LEWISBURG WATER & WASTEWATER GENERAL POLICY #1

DISPOSAL OF SURPLUS EQUIPMENT AND/OR SUPPLIES

The Department must abide by certain laws in the disposal of excess or used equipment, materials or supplies which includes scrap. The following guidelines will be followed:

- 1. Sell at public auction where proper notice has been given to the general public.
- 2. Sell by sealed bids where proper notice has been given to the general public.
- 3. Sell by receiving appraisals from vendors in order to establish a fair price for special equipment available for purchase by similar governmental entities.
- 4. Sell by receiving telephone bids from scrap metal buyers in order to sell more often to prevent theft.

Vehicle titles will not be signed day of sale unless paid in cash.

Failure by any employee to abide by these laws will result in disciplinary action and/or termination.

Chairman

Member at Large

Effective 07/01/90 Amended 02/21/08

LEWISBURG WATER AND WASTEWATER GENERAL POLICY # 2

INSTALLATION OF WATER AND SEWER LINES

The following policy shall apply to all construction by companies and/or individuals contracted by Lewisburg Water and Wastewater (LW&W) or developers whose water and/or sewer lines shall be used for distribution and/or collection within LW&W's system.

- 1. Contractor shall be properly licensed by the State of Tennessee.
- 2. Contractor shall provide references and capabilities for water and/or sewer line installation.
- 3. Contractor shall be capable of providing insurance and bonding when contract requires.
- 4. All lines and appurtenances shall be installed to specifications of LW&W.
- 5. All lines and appurtenances shall be inspected and approved by LW&W prior to being accepted for use.

Signed this 12th day of SEPTEMBER, 1991, by the Lewisburg Water and Sewer Board.

Chairman

Cose & Beckham

Board Member

LEWISBURG WATER AND WASTEWATER GENERAL POLICY #3

FIRE HYDRANTS

Lewisburg Water and Wastewater hereby adopts a policy pertaining to the installation of fire hydrants and their uses. The policy is required by the State of Tennessee Department of Environment and Conservation for the installation of fire hydrants in the distribution system of Lewisburg Water and Wastewater.

All fire hydrants installed from the date of this policy shall be installed only on a six inch (6") or larger main line. All hydrants shall be installed with a gate valve between the hydrant and the main line. All hydrants and fitting must comply with Lewisburg Water and Wastewater's approved specifications. The location and spacing of all hydrants shall be as approved by Lewisburg Water and Wastewater.

All hydrants shall be flow tested by Lewisburg Water and Wastewater personnel and a complete record shall be kept of all data on the hydrant. The barrel of each tested and color coded hydrant shall be painted red. The top bonnet and all nozzle caps shall be painted according to the following color code for flow rates:

Green

Over 1000 gallons per minute

Orange

500-1000 gallons per minute

Red

250-500 gallons per minute

The colors shall signify only the approximate capacity of the individual hydrant as tested alone, and not its capacity when more than one hydrant in the vicinity is in use. The marking of the hydrant is not to be considered in any way guaranteeing the capacity indicated by the color.

All flows must maintain 20 psi residual at the main line. Only two (2) 2-1/2" nozzles will be permitted on hydrants installed where flows are less than 500 gallons per minute at 20 psi residual pressure. When pumping from fire hydrants by fire departments, only a soft hose from the hydrant to the pump shall be utilized.

No Hydrant will be installed under any circumstances where the residual pressure and/or flow is less than 10 psi residual or 250 gpm. Those existing fire hydrants where a minimum of 10 psi residual and 250 gpm cannot be maintained will be replaced by a 2" blow-off to protect the system.

Whenever water system improvements are made within the Lewisburg Water and Wastewater service area to increase flows to hydrants, a new flow test shall be made and color coding adjusted as reflected by the results of the tests.

Copies of the flow test shall be sent to all responding fire departments. Such fire departments shall adopt a resolution to train all firemen as to the capacity of each color code, and state they understand and will abide by the color coding system. Only authorized, trained personnel shall operate the fire hydrants.

Signed this day of <u>September</u>, 1991, by the Lewisburg Water and

Sewer Board.

Chairman

LEWISBURG WATER AND WASTEWATER GENERAL POLICY #4 (Revision #1)

FIRE LINE SYSTEMS: METERING AND BACKFLOW PREVENTION

Pursuant to Lewisburg Water and Wastewater Cross Connection Control Plan and City of Lewisburg Municipal Code Title 18, Chapter 2 for cross connections of public water, the following is hereby published:

ALL FIRELINE SYSTEMS – dry or wet – must be constructed to prevent the reverse flow of fire protection system substances, i.e., glycerin wetting agents, stagnant water and any water of non-potable quality from being pumped or siphoned into a public water main. This applies to all fire line systems – metered or unmetered.

To further ensure the detection of leaks within private fire lines, fire protection systems and/or unauthorized use of water obtained from a city fire line tap; The installation of an approved "DOUBLE DETECTOR CHECK VALVE ASSEMBLY" is required.

Reference "INSTALLATION CRITERIA" for reduced pressure backflow preventors and double check detector assemblies – <u>EXHIBIT A</u>.

FIRE LINES:

1. UNMETERED:

A fire line meter will not be required if fire protection system contains no hand lines, hose connections or access to water for any reason other than fire protection through sprinkler heads.

(A) Should the meter reading taken from the double detector check valve assy meter indicate abnormal use or that water leaks are occurring within the customers fire line system; the customer/owner shall take immediate action to repair as necessary to stop any known or unknown leaks or unauthorized usage.

The "Detector Meter" will be re-read within 30 days. Should repairs be incomplete and/or abnormal usage continuing, the utility will charge customer for all such monthly water readings as indicated on the detector meter until confirmation that water usage is within acceptable range.

A service charge of \$25.00 will be made for each inspection visit to site until problem is corrected.

Should the utility determine that any backflow prevention device in operation is a safety hazard to the public water supply, the utility may at its discretion discontinue water service until such hazard is properly corrected.

The utility does not repair or test/certify "Fire Line Double Detector Check Valve Assemblies" when installed within any fire sprinkler system.

It shall be the responsibility of the customer to obtain the services of a "Certified repairman or testing agent" using the approved forms supplied by the utility. A "Certified" test must be submitted and approved by the utility on an annual term.

(B) To compensate for water used in fire protection systems for maintenance, flushing requirements, etc., an annual charge will be made based upon total sprinkler heads and/or "Privately" owned fire hydrants located on premises.

2. METERED:

The owner has the option to purchase a properly sized tap and meter to meter all flows regardless of use though (1) one meter. Beyond the meter, water service may serve as fire protection, potable drinking and production use, etc.

3. It shall be the responsibility of the owner/contractor/fire protection system specialist to design the fire protection system. Flow data may be obtained from the utility, or with written permission qualified personnel may secure their own flow data from utility's fire hydrants.

Revision #1 approved by the Lewisburg Water and Sewer Board effective November 17, 2005.

