m., Monday through Friday, except holidays. When applying for a hydrant meter, the following information must be included:

1. Provide the intended purpose of the meter.
2. Sign **Fire Hydrant Use Permit Procedures, General Conditions, and Agreement**.
3. Provide organization information (if applicable).
4. Provide contact person's name, phone, and email information.
5. Provide billing information.
6. Inspection of all tank trucks and/or portable water tanks that will be used in conjunction with Fairfax Water hydrant meters.

Upon receiving the above information, the Customer Service Representative will confirm that the meters will only be used within Fairfax Water service area, and not used in any other jurisdictions. Any equipment such as a tank truck and/or a portable water tank that is filled using a hydrant meter requires an inspection. All tank trucks and/or portable water tanks using a hydrant meter must have a valid Fairfax Water hydrant meter sticker visibly placed on

the rear bumper of the truck(s) or on the portable water tank(s). The Hydrant Meter Application will be completed, and a deposit, including a permit fee if applicable, provided for each meter rented. Details can be found in Schedule No. 10 of the Schedule of Rates, Fees, and Charges. The customer will then be given a Fire Hydrant Use Permit Agreement (FHUPA) form. This form will include the organization name, phone number, email address, usage information, account representative name, billing address, meter numbers(s), reading of meter(s), account number and permit number. The form will be stamped "paid" and will serve as the customer's receipt. The payment will be sent to the Accounts Receivable Department and the FHUPA will be attached to the customer's account.

After the account is created, a permit will be generated and given to the customer. The customer will be briefed on the rules and regulations to maintain a valid permit. The hydrant meter(s) and a wrench will be given to the customer.

A hydrant meter will not be issued if the customer has an outstanding balance of three months or longer on an existing account, or if the customer has any outstanding balance(s) on closed account. Once the outstanding balance has been paid in full, a hydrant meter may be issued after further review of the account.

3.0 Temporary Use Permit

A Temporary Use Permit is available to non-profit organizations using the meter for less than 7 days or 14,000 gallons. The cost of the deposit and permit charge is reduced but all other fees and charges are enforced, as outlined in Schedule No. 10 of the Schedule of Rates, Fees, and Charges.

4.0 Rules and Regulations

The customer agrees to adhere to the following rules and regulations, and conditions of use upon obtaining the Hydrant Use Permit. Failure to comply with these conditions may result in the assessment of unauthorized use charges up to \$250 per meter, revocation of this permit, and/or prosecution under section 62-2-8 subsection 901.11 of the Fairfax County Code. In addition, the Code of Virginia section 18.2.163 regulates tampering with a metering device, diverting service and civil liability.

- A COPY OF THE PERMIT MUST BE ON SITE WHILE THE HYDRANT METER IS IN USE
- HYDRANT METER(S) SHALL NOT BE LEFT UNATTENDED WHILE CONNECTED TO A FIRE HYDRANT
- HYDRANT METER(S) MAY NOT BE USED AS A PERMANENT CONNECTION
- HOSES CONNECTED TO HYDRANTS MUST NOT MAKE CONTACT WITH POTABLE OR NON-POTABLE SOURCES SUCH AS WATER TANKS OR SWIMMING POOLS
- HYDRANT METER(S), TANK TRUCKS AND/OR PORTABLE WATER TANKS WILL BE REQUIRED TO HAVE AN ANNUAL INSPECTION DURING THE MONTHS OF OCTOBER THROUGH DECEMBER
- IF NO USAGE FOR THE YEAR IS NOTED ON A METER DURING INSPECTION, THE METER WILL BE CONFISCATED, AND THE ACCOUNT CLOSED (IF APPLICABLE)
- ONLY TANK TRUCK(S) AND/OR PORTABLE WATER TANK(S) WITH A VALID FAIRFAX WATER INSPECTION STICKER WITH THE CURRENT YEAR, VISIBLY PLACED ON THE REAR BUMPER OF THE TANK TRUCK(S) AND/OR ON THE PORTABLE WATER TANK(S), MAY FILL USING A FAIRFAX WATER HYDRANT AND METER
- A VALID INSPECTION TAG WITH THE CURRENT YEAR MUST REMAIN ON THE HYDRANT METER(S) AT ALL TIMES
- A HYDRANT WRENCH MUST BE USED TO OPERATE ANY FAIRFAX WATER HYDRANT
- ALL FAIRFAX WATER HYDRANTS MUST BE OPENED FULLY PRIOR TO USE
- THE PERMIT HOLDER MAY BE LIABLE FOR REPAIR COST TO FIRE HYDRANT IF IT IS NOT OPERATED PROPERLY AND LEADS TO DAMAGES
- THE PERMIT HOLDER WILL BE LIABLE IF HYDRANT METER IS LOST OR STOLEN
- THE PERMIT HOLDER WILL BE LIABLE FOR AN ESTIMATED USE CHARGE ON ANY HYDRANT METER IF IT IS LOST OR STOLEN
- THE PERMIT HOLDER WILL BE LIABLE IF UNAUTHORIZED USE RESULTS IN A BACKFLOW CONTAMINATION OF THE DISTRIBUTION SYSTEM
- SPECIAL FIRE HYDRANT RESTRICTIONS OR CONDITIONS MAY BE IMPOSED BY FAIRFAX WATER DURING TIMES OF DROUGHT OR WATER SHORTAGE

