



Hydrant Use Policy and Procedures

The purpose of this policy is intended to identify water theft, decrease water loss and eliminate chances of Bucksport Water System's (BWS) potable drinking water from being contaminated. Only BWS personnel, the local fire departments, authorized individuals or companies are to use any hydrant on the BWS distribution system. Any hydrant use must be conducted within the following procedures and requirements.

In the event that an individual or company request the use of a hydrant to obtain water, they must:

1. Temporary use of a hydrant meter:
 - a. Individual or company must complete the appropriate hydrant use application which may be obtained from the BWS office or website.
 - b. A refundable security deposit must be paid before the meter is set. The security deposit is \$1500. For all hydrants that are used for more than 30 days, there is a non-refundable \$200.00 monthly rental fee assessed to the bill.
 - c. Once the water is used and meter is removed or returned, BWS will bill the customer for all water metered. Water is billed at \$5.00 / 1,000 gallons.
2. Recurring Authorized User:
 - a. Individual or company must complete the appropriate hydrant use application which may be obtained from the BWS office or website.
 - b. Once approved the authorized individual or company must contact the BWS office during normal business hours to notify employees of the location of the hydrant prior to use.
 - c. All water use should be reported to BWS employees by the end of each business day a hydrant is used. All water must be measured by users' meter or tank size.
 - d. Once the water use is reported, water is billed at \$5.00 / 1,000 gallons.

Tank / Container Requirements

1. All tanks / containers must be only used for water hauling purposes.
2. All tanks / containers must have an approved check valve or air gap assembly on fill line to be inspected by BWS staff.

WATER WITHDRAWN FROM A HYDRANT IS NOT CONSIDERED TO BE POTABLE

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 BWS 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 usually indicated by an arrow on the top of the hydrant. Opening the hydrant at least five turns will keep the weep holes from leaking 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 BWS at 843.248.3195.
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 BWS 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 subject to any fines or repair cost BWS 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 procedures are the sole responsibility of the applicant.

Unauthorized or Illegal Water Use

Unauthorized water use is a violation of BWS policies and anyone who is found to have made unauthorized use of any hydrant shall be fined and charged fees as well as estimated water usage. In addition, the unauthorized user shall also be subject to civil or criminal penalties at the discretion of BWS.

When an illegal connection to the distribution system is found, any devices associated with such connection shall be confiscated. If the person responsible for the illegal connection is at the scene, BWS staff shall advise of the Hydrant Use Policy & Procedures, obtain any necessary information and request that the connection be disconnected. Failure to comply with such request may result in filing charges with the police department against the offender.

BWS shall estimate water usage and calculate a bill based on the current approved unauthorized usage fees in effect.

Unauthorized Usage Fees:

First Offense = \$100.00

Subsequent Offense = \$500.00 and/or prosecution for said offenses.

Estimated Water Usage: \$5.00 / 1,000 gallons

Application for Temporary Use of Water from Fire Hydrant

Name of Applicant: _____ Phone #: _____

Email Address: _____

Billing Address: _____

Location of Fire Hydrant: _____

Purpose of Water Use: _____

Estimated Amount of Use: _____ Gallons

Dates of Usage Desired: _____

**** SECURITY DEPOSIT REQUIRED****

Security Deposit Fee = \$1500.00 per meter

Note: The Security Deposit Fee will be refunded once the meter assembly has been returned to or picked up by BWS. The Applicant is solely responsible for the hydrant and meter assembly and their use and condition while in their possession. Damage or theft of the meter assembly and/or any damages sustained while in the applicant's use is the sole responsibility of the applicant. All replacement costs and/or damages to the meter assembly and/or hydrant will be deducted from the deposit with any remaining balance added to the bill.

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

I have read and understand BWS' Hydrant Use Policy and Procedures 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.

Name: _____ Date: _____

For BWS Use Only

BWS: _____ Date: _____
(employee issuing / setting meter)

Hydrant Meter S/N: _____

BWS: _____ Date: _____
(returning meter)

Readings: _____ = _____
Beginning Ending Gallons Used

Application for Authorized Use of Water from Fire Hydrant

Name of Applicant: _____ Phone #: _____

Email Address: _____

Billing Address: _____

Tank / Container Size: _____ Gallons

Purpose of Water Use: _____

- Authorized individual or company must contact the BWS office during normal business hours to notify employees of the location of the hydrant prior to use.
- All water use should be reported to BWS employees by the end of each business day a hydrant is used. All water must be measured by users' meter or tank size

I have read and understand BWS' Hydrant Use Policy and Procedures entirely.

Name: _____ Date: _____

For BWS Use Only

BWS: _____ Date: _____

(Completed inspection & approved)