Board Chairman

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Comptons

EXHIBIT "A"---- LEWISBURG WATER & WASTEWATER GENERAL POLICY #4 BACKFLOW PREVENTION DEVICE INSTALLATION CRITERIA

The minimum acceptable criteria for the installation of reduced pressure backflow prevention devices, double detector check assemblies or other backflow prevention devices requiring regular inspection or testing shall include the following:

- 1. All required devices shall be installed in accordance with the provisions of this criteria. Only licensed sprinkler contractors may install, repair or test backflow prevention devices on fire protection systems.
- 2. All devices shall be installed in accordance with the manufacturer's instructions, and shall possess appropriate shut-off valves, test cock fittings and caps required for the testing of the device. All fittings shall be of brass construction, unless otherwise approved by the Superintendent, and shall permit direct connection to department test equipment.
- 3. The entire device, including valves and test cocks, shall be easily accessible for testing and repair. Test cocks shall not be painted.
- 4. All devices shall be placed in the upright position in a horizontal run of pipe.
- 5. Device shall be protected from freezing, vandalism, mechanical abuse and from any corrosive, sticky, greasy, abrasive or other damaging environment.
- 6. Reduced Pressure Backflow Prevention devices shall be located a minimum of fourteen (14") inches plus the nominal diameter of the device above either; 1) the floor, 2) the top of opening(s) in the enclosure or 3) maximum flood level, which ever is higher. Maximum height above the floor surface shall not exceed sixty (60") inches.
- 7. Clearance from wall surfaces or other obstructions shall be at least twenty-four (24") inches clearance on each side of the device for testing and repairs.
- 8. Devices shall be positioned where a discharge from the relief port will not create undesirable conditions. The relief port must never be plugged, restricted or solidly piped to a drain.
- 9. An approved air-gap shall separate the relief port from any drainage system. An approved air gap shall be at least twice the inside diameter of the supply line, but never less than one (1 ") inch.
- 10 An approved strainer shall be installed immediately upstream of the backflow prevention device, except in the case of a fire protection system.
- 11 Devices shall be located in an area free from submergence or flood potential, therefore never in a below grade pit or vault, unless adequate drainage is provided (drain must be twice the water pipe size).
- 12 All devices shall be adequately supported to prevent sagging.

13 Adequate drainage shall be provided for all devices. Reduced Pressure Backflow Prevention devices shall be drained to the outside when ever possible.

14 Fire hydrant drains shall not be connected to the sewer, nor shall fire hydrants be installed such that backflow/backsiphonage through the drain may occur.

15 Enclosures for outside installations shall meet the following criteria:

a. All enclosures for backflow prevention devices shall be as manufactured by Hydrocowl or a Lewisburg Water Department approved equal.

b. For backflow prevention devices up to and including two (2") inches, the enclosure shall be constructed of 5052-H32 aluminum, or an approved equal material, with a minimum of 1.5" factory manufactured polyisocyanurate insulation in the walls and roof. For backflow prevention devices 2-1/2" and larger, the enclosure shall be constructed of 5052-H32 aluminum or an approved equal material, with a minimum of 1.5" factory manufactured polyisocyanurate insulation in the walls and 3" factory manufactured polyisocyanurate insulation in the roof. The complete assembly, including valve stems and hand wheels, shall be protected by being inside the enclosure.

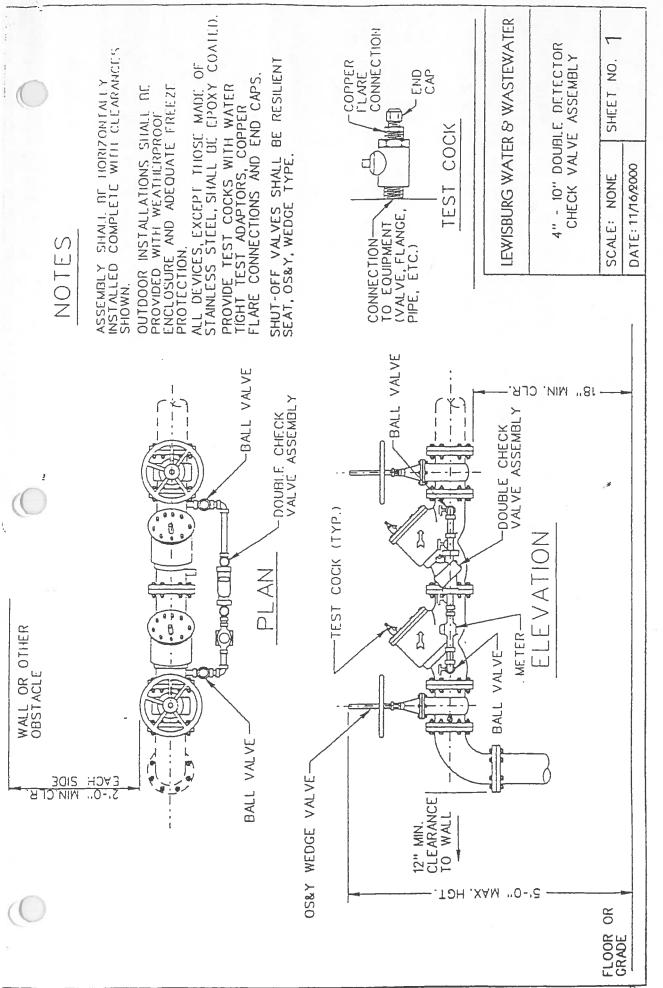
c. To provide access for backflow prevention devices up to and including two (2") inches, the enclosure shall be completely removable. Access for backflow prevention devices 2 ½" and larger shall be provided through a minimum of two access panels. The access panels shall be of the same height as the enclosure and shall be completely removable. All access panels shall be provided with built-in locks.

d. The enclosure shall be mounted to a concrete pad as specified by the manufacturer, but in no case less than four (4") inches thick. The enclosure shall be constructed, assembled and/or mounted in such a manner that it will remain locked and secured to the pad even if any outside fasteners are removed. All hardware and fasteners shall be constructed of 300 series stainless steel.

e. Heating equipment, if required, shall be designed and furnished by the manufacturer of the enclosure to maintain an interior temperature of +40degrees F with an outside temperature of -30degrees F and a wind velocity of 15 miles per hour.

16 Where the use of water is critical to the continuance of normal operations or the protection of life, property or equipment, <u>duplicate backflow prevention devices</u> should be provided to avoid the necessity of discontinuing water service to test or repair the protective device. Where it is found that only one device has been installed and the continuance of service is critical, the cross-connection inspector shall notify the occupant of the premises of plans to interrupt water services and arrange for a mutually acceptable time to test the device. <u>In such cases the Superintendent may require the installation of a duplicate device.</u>

17 The Superintendent shall require the occupant of the premises to keep any backflow prevention devices working properly, and to make all indicated repairs promptly. Repairs shall be made by qualified personnel. Expense of such repairs shall be borne by the owner or occupant of the premises. The failure to maintain a backflow prevention device in proper working condition shall be grounds for discontinuance of water service to a premises. Likewise the removal, bypassing or alteration of a backflow prevention device or the installation thereof, so as to render a device ineffective shall be grounds for discontinuance of water service. Water service to such premises shall not be restored until the customer has corrected or eliminated such conditions or defects to the satisfaction of the Superintendent.



Approved Backflow Prevention Assemblies LEWISBURG WATER & WASTEWATER Date Revised: August 24, 2005

Only units currently approved Lewisburg Water & Wastewater are to be used for the protection of Public Water Systems against backflow hazards.

Unless otherwise specified by the manufacturer all assemblies are to be installed on cold potable water applications - below 110 degrees F. Also all Double Check Valve Assemblies, Reduced Pressure Principle Assemblies, Double Check Detector Assemblies, and Reduced Pressure Principle Detector Assemblies are Approved for HORIZONTAL ORIENTATION ONLY, unless specifically noted. Use of spare parts other than those of the original manufacturer invalidates the Approval.