- FAIRFAX WATER RESERVES THE RIGHT TO RESTRICT THE USE OF CERTAIN FIRE HYDRANTS FOR ANY REASON
- FIRE HYDRANTS WITH PROHIBITED INDICATOR RINGS ARE NOT TO BE USED
- METERS CANNOT BE MODIFIED IN ANY WAY. THE METER MAY BE CONFISCATED AND CUSTOMER MAY BE CHARGED, IF ANY PART HAS BEEN REMOVED FROM THE METER
- THE PERMIT HOLDER MAY BE LIABLE FOR ANY REPAIR OR REPLACEMENT COSTS TO THE HYDRANT METER(S) AND/OR WRENCH(ES)
- FAIRFAX WATER RESERVES THE RIGHT TO DENY A HYDRANT METER PERMIT FOR ANY REASON
- FAIRFAX WATER RESERVES THE RIGHT TO TERMINATE THIS AGREEMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE
- METER READINGS MUST BE REPORTED BY THE END OF EACH MONTH REGARDLESS OF USAGE
- FAILURE TO REPORT READINGS WILL RESULT IN FINES OF UP TO \$250 PER HYDRANT METER AND/OR REVOCATION OF PERMIT
- READINGS MAY BE REPORTED BY PHONE (703-289-6075), FAX (571-401-1818) OR EMAIL (HYDRANTMETERS@FAIRFAXWATER.ORG)

5.0 Operating Instructions

Use of a hydrant meter shall be in accordance with the provisions of this section. Any use of a hydrant meter that is inconsistent with the following operating instructions is unauthorized and shall be the basis for immediate confiscation of the hydrant meter by any Fairfax Water staff.

1. Open the hydrant and let the water flow slowly at a low rate until the water is clear.
2. Close the hydrant slowly.
3. Attach the meter to the hydrant, ensuring the hydrant meter operating valve is in the closed position.
4. Once the meter is securely in place on the hydrant, again slowly open the hydrant using only the hydrant wrench. A plumber's pipe wrench or any other type of wrench shall not be used. Open the hydrant fully and the flow of water through the meter should be controlled by opening/closing the 2" hand-control valve.
5. The hydrant meter shall not be left unattended at any time. At the end of each workday, the customer shall slowly close the hydrant valve, remove the meter from the hydrant, and return to normal operating condition with the caps secured on the hydrant nozzles. Any hydrant meter found unattended will result in the meter being confiscated by Fairfax Water staff, a charge, and/or revocation of the permit.
6. The hydrant meter shall be fully drained and protected from cold temperatures to avoid freezing.

6.0 Cross-Connections and Backflow Prevention

Cross-Connections

A cross-connection is a link between potable water pipes to unsafe, unknown pipes and/or liquid. Cross-connections are strictly prohibited by Fairfax Water and the Virginia Department of Health. This is because cross-connections can allow contaminated or polluted water to backflow into the potable water system.

Backflow

Backflow is the undesirable reversal of the normal flow of water or other liquids, mixtures, or substances into the drinking water supply.

This occurs in two ways.

1. **Backsiphonage:** When a drop in Fairfax Water's supply pressure creates a suction effect drawing water out of a building, house, tank, or other private plumbing system back into the Fairfax Water potable water system. Real examples that could lead to decreased supply pressure include opening or closing a valve, flushing a fire hydrant, or a water main break.

2. **Backpressure:** When a building, house, tank, or other private plumbing system with greater pressure than Fairfax Water's supply pressure pushes water from the building, house, or private plumbing system back into the Fairfax Water potable water system. This can occur in a pressurized system with booster pumps, chemical feed pumps, boilers, elevated storage tanks, or recirculating systems.

