



RULES AND REGULATIONS

168 Spotnap Road ~ Charlottesville, VA 22911 ~ Tel (434) 977-4511 ~ Fax (434) 979-0698
www.serviceauthority.org

ALBEMARLE COUNTY SERVICE AUTHORITY

RULES AND REGULATIONS

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**ALBEMARLE COUNTY SERVICE AUTHORITY
RULES AND REGULATIONS**

SECTION 1 - GENERAL CONDITIONS [Amended 12/17/09, Revised 03/17/11, Revised 7/1/15]

1-01.INTRODUCTION.

1. The Albemarle County Service Authority sets out these Rules and Regulations, which have been adopted by the Board of Directors of the Albemarle County Service Authority in accordance with the *Virginia Water and Waste Authorities Act* of 1950, as amended, and which are applicable to the public water and sanitary sewerage facilities now existing or which may, in the future, be under the jurisdiction of the Albemarle County Service Authority. This publication establishes the rates, rules and regulations which govern the use of the public water and sanitary sewerage facilities within the Jurisdictional Areas of the Albemarle County Service Authority. [Revised 7/1/15]

2. Inquiry for information or clarification of any item herein pertinent to these policies shall be directed to the Executive Director, Albemarle County Service Authority, 168 Spotnap Road, Charlottesville, Virginia, (434) 977-4511.

1-02.VALIDITY.

1. If any section, subsection, sentence, clause or phrase of these Rules and Regulations is, for any reason held to be invalid, such decision shall not affect the validity of any other part of these Rules and Regulations which can be given effect without such invalid part or parts. [Revised 7/1/15]

2. No statement or regulations contained in these Rules and Regulations shall be construed to interfere with any additional requirements which may be imposed by the State Board of Health or Water Control Board.

3. In the event of any deviation between the rules and regulations in this publication, and applicable rules and regulations of the State Board of Health or the Water Control Board, it shall be understood that the rules and regulations of said State agencies shall prevail insofar as the sanitary sewerage works and public water supply facilities within the jurisdictional Areas are concerned. [Revised 7/1/15]

1-03.EFFECTIVE DATE.

These Rules and Regulations shall take effect and be in full force from and after July 1, 1983, with amendments effective on the date of amendment, from time to time, thereafter. [Revised 7/1/15]

1-04.DEFINITIONS.

Unless the context specifically indicates otherwise, the meaning of terms used herein shall be as follows: [Revised 3/21/91, Revised 7/1/15]

ACSA or Authority or Service Authority - The Albemarle County Service Authority, including its governing and operating bodies and designated agents. Any office referred to solely by title (e.g., Executive Director, Director of Finance) shall be the person retained in this position by the Authority. [Revised 7/1/15]

Act - The *Virginia Water and Waste Authorities Act* of 1950, as amended.

Action Level, FOG - The minimum concentration of fats, oils and grease which indicates a food service establishment must adjust its protocol to remain in compliance with Section 19. [Added 12/17/09]

Air Gap - A physical separation between the free-flowing discharge end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel, such as a tank, plumbing fixture, or other device. An **approved air gap** is a vertical distance between the supply pipe and the overflow rim of the receiving vessel that is at least double the diameter of the supply pipe, and in no case less than one (1) inch. [Added 3/17/11]

Applicant - Any person or entity requesting water and/or sewer service from the Authority.

Assisted Living Facility - A non-medical residential setting, licensed by the Virginia Department of Social Services, that provide or coordinate personal and health care services, 24-hour supervision, and assistance for the care of four or more adults who are aged, infirm or disabled. Assisted living facilities are not nursing homes. A nursing home is a facility in which the primary function is the provision, on a continuing basis, of nursing services and health-related services for the treatment and inpatient care of two or more non-related individuals.

Auxiliary Meter - A water meter dedicated to the service of an irrigation system when the property's non-irrigation water needs are supplied by a primary meter. [Added 01/01/06]

Backflow – The undesirable reversal of the flow of water, or mixtures of water and other liquids, gases, or solids, into the distribution pipes of the potable water supply. Backflow may be caused by backsiphonage or backpressure. [Revised 3/17/11]

Backflow Prevention Device – Any device, assembly, or method used to prevent backflow from occurring in the potable water supply. [Added 3/17/11]

Backpressure – A condition in which the pressure within the customer's private water supply system is greater than the supply pressure at the service connection, resulting in a reversal in the normal direction of flow. Backpressure may be caused by a pump, elevation of the piping, or steam and/or air pressure. [Added 3/17/11]

Backsiphonage – A form of backflow due to an upstream pressure reduction (partial vacuum) in the potable water distribution system. [Added 3/17/11]

Best Management Practices, Kitchen - A schedule of activities and prohibition of practices designed to prevent or reduce the introduction of fats, oils and grease into the ACSA wastewater collection system. [Added 12/17/09]

Board - The Board of Directors of the Authority.