DOUBLE CHECK VALVE ASSEMBLIES

	AMES **8DC - 4 , 6 (H) **DC - 8 (H) 2000B - 3⁄4 (H) 2000B - 3⁄4 (VU) 2000B - 1 (VU) 2000B - 1 (VU) 2000B - 1 1⁄4 " (H,VU) 2000B - 1 1⁄2 " (H) 2000B - 1 1⁄2 " (VU) 2000B - 2 (H) 2000B - 2 (H) 2000B - 2 (VU) 2000BM3 - 3⁄4 "(H,VU) 2000 CIV - 4 " (VU) 2000 CIV - 6" (H) 2000 CIV - 8" (H)	2000 CIV - 10" (H) 2000 CIV - 6", 8", 10" (VU) 2000-DC - 10" (H) 2000-G-DC - 10" (H) 2000-G-DCA - 4", 6", 8" (H) 2000-G-DCA - 4", 6", 8" (H) 2000 SE - 2 ½ " (H) 2000 SE - 6" (H) 2000 SE - 8" (H) **2000 SS - 1½ " (H) **2000 SS - 1½ " (H) **2000 SS - 1½ " (H) **2000 SS - 1½ ", 3" (H) 2000 SS - 4" (H) 2000 SS - 6" (H) 2000 SS - 6" (H) 2000 SS - 6" (H)	2000 SS - 10" (H) 2000 SS-M - 4",6" (H) Colt 200 - 2 ½ ", 3", 4" (H,VU) Colt 200a - 2 ½ ", 3", 4" (H,VU) Colt 200a - 6" (H,VU) Colt 200Na - 2 ½", 3", 4" (VUVD) Colt 200Na - 6" (VVVD) Maxim 200 - 2 ½ ", 3" (H,VU) Maxim 200 - 6" (H) Maxim 200a - 2 ½ ", 3" (H,VU) Maxim 200a - 2 ½ ", 3" (H,VU) Maxim 200a - 4" (H,VU) Maxim 200Na - 2 ½", 3" (VUVD) Maxim 200Na - 4" (VUVD)
	Beeco - See Hersey/Grinnell		
	Cla-Val	**D2 - 1 ¼ , 1 ½ (H) **D2 - ¾ , 1 (H)	**D4 - 2" (H) D4 - 2 ½ ", 3", 4", 6", 8", 10" (H)
)	Conbraco 2 ½ DC - 2 ½ " (H,VU) 2 ½ DC-7 - 2 ½ " (H,VU) 2 ½ DC-8 - 2 ½ " (H,VU) 3 ½ DC-8 - 2 ½ " (H,VU) 3 DC - 3" (VUVD) 4 DC - 4" (H,VU) 4 DC - 4" (H,VU) 4 DC - 4" (H,VU) 4 DC - 6" (H,VU) 6 DC - 6" (H,VU) 6 DC - 6" (H,VU) 6 DC - 6" (H,VU) 8 DC - 8" (H,VU) 8 DC - 10" (H,VU) 8 DC - 3" (H)	40-100-05 - 3" (H) 40-104-02 - ½" (H) 40-104-72 - ¾" (H) 40-104-A2T - ¾" (H) 40-104-A2T - ¾" (H) 40-105-02 - 1" (H) 40-105-T2 - 1" (H) 40-105-A2 - 1" (H) 40-105-A2T - 1" (H) 40-105-A2T - 1" (H) 40-105-A2T - 1" (H) 40-105-T2 - 1" (H) 40-105-T2 - 1" (H) 40-105-T2 - 1" (H) 40-105-T2 - 1 ¼" (H) 40-106-A2 - 1 ¼" (H) 40-106-A2 - 1 ¼" (H) 40-106-A2T - 1 ½" (H) 40-107-A2T - 1 ½" (H) 40-107-A2T - 1 ½" (H) 40-107-T2 - 1 ½" (H) 40-107-T2 - 1 ½" (H) 40-108-02 - 2" (H)	40-108-A2 - 2" (H) 40-108-A2T - 2" (H) 40-108-T2 - 2" (H) 40-109-02 - 2 ½" (H) 40-109-03 - 2 ½" (H) 40-109-05 - 2 ½" (H) 40-10A-02 - 4" (H) 40-10A-05 - 4" (H) 40-10A-05 - 4" (H) 40-10C-02 - 6" (H) 40-10C-03 - 6" (H) 40-10C-05 - 6" (H) 40-10C-05 - 6" (H) 40-10C-05 - 6" (H) 40-10C-06 - 8" (H) 40-10C-07 - 8" (H) 40-10C-08 - 8" (H) 40-10C-09 - 8" (H) 40-10C-09 - 8" (H) 40-10C-09 - 8" (H) 40-10C-09 - 10" (H) 40-10G-09 - 10" (H) 40-10G-09 - 10" (H)
	Febco **805 - 3/4", 1", 1 1/2", 2" (H) **805 - 3", 4" (H) 805Y - 3/4", 1" (H) 805Y B - 3/4", 1" (H) 805Y B - 3/4" (H) 805Y B - 3/4" (H) 805Y B - 3/4" (VU) 805Y - 1 1/2" (H) 805Y - 2 1/2" (H) **805Y - 2 1/2" (H) **805Y - 3", 4" (H) **805Y - 6", 8" (H) **805Y - 10" (H) 805YD - 2 1/2", 3", 4", 6", 8", 10" (H) 830H - 4" (VU) 850 - 3/4" (VU) 850 - 3/4" (VU) 850 - 3/4" (VU) 850 - 3/4" (VU) 850 - 3/4", 1", 1 1/4" (H)	850 - 1" (VD) 850 - 1" (VU) 850 - 1 ½ " (VU) 850 - 1 ½ " (VD) 850 - 2 " (VD) 850 - 2" (VD) 850 - 2 " (VU) 850 - 2 ½ ", 3" (VU) 850 - 2 ½ ", 3" (VU) 850 - 8" (H) 850 - 8" (VU) 850 - 8" (VU) 850 - 8" (VU) 850 - 8" (VU) 850 - 8" (VU)	850U - ¾ " (H) 850U - ¾ " (VD) 850U - ¾ " (VU) 850U - 1" (H) 850U - 1" (VD) 850U - 1" (VD) 850U - 1 ¼ ", 1 ½ ", 2" (H) 850U - 1 ¼ ", 1 ½ ", 2" (VU) 850U - 1 ¼ " (VD) 850U - 1 ½ " (VD) 850U - 1 ½ " (VD) 850U - 2 ½ ", 3" (VUVD) 870 - 4", 6" (VUVD) 870 - 8" (VUVD) 870 - 10" (VUVD) 870V - 2 ½ ", 3", 4", 6"(VUVD, VUVU) 870V - 2 ½ ", 3", 4*, 6"(VUVD, VUVU)

