

City of Pendleton

Cross Connection Control Policy & Procedures

Effective upon approval of amendments to Ordinance 3236(16)

- 1) Adhere to requirements in Ordinance No. 3236, Section 16, Cross Connections (see attachment).
- 2) Cross-connection identification responsibilities for the City of Pendleton.
 - a) The Cross-Connection Control Inspector's responsibilities include identifying potential cross-connections, assessing the degree of hazard, and recommending the proper device to be installed to the City Engineer, Public Works Director, or Regulatory Specialist.
 - b) The Regulatory Specialist's responsibilities include providing written notice to the owner of an identified premise to have an approved backflow preventer device installed and to receive a permit from the Public Works Department's Engineering Division prior to the installation. All identified potential cross-connections, the degree of hazard, and the type of backflow prevention device must be approved by the Public Works Director before installation notices are sent to the owner of the premises.
 - c) The Engineering Division is responsible for issuing all permits, including the collection of related fees, for the installation of backflow prevention devices. Permits must be approved and signed by either the City Engineer, Public Works Director, or Regulatory Specialist. After a permit has been approved:
 - i) the pink copy is to be filed by the Engineering Division,
 - ii) the yellow and white copies are to be routed to the Regulatory Specialist.
- 3) List of certified cross-connection control inspectors employed by the City:
Steve Camp PO Box 190 Pendleton 276-3078 Cert. # 220
- 4) Backflow device testing responsibilities for the City of Pendleton.
 - a) The Certified Backflow Prevention Device Tester's responsibilities include completing the initial inspection to verify the device was installed properly and performing the initial test of the device to verify the device is working properly. Upon completion of the inspection and test, a signed and dated copy of their test report, along with a signed and dated copy of the City permit, will be submitted to the applicant and the Water Foreman.
 - b) The Water Foreman's responsibilities include entering information from the test report into the computer located in Water Division office. The cross-connection program is **Nutshell** and the file name is **Backflow.db**. The Water Foreman will also back-up the **Backflow.db** file on a floppy disk after entries from the test reports are completed and submit the white copies of the test reports and permits to the Regulatory Specialist.

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- c) The Regulatory Specialist's responsibilities include maintaining the cross-connection program files, supervising the completion of backflow prevention device testing, and providing written notice to the owners of backflow prevention devices concerning annual testing requirements.

5) List of certified backflow prevention device testers for Umatilla County:

Steve Camp**	PO Box 190	Pendleton	276-3078	# 384
John Evans*	180 NE 2nd	Hermiston	567-7920	# 1240
Timothy Reid	1790 North St.	Hermiston	567-9650	# 2435
Nicholaus Vannett	#10 Jackson St.	Umatilla	922-3989	# 1291
Brad Wheeler	217 SE Court Ave	Pendleton	276-1161	# 489

Note: These individuals are currently certified according to the Oregon Health Division through June 30, 1995. (*) Denotes that these individuals ARE NOT available to do testing in the private sector. (**) Denotes certified City of Pendleton employee not available for testing in the private sector in Pendleton.

6) Record keeping.

- a) All test reports will be logged into the computer located in the Water Division office within 10 working days after they are received by the Water Foreman.
- b) A master list will be maintained on the computer located in the Water Division office for all devices installed within the City. The following minimum information will be maintained on the list:
 - i) Name of owner.
 - ii) Address of the premises where the device is located.
 - iii) Size of service line/device.
 - iv) Model, make, serial number, and type of the device.
 - v) Date tested (month/year).
 - vi) Permit # issued (if applicable).

The degree of hazard will be identified by type of device installed. A back-up of the entire list is to be made and stored on a floppy disk a minimum of once-a-month.

- c) Files for the pink copies of issued permits will be maintained in the Engineering Department. Files for the white copies of issued permits and test reports will be maintained in the Regulatory Specialist's office.
- c) Upon request by the Oregon Health Division, the Regulatory Specialist will prepare and submit an annual written report using a format provided by OHD.