Backflow Prevention

Preventing backflow is a matter of avoiding the reverse flow of unwanted substances into the drinking water by using special plumbing devices and practices. Preventing backflow is accomplished by requiring physical plumbing methods (air-gaps) or requiring the installation of mechanical devices (backflow prevention assemblies or devices) designed specifically to prevent backflow within certain customer premises.

Fairfax Water hydrant meters are supplied with dual check valves (3" meters) and vacuum breakers (5/8" meters) to help protect against cross-connections and backflow events. If a hydrant meter is being used to fill a tank or container, further protection is needed by utilizing an air-gap separation between the hose and whatever is being filled. The air-gap must be a separation of two times the size of the inside diameter of the water supply pipe between the pipe outlet and the flood rim level of the tank, container, and/or basin with a minimum of 6 inches. A hose must never be submerged into the water while filling a tank, container, or pool. Any equipment such as tank trucks and/or portable water tanks that are filled using the hydrant meter shall be properly equipped to prevent contamination of the water system from backflow or backsiphonage.

The use of any hydrant meter in a manner that jeopardizes the Fairfax Water supply and violates the Fairfax Water Cross-Connection Control and Backflow Prevention Program Manual shall be grounds for immediate confiscation of the meter and potential charges and/or prosecution.

7.0 Billing

Meter readings must be reported to the Meter Shop by the end of each month regardless of use. Readings may be reported by phone at (703) 289-6075, fax at (571) 401-1818, or email at hydrantmeters@fairfaxwater.org. The preferred method is to email a picture of the reading and meter number. Hydrant accounts bill on a monthly basis. These bills will include the water use, a rental charge based on the size of the meter(s), and may include an annual permit charge, violation charge, and/or a repair charge. Failure to report readings by the end of the month will result in fines of up to \$250 per meter and/or revocation of permit.

Below are the pertinent definitions; see the Schedule of Rates, Fees and Charges, for more information and specific amounts.

1. *Water Use* – Fairfax Water uses a peak and non-peak water use charge for Hydrant Use Permit accounts. Peak use is a higher charge from April 15 through October 15 of every year. Non-peak usage is at all other times. This charge may also be used to estimate the water consumption on meters that are lost/stolen or have a missing register head.
2. *Rental Charge* – The rental charge is based on the number of days the meter is rented during the given month. If rented beyond a maximum number of days, then a base price is charged for the month.
3. *Annual Permit Charge* – The annual permit charge is the cost to renew a permit. This is billed annually on the anniversary of the month the permit was established.
4. *Violation Charge* – The violation charge is assessed for any violation of the rules or regulations. The charge may vary based on severity, pattern of offense, and/or cost of repair from damages caused by negligent use.
5. *Repair Charge* – The repair charge is the cost to repair or replace the parts on the hydrant meter from damage other than normal wear and tear. It may also be used for replacement of a lost/stolen meter or damages beyond repair.

6. *Late Payment Charge* – The late payment charge is assessed for any bills that have not been paid within 30 days of the billing date.

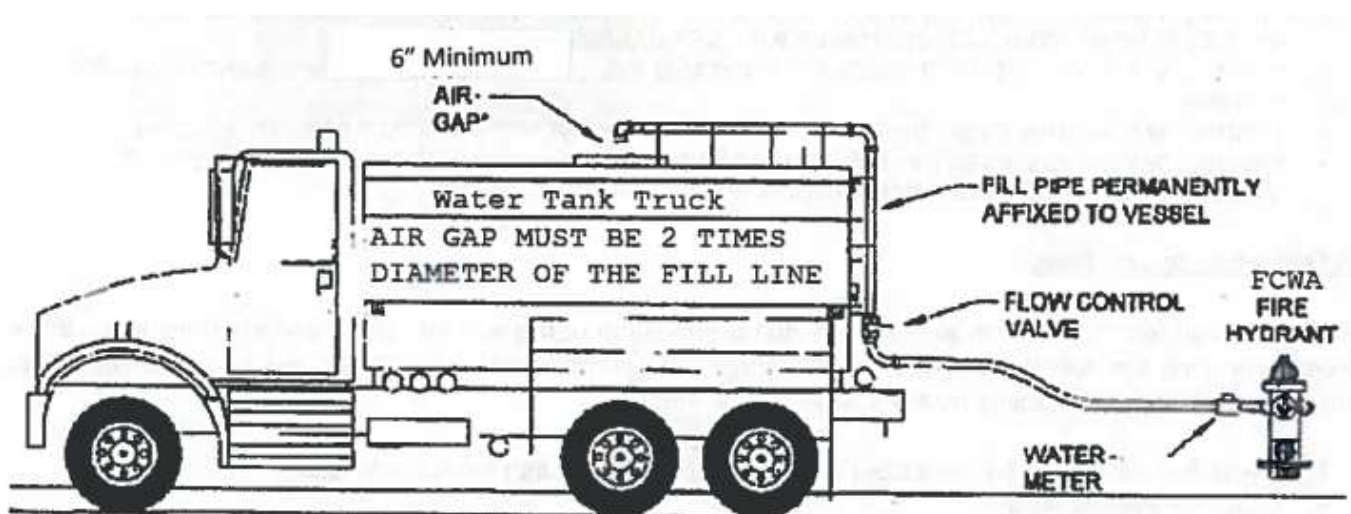
8.0 Annual Hydrant Meter and Tank Inspection