2 - 3", 4" (H) 2-8 (H) Hersey/Grinnell 2-10 (H) 2 - 6" (H) Neptune, Richwell, SMR - see Wilkins 709 - 3 (H) 774X - 21/2 (H) 007 - 21/2 (H) 007 - 3 (H) 709 - 4 (H) 774X - 6 (H) 709 - 4" (VU) 774X - 8" (H) 007 - 2 1/2 (VU) 709 - 6 (H) 775QT - 1" (H,VU) 007 - 3 (VU) 709 - 8 (H) 775QT - 3/4 " (H,VU) **007QT-3/4 , 1 (H) 775QT - 1 1/4 " (H,VU) 775QT - 1 1/2 " (H,VU) 709 - 10 (H) 709 - 6", 8", 10" (VU) **007QT - 1 ½ , 2 (H) **007PCQT - 1 ½ ", 2" (H) 775QT - 2" (H,VU) **007M1QT - 3/4 (H) 709QT-FDA-21/2,3,4,6,8,10 (H) 007M1QT-1 (H) 757 - 8" (H) LF719AQT - 1",11/4",11/2",2" (VUVD) 007M1QT - 1" (VU) 757a - 2 1/2 ", 3", 4" (H, VU) LF719QTR10 - 1/2",3/4" (H,VU,VD) LF719QT - 1", 11/4", 11/2", 2" (H, VU, VD) **007M1QT - 1 ½ (H) 757a - 6" (H,VU) LFU719QT - 1", 11/4",11/2",2" (H,VU,VD) 757Na - 2 1/2", 3", 4" (VUVD) 007M1QT - 2 (H) SS007M1QT - 1" (H,VU) 757Na - 6" (VUVD) 007M1QT-2 (VU) 757 DC - 2 1/2", 3", 4" (H,VU) SS007M3QT - 3/4 " (H,VU) 007M1PCQT - 3/4 ", 1" (H) **U007QT - ¾ , 1 (H)
**U007QT - 1 ½ , 2 (H) 767 - 6" (H) 767a - 2 ½ ", 3", (H,VU) **007M1PCQT - 1 1/2 " (H) 007M1PCQT - 2" (H) **U007PCQT - 3/4 ", 1" (H) 007M2QT - 3/4 (H) 767a - 4" (H,VU) 007M2QT - 34 (1)/ 007M2QT - 34 (VU) 007M2QT - 1 1/4 " (H,VU) 007M2PCQT - 1 1/4 " (H,VU) 767Na - 2 1/2 ", 3", (VUVD) **U007PCQT - 1 1/2 ", 2" (H) U007M1AQT - 1/4 , 2 (VUVD, VDVU, VUVU, VDVD) 767Na - 4" (VUVD) U007M1APCQT - 2" (VUVD, VDVU, VUVU, VDVD)
U007M1APCQT - 2" (VUVD, VDVU, VUVU, VDVD) 767 DC - 2 1/2", 3" (H,VU) 007M2QT - 1 ½ " (H) 007M2QT - 1 ½ " (VU) **770 - 4 (H) U007M1PCQT - 3/4 ", 1" (H) **770 - 8 (H) 007M2PCQT - 1 1/2 " (H) **770 QT-FDA - 4 (H) U007M1PCQT - 1 1/2 ", 2" (H) **770 QT-FDA - 8 (H) U007M1QT - 34 , 1 (H) 007M3QT - 3/4 " (H,VU) **007SSQT - 3/4 , 1 (H) **772 - 4 (H) **U007M1QT - 1 1/2 (H) **772 - 10 (H) **007SSQT-11/2,2 (H) U007M1QT-2 (H) U007M2AQT - 1 ½ " (H) U007M2QT - 1 ¼ " (H) **774 - 3/4 ",1 (H) **007SSPCQT - 1 1/2 ", 2" (H) **774 - 1 1/4 (H) **007SSM1QT - 3/4 , 1 (H) **007SSM1PCQT - 3/4 ", 1" (H) **774 - 1 ½ ", 2" (H) U007M2QT - 1 1/2 " (H) **700 - 2 ½ , 3 (H) 774 - 2 ½ , 3 (H) **U007SSQT - 3/4 , 1 (H) **U007SSQT - 1 1/2 , 2 (H) **709 QT - 3/4 , 1 (H) 774 - 4 (H) 774 - 6 (H) **U007SSPCQT - 3/4 ", 1" (H) **709 QT - 1 ½ , 2 (H) **U007SSPCQT - 1 1/2 ", 2" (H) 709 BB - 21/2 , 3 (H) 774 - 8 (H) 709 - 2½ (H) 774 - 10" (H) Wilkins **550 - 6 (H) 350GPI - 8" (H.VU) 350A - 21/2", 3", 4" (H) **550 - M8 (4 x4 x8 Manifold) (H) 350A - 2½",3",4" (VÚ) 350PI - 4", 6"(H,VU) **550 - M10 (6 x6 x10 Manifold) (H) 350A - 6" (H,VU) 350PI - 8" (H,VU) 350PI - 10" (H,VU) 950 - 3/4 ,1 (H) 350A - 8" (H,VU) 350 - ¾", 2 ½ ", 3" (H) 350 - ¾", 2 ½ ", 3" (VU) 450 - 2 1/2 " (VUVD) 950 - 1 1/4 , 1 1/4 , 2 (H) 450 - 3" VUVD) 950G - 4",6"(H,VU) 450 - 4" (VUVD) 950XL - 3/4 ,1 ,1 1/4 , 1 1/4 , 2 (H) 350 - 4" (H) 950XL - ¾ (VU) 950XLD - ¾ " (H) 350 - 4" (VU) 450 - 6" (VUVD) 350 - 6" (H) 450 - 8" (VUVD) 950XLD - ¾ " (VU) 950XLT - ¾ ", 1" (H) 350 - 6" (VÚ) 450 - 10" (VUVD) 350 - 8" (H) 450G - 2 1/2 " (VUVD) 450G - 3" (VUVD) 950XLT - 1 1/4 " (H) 350 - 8" (VU) 950XLT - 1 ½", 2" (H) 950XLU - ¾ , 1 , 1 ½ , 2 (H) 450G - 4" (VUVD) 450G - 6" (VUVD) 350 - 10" (H) 350 - 10" (VU) 450G - 8" (VUVD) 950 - 2 1/2 (H) 350A - 6" (H,VU) 950 - 3,4 (H) 350G - 2 1/2", 3" (H,VU) **550 - 3/4 , 1 (H) **550A - 3/4 , 1 (H) 950 - 6 (H) 350G - 4" (H) **550 - 1 1/4 , 1 1/2 , 2 (H) 950 - 8 (H) 350G - 4" (VU) **550 - 2 1/2 (H) 950 - 10" (H) 350G - 6" (H,VU) **550 - 3 (H) 950 - 4", 6", 8" (VU) 350G - 8" (H) **550 - 4 (H) 950A - 1, 1 1/4 , 1 1/2 , 2 (H) 350GPI - 4", 6"(H,VU) DOUBLE CHECK DETECTOR ASSEMBLIES Ames **3000-G-DCDA - 6" (H) 3000SS-M-6" (H) **DCDC-4,6 (H) 3000SS-WM1 - 2 1/2 ", 3" (H) **3000-DCDA - 8" (H) **DCDC - 8 (H) 3000SS-WM1 - 4" (H) **3000-G-DCDA - 8" (H) 3000 B- 2 (H,VU) 3000SE-WM1 - 6" (H) 3000 CIV - 4,6 (H) 3000SE - 21/2 (H) Colt 300a-BF - 2 1/2", 3", 4, 6" (H) 3000SE - 6" (H) 3000 CIV - 4 (VU) 3000 CIV - 8 (H) 3000SE - 8 (H) Colt 300a-BF - 6" (VU) Colt 300aGV - 6" (H) 3000 CIV - 10 (H) **3000SE-A - 8 (H) Colt 300aGV - 6" (VU) 3000 CIV - 6", 8", 10" (VU) 3000SS - 2 1/2 , 3 , 4" (H) Maxim 300a-BF - 2 1/2", 3, 4" 3000SS - 6 (H) 3000-DCDC - 10" (H) Maxim 300a-BF -4" (VU) **3000-G-DCDC - 10" (H) 3000SS - 8" (H) Maxim 300a-GV - 4" **3000-DCDA - 4" (H) 3000SS - 10" (H) **3000SS-A - 6" (H) Maxim 300a-GV ~ 6" (VU) **3000-G-DCDA - 4" (H) **3000SS-M - 4" (H)