7) Notices to be sent by the City to owners of premises which have or need approved backflow prevention devices shall consist of the following:

- a) Annual Test Due. This notice is to be sent out for ALL devices the first week of April. This notice shall include:

- i) Explanation of the importance to the owner and the City for backflow prevention protection.
 - ii) List of current Oregon Health Division certified backflow prevention device testers available in Eastern Oregon for testing in the private sector.
 - iii) Statement from Pendleton Ordinance 3236-16 that applies.
- b) Past Due. This notice is to be sent out the first week of September and provide an additional testing period through October 1st for compliance. If a test report is not received by the 10th of October, a final notice will be sent to the owner of the premises providing 10 working days to comply or water to the premises will be shut-off. These notices shall include:
- i) Explanation of the importance to the owner and the City for backflow prevention protection.
 - ii) Period of time to comply.
 - iii) List of current Oregon Health Division certified backflow prevention device testers available for testing in the private sector.
 - iv) Statement from Pendleton Ordinance 3236-16 that applies.
- c) Installation of New Devices. This notice is to be provided to the owner of a premise that has been identified and approved by the Public Works Director for the installation of an approved backflow prevention device. This notice shall include:
- i) Explanation of the importance to the owner and the City for backflow prevention protection and the requirements for obtaining a permit.
 - ii) The type of device required to be installed.
 - iii) Statement from Pendleton Ordinance 3236-16 that applies.

C. To customers desiring service on Saturdays, Sundays, Holidays and between the hours of 4:30 p.m. and 8:00 a.m. weekdays a minimum service charge at the rate established by resolution shall be made. (Section 12, as amended by Ordinance No. 3327, passed February 19, 1985; and Ordinance No. 3349, passed January 21, 1986.)

SECTION 13. Responsibility for Meters.

- A. Customers shall keep their premises adjacent to the meter free from all rubbish or material of any kind which would prevent employees of the City from having free access to the meters.
- B. Winter Protection of Meters. The customer shall protect the meter against freezing during freezing weather.

SECTION 14. Responsibility for Customer Equipment.

- A. The customer shall, at his own risk and expense, furnish, install and keep in good and safe condition all equipment that may be required for receiving, controlling, applying and utilizing water, and the City shall not be responsible for any loss or damage caused by the improper installation of such equipment, or the negligence, want of proper care or wrongful act of the customer or any of his tenants, agents, employees, contractors, licensees or permittees in installing, maintaining, using, operating or interfering with such equipment.
- B. No reduction will be made in charges for water service for want of supply by the stoppage of customer's lines from freezing or any other cause.
- C. The City shall not be liable for damage to property caused by spigots, faucets, valves or other equipment that are open when water is turned on at the meter or curb stop, either when the water is turned on originally or when turned on after a temporary shut-down.

SECTION 15. Damage to City Property. The customer shall be liable for any damage to a meter or other equipment or property owned by the City which is caused by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of seals and locks by the customer on or near a meter.

If a meter is damaged from hot water from the customer's line, the customer shall be required to pay for the cost of repairs of the meter and for the loss of revenue occasioned by the damage, and the customer shall immediately make the necessary corrections in his own water lines to prevent further damage to the meter.

In addition the customer shall be liable for any damages caused to third parties caused by damage to a meter and shall hold the City harmless and indemnify the City against any such claims by third parties. There is hereby created in such third parties a right of action against the property owner for such damage.

SECTION 16. Cross Connections.

- A. Health Regulations. It shall be unlawful to cross-connect the City water supply and any other source of water unless such connection and source is approved by the Public Works Director.
- B. Plumbing Code. Customers shall install, maintain and operate their plumbing systems using the City's water supply in accordance with the current Oregon State Plumbing Code, the City Plumbing Code, and Oregon State Board of Health regulations.
- C. Swimming pools, wading pools or other such devices shall be constructed so that (1) the conduit or pipes supplying the water from the City's distribution system at the point of outlet of the supply conduit or pipe, shall be at least one foot above the top of the pool curb or deck; or (2) with a backflow prevention device approved by the Oregon State Board of Health and City.
- D. Siphon or Injector Pumps. It shall be unlawful for any person to install, maintain or use any water siphon or injector type pump operation for drainage purposes which uses the water supply from the City's distribution system.
- E. Lawn, garden or fire sprinkling systems.
- (1) Customer lines leading to lawn, garden or fire sprinkling systems using the water supply from the City's distribution system shall contain an approved backflow prevention device to prevent back-siphonage of water that may be standing on the lawn in the event of interruption of service. Such devices shall be regularly inspected and tested annually by a certified backflow prevention service tester. Test reports shall be sent to the City and State Health Department. Backflow prevention devices shall be serviced, overhauled, or replaced whenever they are found to be defective and all costs of inspection, repair and maintenance shall be borne by the customer.
- (2) No customer shall install or cause to be installed a lawn, garden or fire sprinkling system without first obtaining a permit to do so from the City. Said permit shall be issued upon payment of a permit fee at the rate established by resolution, and upon approval of the plans for the lawn, garden or fire sprinkling system. All