B.O.D. - Biochemical Oxygen Demand; the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at 20 degrees C., expressed in parts per million. The laboratory determination shall be made in accordance with the procedures set forth in Standard Methods.

Building Sewage Drain - That part of the lowest horizontal piping of a sewage system which receives the discharge from the sanitary sewer inside the walls of the building and conveys it to the building sewer beginning five (5) feet (1.52 meters) outside the inner face of the building wall.

Building Sewer - The extension from the building sewage drain to the public sewer or other place for disposal.

Commercial Food Service Establishment - A commercial facility, discharging to the ACSA wastewater collection system, engaged entirely or primarily in the activities of preparing, serving, or otherwise making food and/or drink available for consumption by the public. This includes, but is not limited to, such establishments as restaurants, cafeterias, delicatessens, luncheonettes, sandwich shops, food courts, ice cream parlors, coffee shops, bakeries, catering businesses, grocery stores, and butcher shops. This also includes such commercial facilities as motels, inns, bed and breakfast establishments, and related lodging facilities, where food preparation and serving are an integral part of the operations, and includes bars, taverns, pubs, nightclubs, and related establishments serving alcohol, where food preparation and serving are an integral part of the operations. [Added 12/17/09]

Construction Approval - A letter issued by the Authority to a developer which authorizes him to construct facilities for which the design plans and specifications have been approved by the Authority.

Containment – A policy that confines potential contamination and pollution within the facility in which they arise. [Added 3/17/11]

Contamination – An impairment of the quality of water which creates an actual hazard to the public health through the spread of disease or by chemical poisoning. Compare this term with pollution. [Added 3/17/11]

Contractor - Any person(s), firm, group or affiliates charged with the responsibility of constructing the facilities described in the Authority's *General Water and Sewer Construction Specifications*. [Revised 6/20/85]

County - The County of Albemarle, Virginia, its governing and operating bodies and designated agents.

Cross-Connection – Any unprotected actual or potential connection between the potable water supply and any source of contamination or pollution, such as connection between the potable water supply and a supplementary water supply, or connection between the potable water supply and other piping, fixtures, or vessels in such a manner that water quality may be affected. Cross-connection includes any potable water supply outlet that is submerged, or may be submerged, in groundwater, wastewater, or any other source of contamination. [Revised 3/17/11]

Customer - Any person or entity recorded in the accounts of the Authority as receiving water and/or sewer services and responsible for payment for such services.

Degree of Hazard – The danger posed by a particular substance or set of circumstances. Generally, a low or moderate degree of hazard is related to pollution of the potable water. This does not affect health, but may be aesthetically objectionable. A high degree of hazard is associated with contamination of the potable water, which may cause serious illness or death. [Added 3/17/11]

Developer - Any person, firm, corporation or association having an interest, whether legal or equitable, sole or partial, in any premise requiring the design and construction of facilities which would be under the jurisdiction of the Authority and would become part of the public utilities system of the Authority.

Domestic Water Supply – The supply of water that serves the standard uses of water in a residence or facility, such as for drinking, cooking, heating, bathing, laundering, cleaning, and the flushing of toilets. [Added 3/17/11]

Double Check Valve (DC) Assembly – A testable backflow prevention device consisting of two independently-acting check valves, shut-off valves, and test cocks. It is designed to protect against a non-health hazard (i.e., pollutant) under conditions of both backpressure and backsiphonage. [Added 3/17/11]

Existing Buildings - Those existing buildings for which a Certificate of Occupancy has been issued by the Albemarle County Inspections Department. [Added 6/19/86]

Equivalent Residential Connections (ERC's) - The conversion of metered services to the equivalent of single-family residential connections per the following ratios: [Added 6/29/89, Revised 9/18/14]

<u>Meter Size</u>	<u>ERC's</u>
5/8"	1
1"	2.5
1 1/2"	5
2"	8
3"	16
4"	25
6"	50

Facilities - Any and all component and pertinent parts of the entire systems of the water and sanitary sewer utilities under the jurisdiction of the Authority, such as water pipe lines and their appurtenances, water storage tanks, filtration or treatment facilities and pumping stations, sewer lines and their appurtenances, sewage pumping stations and treatment plants, including these items and others now constructed, installed, operated or maintained by the Service Authority, or any which may be approved and accepted in the future as additions to or extensions of the systems.

Fats, Oils and Grease (FOG) - Organic, non-petroleum compounds derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in the United States Code of Federal Regulations 40 CFR 136, as may be amended from time to time. All are sometimes referred to herein as “grease” or “oil and grease.” [Added 12/17/09]

Food Service Establishment (FSE) - Any facility in which the activities of preparing, serving, or otherwise making food and drink available for consumption by the public are at least a part of the operations of the facility.

This includes commercial food service establishments, other commercial office buildings with food service, industries with food service, and institutions with food services. [Added 12/17/09]

General Water and Sewer Construction Specifications - The Specifications of the Authority, Adopted January 20, 1983, as amended.