**3000-DCDA - 6" (H)

Conbraco 2 1/2 DCDA - 2 1/2 "(H,VU) 4DCDAU - 4"(VUVD) 40-60A-E6 - 4" (H) 2 1/2 DCDA-6 - 2 1/2 "(H,VU) 6DCDA - 6"(H,VU) 40-60C-C3 - 6" (H) 2 1/2 DCDA-7 - 2 1/2 "(H,VU) 6DCDA-6 - 6"(H,VU) 40-60C-C6 - 6" (H) 2 1/2 DCDA-8 - 2 1/2 "(H,VU) 6DCDA-7 - 6"(H,VU) 40-60C-E3 - 6" (H) 2 1/2 DCDAU - 2 1/2 "(VUVD) 6DCDA-8 - 6"(H,VU) 40-60C-E5 - 6" (H) 6DCDAU - 6"(VUVD) 3DCDA - 3°(H,VU) 40-60E-C3 - 8" (H) 8DCDA - 8" (H,VU) 3DCDA-6 - 3*(H,VU) 40-60E-C6 - 8" (H) 3DCDA-7 - 3"(H,VU) 8DCDA8 - 8" (H,VU) 40-60E-E3 - 8" (H) 3DCDA-8 - 3°(H,VU) 10DCDA - 10" (H,VU) 40-60E-E6 - 8" (H) 3DCDAU - 3"(VUVD) 40-600-C3 - 3" (H) 40-60G-C3 - 10 (H) 4DCDA - 4"(H,VU) 40-600-E3 - 3" (H) 40-60G-C6 - 10 (H) 4DCDA-6 - 4*(H,VU) 40-60A-C3 - 4" (H) 40-60G-E3 - 10 (H) 4DCDA-7 - 4"(H,VU) 40-60A-C6 - 4" (H) 40-60G-E6 - 10 (H) 40-60A-E3 - 4" (H) 4DCDA-8 - 4"(H,VU) Febco **806 - 4 (H) 856 - 2 1/2 , 3"(VU) 876 - 8" (VUVD) **806-6,8,10 (H) 856 - 4, 6" (H) 876 - 10" (VUVD) 876V - 2 ½ ", 3", 4", 6"(VUVD, VUVU) 876V - 8"(VUVD, VUVU) 856 - 4", 6" (VU) 806YD - 3 (H) 806YD-4,6,8,10 (H) 856 - 8" (H) 831H - 4" (H) 856 - 8"(VU) 876V - 10"(VUVD, VUVU) 831H - 4" (VU) 876 - 2 ½ ", 3" (VUVD) 876 - 4",6" (VUVD) 856 - 2 1/2 , 3" (H) Watts 007 DCDA - 2" (H) 709 DCDA - 8" (H) **772 DCDA - 4 (H) 709 DCDA - 10" (H) **772 DCDA - 10 (H) 007 DCDA - 2"(VU) 007 DCDA - 2 ½ " (H) 007 DCDA - 2 ½ " (VU) 709 DCDA - 6", 8", 10" (VU) 774DCDA - 2 1/2 , 3 , 4" (H) 757a-DCDA-BF - 21/2", 3", 4, 6" (H,VU) 774DCDA - 6 (H) 007 DCDA - 3" (H) 757a-DCDA-GV - 21/2", 3", 4",6"(H,VU) 774DCDA - 8 (H) 767a-DCDA-BF - 2½", 3", 4" (H,VU) 767a-DCDA-GV - 2½", 3", 4" (H,VU) **007 DCDA - 4", 6" (H) 774DCDA - 10" (H) 709 DCDA - 3" (H) 774XDCDA - 2 1/2 " (H) 709 DCDA - 4", 6" (H) **770 DCDA - 4 (H) 774XDCDA - 6" (H) **770 DCDA - 8 (H) 709 DCDA - 4" (VU) 774XDCDA - 8" (H) Wilkins 350ADA - 21/2", 3", 4" (H) 350 DAG - 4" (H) 450DAG - 6" (VUVD) 350ADA - 21/2",3",4" (VU) 350 DAG - 4" (VU) 950DA -2 ½ ", 3" (H) 350ADA - 6" (VU) 350 DAG - 6"(H,VU) 950DA - 4", 8" (H) 350ADA - 8" (H,VU) 350DAG - 8"(H,VU)) 950DA - 4", 8"(VU) 350DA - 2 1/2", 3" (H) 350 DAGPI - 4", 6"(H,VU) 950DA - 6" (H) 350DA - 2 1/2", 3" (VU) 350 DAGPI - 8" (H, VU) 950DA - 2 ½ ",3",6"(VU) 350DA - 4" (H) 350 DAPI - 4", 6" (H,VU) 950DA - 10" (H) 350DA - 4"(VU) 350 DAPI - 8" (H,VU) 950DAG - 4" (H) 350DA - 6" (H) 350 DAPI - 10" (H,VU) 950DAG - 4" (VU) 450DA - 4" (VUVD) 350DA - 6"(VU) 950DAG - 6" (H) 350DA - 8" (H) 450DA - 6" (VUVD) 950DAG - 6"(VU) 350DA - 8" (VU) 450DA - 8" (VUVD) **DCDA - 2 ½ , 3 (H) **DCDA - 4 (H) 350DA - 10" (H) 450DA - 10" (VUVD) 450DAG - 4" (VUVD) **DCDA - 6 (H) 350DA - 10" (VU) REDUCED PRESSURE PRINCIPLE DETECTOR ASSEMBLIES Ames 5000CIV - 2 1/2 " (H) 5000 - 4 (H) 5000 - 8 (H) 5000 - 6 (H) 5000 - 10 (H) 5000CIV - 3", 4", 6", 8", 10" (H) Cla-Val **18-4 - 10 (H) Conbraco 40-70E-E3 - 8" (H) 40-700-C3 - 3" (H) 40-70C-C3 - 6" (H) 40-700-E3 - 3" (H) 40-70C-E3 - 6" (H) 40-70G-C3 - 10" (H) 40-70A-C3 - 4" (H) 40-70E-C3 - 8" (H) 40-70G-E3 - 10" (H) 40-70A-E3 - 4" (H) 826YD - 6" (H) 826YD - 2 1/2 ", 3" (H) Febco 826YD - 8", 10" (H) 826YD - 4" (H) ** 009NRS RPDA - 4", 6" (H) 909 RPDA - 4 (H) **990 RPDA - 4 (H) **009OSY RPDA - 4", 6" (H) 909 RPDA - 6 (H) **990 RPDA - 8 (H)