Hydrant Meter Inspection

Fairfax Water requires all hydrant meters to be inspected annually, typically during the months of October, November, and December. Letters are sent to customers in advance, requiring all meters to be brought to the Meter Shop for inspection. A Meter Shop technician will inspect the meter and make any necessary repairs, at the customer's expense. A new inspection tag will be placed on each meter for the current inspection year. Hydrant meter inspections are typically done the same day; however, depending on the volume of meters needing to be inspected, the meters may need to be dropped off and picked up the next business day. Charges will be assessed starting January 1st, of any meter that has not been inspected for the new year.

Tank Inspection

All tank trucks and/or portable water tanks used within Fairfax Water's jurisdiction, will be required to have an annual inspection to prevent potential backflow incidents. A Fairfax Water Meter Shop technician will inspect the tank truck and/or portable water tank for a permanently fixed air-gap. The air-gap must be a separation of two times the size of the inside diameter of the water supply pipe between the pipe outlet and the flood rim level of the tank, container, and/or basin with a minimum of 6 inches. Once it is determined that the truck has passed the inspection, a current inspection year sticker will be issued and placed visibly on the rear bumper or visibly placed on the portable water tank. Customers requiring inspections on their tank trucks and/or portable water tanks may have to wait depending on the volume of inspections at the time. Any tank truck and/or portable water tank connected to a Fairfax Water fire hydrant that does not have a visible current inspection year sticker will be in violation and it will result in confiscation of the meter, in addition to charges being assessed and/or prosecution. See diagrams below for what is required.



9.0 Meter Returns

Hydrant meters must be returned to the Meter Shop when there is no longer a need for them. Once the meter is returned, the deposit is released. If the customer is returning all meters associated with the account, the account will be closed. The equipment rental charge, water use, and repair charge (if applicable) is deducted from the deposit. Any remaining credit on a closed account, will be refunded back to the customer in about 3-4 weeks. If the account will remain active, any credit remaining from the returned meter will stay on the account, unless the customer requests a refund. A refund takes about 2-3 weeks to process.

10.0 Misuse

Use of a Fairfax Water fire hydrant without a valid Hydrant Use Permit and Fairfax Water hydrant meter is strictly prohibited. Suspicious activity should be reported to the Meter Shop. Violators may be reported to local authorities and all applicable charges and prosecutions will be applied.

11.0 Repairs and Inquiries

Customers should contact Fairfax Water Customer Service if there is a repair request for a Fairfax Water fire hydrant, such as painting, leaking, leaning, or damage.

Customers requiring fire flow pressure tests should send their request to: FireFlowData@fairfaxwater.org.



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FIRE HYDRANT USE PERMIT AGREEMENT

I, the undersigned, hereby certify that I am the authorized representative of the organization responsible (or that I am responsible individually) for compliance with the Fire Hydrant Use Permit Procedures, General Conditions, and Agreement. I have read and understand this Fire Hydrant Use Permit Procedures, General Conditions, and Agreement, and by signing below agree to abide by the content of this agreement.

Organization/Name: _____

Physical Address: _____

Mailing Address (if different): _____

Business Phone Number: _____ Contact Cell Number: _____

Email Address: _____

Account/Permit Number (existing customers only) _____

Print Name: _____ Sign: _____ Date: _____

New Meter Issue:

What is the Meter Going to Be Used For? _____

Where will the meter be used? _____

Have you ever had an account with us? _____

If yes, under what name or account number? _____

For Office Use Only:

Permit Number: _____ Account Number: _____

Meter Number(s): _____ Readings: _____