installations shall comply with the provisions of this Ordinance, and with the current Oregon State Plumbing laws and rules and regulations concerning lawn and fire sprinkling systems.

F. **Protection Against Circulating Flow.** When a customer is served by more than one meter connection or water source other than the City and the connections are interconnected on the customer's premises, an approved backflow prevention device shall be installed and maintained by the customer in each of the customer's lines leading from the City's meter connections.

G. To protect and maintain the quality of Pendleton's drinking water, an approved properly installed backflow prevention device shall be installed whenever the Public Works Director finds such installation to be necessary due to an existing or potential pollution or contamination hazard. The type of service required will depend on the degree of the hazard severity.

H. **Installation of Backflow Prevention Services.** All backflow prevention devices shall be installed in accordance with the Manual of Cross-Connection Control and the Pacific Northwest Section, American Water Works Association manual. All installations shall be approved by the Public Works Director.

I. **Inspection of Premises.** The City's Water Department employees shall have the right to enter upon and inspect any water plumbing system receiving water from the City. The purpose of such inspections shall be to identify any cross connection or other existing or potential contamination hazards.

(Section 16, as amended by Ordinance No. 3327, passed February 19, 1985; Ordinance No. 3344, passed November 5, 1985; and Ordinance No. 3349, passed January 21, 1986.)

SECTION 17. Ground Wire Attachments. The customer shall be liable for any damage to City property occasioned by electrical ground wire attachment to any plumbing.

SECTION 18. Access to Premises. The duly authorized agents and employees of the Water Department shall have the right to enter or leave the customer's premises at all reasonable times for any purpose connected with the service of water to the customer.

SECTION 19. Responsibility for Service.

A. The City shall not be liable for high or low pressure connections, chemical, bacteriological or physical conditions, interruptions, or shortage or insufficiency of supply or any loss or damage occasioned thereby. The use of water upon the premises of the customer shall be at the risk of the customer and the responsibility of the City shall cease at the point of delivery of water. The point of delivery shall be at the customer's side of the meter, or in case of privately owned water lines, the point of delivery shall be at the end of the City's service line.

B. In case of shortage of supply, the City may give preference in the matter of furnishing service to customers as in its judgment shall be for the best interest of the City from the standpoint of public convenience or necessity.

C. Private water systems shall be maintained by the property owner, home owners, association, or other legal entity responsible for the private system. The City shall not be responsible for maintenance or repairs to private water systems. No water service shall be provided to private systems which are not approved by the current Oregon State Board of Health and maintained in accordance with its regulations.

SECTION 20. Interruptions in Service. The City, whenever it shall find it necessary or convenient for the purpose of making repairs or improvements to its system, may temporarily suspend the delivery of water. Anything herein contained to the contrary notwithstanding, the City shall not be liable for loss or damage caused from the interruption in service arising from any cause.

SECTION 21. Section 21 repealed by Ordinance No. 3465, passed June 18, 1991.

SECTION 22. It shall be unlawful for any person, firm or corporation, not authorized by the City to do, commit or assist in committing any of the following things or acts in the City:

A. To open or close any fire hydrant, valve or any other apparatus connected with the water works system of the City or lift or remove the cover of any gate, meter, valve, shut off or any apparatus thereof.

B. To interfere with, destroy, deface, impair, injure or force open any gate, or door, or in any way whatsoever destroy, injure or deface any part of the any pump house, reservoir, standpipe, tank, building or buildings, or appurtenances, fences, trees, shrubs, or fixtures or property appertaining to the water works system.