909 RPDA - 8 (H)

909 RPDA - 10 (H)

909 RPDA - 2 1/2 (H)

909 RPDA - 3 (H)

**992 RPDA - 4 (H)

**992 RPDA - 10 (H)

Wilkins 375A - 8" (H) 375DAGPI - 4" (H) 475 DAV - 8" (VUVU) 375DAGPI - 6" (H) 375A - 6" (H) 475 DAVG - 4" (VUVD) 375A - 4" (H) 375DAPI - 4" (H) 475 DAVG - 8" (VUVU) 375DA - 2 1/2", 3" (H) 375DAPI - 6" (H) 975 DA - 2 1/2 ", 3" (H) 475 DA - 4" (VUVD) 375DA - 4" (H) 975 DA - 4" (H) 375 DA - 6" (H) 475 DA - 6" (VUVD) 975 DA - 6" (H) 375 DA - 8" (H) 475 DA - 8" (VUVD) 975 DA - 8", 10" (H) 475 DAG -4", 6"(VUVD) 475 DAV - 4" (VUVD) 375 DA - 10" (H) 975 DAG - 4", 6" (H) 375DAG - 4" (H) 475 DAV - 6" (VUVU) 375DAG - 6" (H) REDUCED PRESSURE PRINCIPLE ASSEMBLIES Ames 4000B - 3/4 " (H) 4000CIV - 4", 6" (H) Colt 400N - 2 1/2 ", 3", 4" (VUVD) Colt 400Z - 2 ½ ", 3", 4" (VUVU) Maxim 400 - 2 ½ ", 3",4" (H) 4000B - 1" (H) 4000CIV - 8", 10" (H) 4000SS - 2 1/2 ", 3", 4" (H) 4000B - 1 1/4 ", 1 1/4 " (H) 4000B - 2" (H) 4000SS - 6" (H) Maxim 400N - 2 1/2", 3" (VUVD) 4000-RP - 4", 6", 8" (H) 4000BM2 - 1" (H) Maxim 400Z - 2 1/2", 3" (VUVU) 4000-RP - 10" (H) Colt 400 - 2 ½ ", 3", 4", 6" (H) 4000BM3 - 3/4 " (H) 4000CIV - 2 1/2 ", 3" (H) Beeco - See Hersey/Grinnell Cla-Val **RP-2 - 3/4 ", 1" (H) **RP-4 - 2" (H) RP-4 - 6" (H) **RP-2 - 1 ¼ ", 1 ½ " (H) RP-4 - 2 1/2 ", 3", 4", 8", 10" (H) RP4V - 4" (VUVU) Conbraço 40-208-A2U - 2" (VUVD) 40-200-02 - 3" (H) 40-205-A2Z - 1" (VUVU) 40-205-TC2 - 1" (H) 40-200-03 - 3" (H) 40-208-A2Z - 2" (VUVU) 40-205-TCU - 1" (VUVD) 40-200-05 - 3" (H) 40-208-T2 - 2" (H) 40-204-02 - 3/4 (H) 40-206-02 - 1 1/4 " (H) 40-209-02 - 2 1/2 " (H) 40-204-T2 - 3/4 (H) 40-206-A2 - 1 1/4 " (H) 40-209-03 - 2 1/2 " (H) 40-206-A2U - 1 ¼ " (VUVD) 40-206-A2Z - 1 ¼ " (VUVU) 40-204-A2 - 3/4 (H) 40-209-05 - 2 1/2 " (H) 40-204-A2S - 3/4 (H) 40-20A-02 - 4" (H) 40-206-T2 - 1 1/4" (H) 40-204-A2U - 3/4 (VUVD) 40-20A-03 - 4" (H) 40-204-A2Z - 3/4 (VUVU) 40-207-02 - 1 ½ " (H) 40-20A-05 - 4" (H) 40-204-TC2 - 3/4 (H) 40-207-A2 - 1 1/2 " (H) 40-20C-02 - 6" (H) 40-207-A2U - 1 ½" (VUVD) 40-207-A2Z - 1 ½" (VUVU) 40-204-TCU - 3/4 (VUVD) 40-20C-03 - 6" (H) 40-205-02 - 1" (H) 40-20C-05 - 6" (H) 40-205-T2 - 1" (H) 40-207-T2 - 1 1/2 " (H) 40-20E-02 - 8" (H) 40-205-A2 - 1" (H) 40-208-02 - 2" (H) 40-20E-03 - 8" (H) 40-205-A2S - 1" (H) 40-208-A2 - 2" (H) 40-20G-02 - 10" (H) 40-205-A2U - 1" (VUVD) 40-208-A4 - 2" (H) 40-20G-03 - 10" (H) Febco **825 - 2 1/2 (H) 825YA - 2" (H, VUVD, VUH, HVD) 860 - 4" (H) 825 YAR - ¾ " (H, VUVD, VUH, HVD) **825 - 3 (H) 860 - 6" (H) 825 YAR - 1" (H, VUVD, VUH, HVD) **825 - 4 (H) 860 - 8" (H) 860U - ¾ ", 1", 1 ¼ ", 1 ½ ", 2" (H) 880 - 2 ½ ", 3" (VUVD) **825 - 6 (H) 825 YAR - 1 ½ " (H, VUVD, VUH, HVD) **825 - 8 (H) 825 YAR - 2" (H, VUVD, VUH, HVD) 825YD - 2 1/2 ",3",4",6",8",10" (H) **825 - 10 (H) 880 - 4" (VUVD) **835B-¾ , 1 , 1 ½ , 2 (H) **825D - 2 ½ ,3 ,4 ,6 ,8 ,10 (H) 825YR - 3/4 ",1" (H) 880 - 6", 8" (VUVD) 825YR - 1 ½ " (H) 880 - 10" (VUVD) 825YR - 2" (H) 825Y - ¾ , 1 (H) 880V - 2 1/2 ", 3" (VUVD, VUVU) 825Y - 1 1/4 (H) 860 - 3/4 ", 1" (H) 880V - 4" (VUVD, VUVU) 825Y - 1 ½ (H) 860 - 1 1/4" (H) 880V - 6" (VUVD, VUVU) 825Y - 2 (H) 860 - 1 1/2 " (H) 880V - 8" (VUVD, VUVU) 825YA - 3/4 , 1 (H, VUVD, VUH, HVD) 860 - 2" (H) 880V - 10" (VUVD, VUVÚ) 825YA - 1 ½ " (H, VUVD, VUH, HVD) 860 - 2 1/2 ", 3" (H) Neptune, Richwell - See Wilkins Watts 009 - 2 1/2 " (H) 909M1 - 8", 10" (H) 994 - 2 1/2 ", 3", 4" (H) 009 - 3" (H) 909M1QT-11/4", 11/2", 2" (H) **U009APCQT - 1" (VUVD, VDVU, VUVU, VDVD) 909M1QTFDA - 8", 10" (H) **009 - 4",6" (H) U009AQT - 1/4 (VUVD, VDVU, VUVU, VDVD) **009M1QT - 1 1/4 , 1 1/2 (H) 909PCHWM1QT - 1 1/4 ", 1 1/2 ", 2" (H) **U009AQT - 1 (VUVD, VDVU, VUVU, VDVD) 909PCHWQT - ½ ", 1" (H) 909PCM1QT - 1 ½ ", 1 ½ ", 2" (H) **009M1QT - 2 (H) **U009M1APCQT - 1 1/2 ", 2" (VUVD, VDVU, VUVU, VDVD) **009M1PCQT - 1 1/4 ", 1 1/2 ", 2" (H) **U009M1AQT - 1 1/2 (H) (VUVD, VDVU, VUVU, VDVD) 909PCW1Q1 - 1/2 , 1 (H) 909PCQT - 3/2 , 1 (VU) 909PCQT - 3/2 , 1 (VU) 909QT - 3/2 , 1 (VU) 909QT - 3/2 , 1 (VU) **U009M1AQT - 2 (H) (VUVD, VDVU, VUVU, VDVD) U009M1PCQT - 1 ¼ ", 1 ½ ", 2" (H) 009M2QT - 3/4 (H) 009M2QT - 1" (H) 009M2QT - 1 1/4 ", 1 1/2 (H) U009M1QT - 1 1/4 (H) 009M2QT - 2 (H) **U009M1QT - 1 ½ , 2" (H) U009M2APCQT - 1" (H, VUVD, VDVU, VUVU, VDVD) U009M2APCQT - 1 ½ " (H, VUVD, VDVU, VUVU, VDVD) 009M2PCQT - 34 " (H) 909QTFDA - 2 1/2 ", 3", 4", 6" (H) 009M2PCQT - 1" (H) 957 - 2 ½ ", 3", 4", 6" (H)

957N - 2 1/2 ", 3", 4" (VUVD)

009M2PCQT - 1 1/4 ", 1 1/4 " (H)

U009M2APCQT - 2" (H, VUVD, VDVU, VUVU, VDVD)

Watts (continued) 009M2PCQT - 2" (H) 957Z - 2 1/2 ", 3", 4" (VUVU) U009M2AQT - 1" (H, VUVD, VDVU, VUVU, VDVD) 009M3QT - 3/4 " (H) 967 - 2 ½ ", 3",4" (H) U009M2AQT - 1 1/2 " (H, VUVD, VDVU, VUVU, VDVD) 967N - 2 ½ ', 3" (VUVD) 967Z - 2 ½ '', 3" (VUVU) 009PCQT - 3/4 " (H) U009M2AQT - 2" (H, VUVD, VDVU, VUVU, VDVD) **009PCQT - 1" (H) U009M2PCQT - 1" (H) **009PCQT - 1 1/4 ", 1 1/4 ", 2" (H) U009M2PCQT - 1 1/2 " (H) **990 - 4 (H) **990 - 8 (H) U009M2PCQT - 2" (H) 009QT - 3/4 (H) **990QT-FDA - 4 (H) **009QT - 1 (H) U009M2QT - 3/4 " (H) -009QT-11/4 , 11/2 , 2 (H) **990QT-FDA - 8 (H) U009M2QT - 1" (H) **009SSM1QT - 2 (H) **992 - 4 (H) U009M2QT - 1 1/2" (H) **009SSM1PCQT - 2" (H) **992 - 10 (H) U009M2QT - 2" (H) **009SSPCQT - 3/4 ", 1" (H) U009PCQT - 3/4 " (H) 994 - 6" (H) **009SSPCQT - 1 1/4 ", 1 1/4 ", 2" (H) 995QT - 3/4 " (H) **U009PCQT - 1" (H)
**U009PCQT - 1 ¼ ", 1 ½ ",2" (H) 995QT - 1" (H) **009SSQT - 3/4 , 1 (H) **009SSQT-11/4 , 11/2 , 2 (H) 995QT - 1 ½ * (H) 995QT - 1 ½ * (H) **U009QT - 3/4 , 1 (H) **U009QT - 1 1/4 , 1 1/2 , 2 (H)
**U009SSPCQT - 3/4 ", 1" (H) 909 - 2 1/2 (H) 909 - 3 (H) FAE909QT - 1 1/4 , 1 1/4 , 2 (H) 909 - 4 (H) FAE909HWQT 1 1/4 , 1 1/2 , 2" (H) **U009SSPCQT - 1 1/4 ", 1 1/2 ", 2" (H) 909 - 6 (H) **U009SSQT - 3/4 , 1 (H) SS009M3QT - 3/8* (H) **909 - 8 , 10 (H) 909BB - 2½ , 3 (H) SS009M3QT - ½ * (H) SS009M3QT - ¾ * (H) **U009SSQT - 1 1/4 , 1 1/2 , 2 (H) U909QT - ¾ ", 1" (H) U909QT - ¾ ", 1" (VU) SS009QT - 1" (H) 909HWQT- 3/4 , 1 (H) 909HWM1QT-1 1/4 ", 1 1/2 ", 2" (H) U009APCQT - 3/4 " (VUVD, VDVU, VUVU, VDVD) U909HWQT - 3/4 ", 1" (H) Wilkins 375ADA -- 8" (H) 475G - 3" (VUVD) **575 -M8 (4 "x 4" x 8" Manifold) (H) 375ADA - 6" (H) **575 - M10 (6 x6 x10 Manifold) (H) 475G - 4", 6" (VUVD) 375ADA - 4" (H) 475 MS - 2 1/2 ", 3" (VUVD) 975 - 3/4 , 1 , 1 1/4 , 1 1/2 , 2 (H) 375 - 2 1/2 ", 3" (H) 475 MS - 4", 6", 8",10" (VUVD) 975 - 21/2 (H) 375 - 4" (H) 475V - 2 1/2 " (VUVU) 975 - 3", 4", 6" (H) 975 - 8", 10" (H) 375 - 10" (H) 475V - 3" (VUVU) 375G - 2 ½ ", 3" (H) 475V - 4" (VUVU) 975A - ¾ ", 1", 1 ¼ ", 1 ½ ", 2" (H) 475V - 6" (VUVU) 475V - 8" (VUVU) 375G - 4" (H) 975 BMS - 2 1/2 ", 3", 4", 6", 8", 10" (H) 375 - 6" (H) 975G - 4", 6" (H) 375 - 8" (H) 475V - 10" (VUVU) 975MS - 2 1/2 ", 3", 4", 6" (H) 975MS - 8", 10" (H) 975XL - ¾", 1", 1 ¼ ", 1 ½ ", 2" (H) 375G - 6" (H) 475VG - 2 1/2 " (VUVU) 475VG - 3" (VUVU) 375G - 8" (H) 975XLBMS - ¾ ", 1", 1 ¼ ", 1 ½ ", 2" (H) 375GPI - 4", 6" (H) 475VG - 4" (VUVU) 475VG - 6" (VUVU) 375GPI - 8" (H) 975XLD - 3/4 " (H) 975XLMS - ¾", 1", 1 ¼ ", 1 ½ ", 2" (H) 975XLSE - ¾", 1" (VUVD, VUVU) 975XLSE - 1 ¼", 1 ½", 2" (VUVD, VUVU) 375PI - 4", 6" (H) 475V MS - 2 ½ ", 3" (VUVU) 375P! - 8" (H) 475V MS - 4", 6",10" (VUVU) 375MS - 2 1/2", 3", 4", 6", 8", 10" (H) **575 - 3/4 , 1 (H) 975XLST - 3/8", ½ " (H) 975XLSEU - ¾ ", 1" (VUVD, VUVU) **575A - 3/4 , 1 (H) 475 - 2 1/2" (VUVD) **575 - 1 ¼ , 1 ½ , 2 (H) 475 - 3" (VUVD) 975XLSEU - 1 ¼ ", 1 ½ ", 2" (VUVD, VUVU) **575 - 2 1/2 (H) 475 - 4", 6" (VUVD) 975XLU - ¾ ", 1", 1 ½ ", 2" (H) 975XLV - ¾ ", 1" (VUVD, VUVU) 475 - 8" (VUVD) **575 - 3 (H) 475 - 10" (VUVD) **575 - 4 (H)

Abbreviations for the orientation of each backflow prevention assembly:

Н

**575 - 6 (H)

475G - 2 1/2 " (VUVD)

horizontal inlet and outlet HVD horizontal inlet, vertical-down outlet VDVD vertical-down inlet, vertical-down outlet VDVU vertical-down inlet, vertical-up outlet VU vertical up VUH vertical-up inlet, horizontal outlet VUVD vertical-up inlet, vertical-down outlet VUVU vertical-up inlet, vertical-up outlet

^{**} Assemblies listed as "only spare parts available," are designated by (**) may not include the shutoff valve designation.

LEWISBURG WATER AND WASTEWATER GENERAL POLICY #5 OCTOBER 19, 2016

CROSS CONNECTIONS, AUXILIARY INTAKES ETC.

The City of Lewisburg Municipal Code Title 18, Chapter 2, Section 18-308 "Use of Protective Devices" addresses the requirements to use certain approved devices for the protection of the public water supply as shall be directed by Lewisburg Water and Wastewater (utility).

This policy sets forth certain "Charges" to be paid by the customer/owner when annual testing and/or special testing on site is required and is performed by the utility or utility's representative.

- 1. Annual test of back flow preventor on site - \$65.00 each.
- 2. Re-test of the above annual test will be performed at a charge of \$65.00 if necessary.
- 3. All testing of back flow preventor devices which require after- hours or weekend testing shall be performed on site by appointment only, at a charge of \$150.00 each.
- 4. Should subject devices fail to be equipped with proper test fittings, the utility will supply a set of (3) three for a charge of \$20.00. (fittings to remain on device for future testing)

Should the customer/owner desire to contract with a private company for "certified testing", such is permissible. However, approved forms/documents must be obtained prior to testing. Certification must be returned upon completion. The utility will advise when annual testing is required.

Approved by the Lewisburg Water and Sewer Board effective this date, October 19, 2016.

Board Chairman

Board Member

LEWISBURG WATER AND WASTEWATER GENERAL POLICY #6

A RESOLUTION ADOPTING A PUBLIC RECORDS POLICY

- WHEREAS, pursuant to Tenn. Code Ann. § 10-7-503(g), every governmental entity subject to the Tennessee Public Records Act ("TPRA") (Tenn. Code Ann. § 10-7-501 et seq.), must establish a written public records policy properly adopted by the appropriate governing authority by July 1, 2017; and
- WHEREAS, the policy adopted shall not impose requirements on those requesting records that are more burdensome than state law; and
- WHEREAS, the governing body of the Lewisburg Water and Wastewater desires to comply with the recent change in state law as it pertains to records management.

NOW THEREFORE BE IT RESOLVED by the board of the Lewisburg Water and Wastewater that the following Public Records Policy for Lewisburg Water and Wastewater is hereby adopted by to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

SECTION 1. The following policy is hereby adopted as the Public Records Policy for the Lewisburg Water and Wastewater:

PUBLIC RECORDS POLICY FOR Lewisburg Water and Wastewater

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the Lewisburg Water and Wastewater is hereby adopted by the board to provide economical and efficient access to public records as provided under the Tennessee Public Records Act ("TPRA") in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. *See* Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the Lewisburg Water and Wastewater are presumed to be open for inspection unless otherwise provided by law.

Personnel of the Lewisburg Water and Wastewater shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the Lewisburg Water and Wastewater, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator for the Lewisburg Water or Wastewater or to the Tennessee Office of Open Records Counsel ("OORC").

This Policy is available for inspection and duplication in the office of the Lewisburg Water and Wastewater Department. This Policy shall be reviewed periodically as needed.

I. Definitions:

- A. Records Custodian: The employee lawfully responsible for the direct custody and care of a public record. *See* Tenn. Code Ann. § 10-7-503(a)(1)(C). The records custodian is not necessarily the original preparer or receiver of the record.
- B. Public Records: All documents, papers. letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. *See* Tenn. Code Ann. § 10-7-503(a)(1)(A).
- C. Public Records Request Coordinator: The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate records custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The Public Records Request Coordinator may also be a records custodian.
- D. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate records custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC will request a mailing address from the requestor for providing any written communication required under the TPRA.
- C. Requests for inspection may be made orally or in writing on Form A at Lewisburg Water and Wastewater, 100 Water St. Lewisburg, Tennessee 37091, by phone at 931-359-6831 or fax at 931-270-0229.
- D. Requests for copies, or requests for inspection and copies, shall be made in writing on Form A in person or by mail at Lewisburg Water and Wastewater, 100 Water St, Lewisburg, TN. 37091.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license or alternative acceptable form of ID is required as a condition to inspect or receive copies of public records.

III. Responding to Public Records Requests

- A. Public Record Request Coordinator
 - 1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;

- b. If the records requested are described with sufficient specificity to identify them; and
- c. If the Lewisburg Water and Wastewater is the custodian of the records.
- 2. The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground such as one of the following:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen;
 - ii. The request lacks specificity;
 - iii. An exemption makes the record not subject to disclosure under the TPRA;
 - iv. The <u>Lewisburg Water and Wastewater</u> is not the custodian of the requested records; or
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate records custodian in the Lewisburg Water and Wastewater.
- 3. The designated PRRC(s) is(are):
 - a. Name or title: The billing clerk or Assistant Manager
 - b. Contact information: Lewisburg Water and Wastewater, 100 Water St, Lewisburg. Tennessee, 37091, 931-359-6831 or fax 931-270-0229.

B. Records Custodian

1. Upon receiving a public records request, a records custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the records custodian is uncertain that an applicable exemption applies, the custodian may consult with the PRRC, counsel, or the OORC.

- 2. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then a records custodian shall, within seven (7) business days from the records custodian's receipt of the request, send the requestor a completed Public Records Request Response Form which is attached as Form B, based on the form developed by the OORC.
- 3. If a records custodian denies a public record request, he or she shall deny the request in writing as provided in Section III.A.2.b and may use the Public Records Request Response Form B.
- 4. If a records custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the records custodian shall use the Public Records Request Response Form B to notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the records custodian should contact the requestor to see if the request can be narrowed.
- 5. If a records custodian discovers records responsive to a records request were omitted, the records custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

C. Redaction

- 1. If a record contains confidential information or information that is not open for public inspection, the records custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the records custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The records custodian and the PRRC may also consult with the OORC.
- 2. Whenever a redacted record is provided, a records custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

IV. Inspection of Records

- A. There shall be no charge for inspection of public records
- B. The location for inspection of records within the offices of the Lewisburg Water and Wastewater shall be determined by either the PRRC or the records custodian.
- C. When a reasonable basis exists, the PRRC or a records custodian may require an appointment for inspection.

V. Copies of Records

A. A records custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.

- B. Copies will be available for pickup at Lewisburg Water and Wastewater.
- C. Upon payment for postage, copies will be delivered to the requestor's home address by the United States Postal Service.
- D. A requestor will not be allowed to make copies of records with personal equipment.
- VI. Fees and Charges and Procedures for Billing and Payment

Fees and charges for copies of public records should not be used to hinder access to public records.

- A. Records custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records.
- B. Government to Government request, fees will be waived.
- C. Fees and charges for copies are as follows:
 - 1. \$0.15 per page for letter- and legal-size black and white copies.
 - 2. The actual cost of any other medium upon which a record/information is being produced.
 - 3. Labor when time exceeds one hour. If an outside vendor is used, the actual costs assessed by the vendor.
- D. Payment is to be made in cash or personal check payable to Lewisburg Water and Wastewater and presented to the Public Records Request Coordinator.
- E. Payment in advance will be required.
- F. Aggregation of Frequent and Multiple Requests
 - 1. The Lewisburg Water and Wastewater will not aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
 - 2. If more than four (4) requests are received within a calendar month:
 - a. Records requests will be aggregated at the monthly level.
 - b. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the records custodian will inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
 - c. Requests for items that are routinely released and readily accessible are exempt from this policy. These records include, but are not limited to: our water board agendas and approved minutes.

SECTION 2. Repealer. Any resolutions, policies, or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict only as pertaining to the subject matter of this resolution.

JECTION 3. Severability. If a part of this resolution is invalid, all valid parts that are severable from the invalid part remain in effect. If a part of this resolution is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 4. Effective Date. This resolution shall become effective upon passage, the public welfare requiring it.

Passed on:

June 13, 2017

SIGNED:

Board Chairman

0101155

Board Member

Board Member

PUBLIC RECORDS REQUEST FORM A

The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate ecords that do not exist.

From:	Requ	nestor Name and Contact Information
Is the requ	estor a Te	ennessee citizen? Yes No
Request:		Inspection (The TPRA does not permit fees or require a written request for inspection only. 1)
		Copy/Duplicate
		If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs. If so, initial here:
		Delivery preference: □ On-Site Pick-Up □ USPS First-Class Mail □ Electronic □ Other:
Records R	Requested	
	-	ı.
date rece rece	es for the ord reque ords soug	tailed description of the record(s) requested, including: (1) type of record; (2) timeframe or records sought; and (3) subject matter or key words related to the records. Under the TPRA sts must be sufficiently detailed to enable a governmental entity to identify the specific
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Is the reque	stor a Te	ennessee citizen? Yes No
Request:		Inspection (The TPRA does not permit fees or require a written request for inspection only. ¹)
		Copy/Duplicate
		If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs. If so, initial here:
		Delivery preference: □ On-Site Pick-Up □ USPS First-Class Mail □ Electronic □ Other:
		a Electronic a Other.
Records Re	equested	
Prov date reco reco	vide a de s for the rd reque rds soug	
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