Grab Sample - A water sample collected in an instantaneous manner without regard to possible variations in the flow rate or the chemical concentrations of the sample. [Added 12/17/09]

Gray Water - Non-industrial wastewater that has been generated from all uses of potable water with the exception of toilets. For the purposes herein, specific reference is made to the kitchen operations of a food service establishment, and includes such activities as draining, rinsing, soaking, and cleaning. [Added 12/17/09]

Grease Control Device - A device utilized to bring about the separation of waterborne fats, oils and grease from wastewater by reducing the flow rate of the wastewater, and thus eliminate or reduce the oil and grease discharged to the ACSA wastewater collection system. Note that a distinction is made herein between grease interceptor and grease trap; other references may use these terms interchangeably. [Added 12/17/09]

Grease Interceptor - A large-capacity grease control device that is an underground tank or vault, typically constructed of precast concrete, consisting of at least two chambers, and holding several hundred to a few thousand gallons of liquid. It is generally located outside a facility with access lids at ground level, and operates by providing greater retention time which allows for more efficient separation of fats, oils and grease from the wastewater. [Added 12/17/09]

Grease Trap - A small-capacity grease control device that is constructed of resistant metal or plastic, typically holds fewer than 50 gallons of liquid, and is located inside a facility. It may be positioned below floor level or directly beneath a facility sink, and operates to reduce flow rate by a series of baffles. [Added 12/17/09]

Health Hazard - Any condition, devices, or practices in the water supply system and/or its operation which create or, in the judgment of the Authority, may create, a danger to the health and well-being of any customer.

Hexane Extractable Material (HEM) - The typical name used by analytical laboratories for detectable and measurable fats, oils and grease using the analytical test procedures established in the United States Code of Federal Regulations 40 CFR 136. The name refers to the extraction solvent (hexane – C₆H₁₄) used in the analytical procedure. [Added 12/17/09]

Hose Bib Vacuum Breaker – A non-testable backflow prevention device that consists of an atmospheric vacuum breaker. It is designed within, or can be attached to, a hose bib. [Added 3/17/11]

Hotel – An establishment that provides lodging and usually meals, entertainment, and various personal services for the public.

Hospital - A building or buildings where the sick or injured are provided overnight medical or surgical care.

Industry with Food Service - An industrial facility, discharging to the ACSA wastewater collection system, within which a cafeteria is engaged in the activities of preparing, serving, or otherwise making food and/or drink available for consumption by its employees. [Added 12/17/09]

Institution with Food Service - An institutional facility, discharging to the ACSA wastewater collection system, engaged, at least in part, in the activities of preparing, serving, or otherwise making food and/or drink available for consumption by its students, patients, residents, inmates, congregants, and/or employees. This includes, but is not limited to, such institutional establishments as schools, hospitals and related medical facilities, residential treatment centers, nursing homes, assisted living facilities, adult day care centers, child day care establishments, correctional facilities, and churches. For the assisted living facilities, adult day care centers, and child day care establishments, this includes services provided in a residential (home) setting. [Added 12/17/09]

Irrigation System - A device or combination of devices having a pipe or other conduit installed in the landscape for the purpose of applying ACSA provided water to residential or commercial lawns, landscapes or greenspace.

Isolation – A policy that confines potential contamination and pollution to the specific point of water use within the facility. [Added 3/17/11]

Jurisdictional Area - The territory included within the boundaries of the Authority in which the Authority has been authorized, by the Board of Supervisors, to provide and regulate both existing and future water and sanitary sewerage facilities. See Albemarle County Code Sec. 2-701, Va. Code § 15.2-5111. [Revised 7/1/15]

Master-Metered Single-Family Units – A group of single-family residential units served by a primary meter.

Mobile Home Park – A designated area for people to live in mobile homes.

Multifamily – A building with more than one residential dwelling unit built for, and occupied by, private households. This includes apartments and condominiums served by a single service connection to the public main. Multifamily does not include business concerns engaged in providing housing accommodations as well as other significant services (i.e., preparation of meals, health care, housekeeping, etc.) that are classified as commercial establishments. This includes nursing homes, hotels, and assisted living facilities.

Nonpotable Water - Water that is not safe for human consumption or that is of questionable potability.

Nursing Care Facility - A facility or any identifiable component of any facility licensed by the Virginia Department of Health in which the primary function is the provision, on a continuing basis, of nursing services and health-related services for the treatment and inpatient care of two or more nonrelated individuals, including facilities known by varying nomenclature or designation such as convalescent homes, skilled nursing facilities or skilled care facilities, intermediate care facilities, extended care facilities, and nursing homes.

Person - Any individual, firm, corporation, association, society or group.

Plumbing Fixture - Installed receptacles, devices or appliances supplied with water or that receive or discharge liquids or liquid-borne wastes.

Plumbing System - The water supply distribution pipes, plumbing fixtures, including their respective connections, devices and appurtenances within the property lines of the premises; and water-treating or water-using equipment.

Pollution – An impairment of the quality of water to a degree which does not create a hazard to the public health, but which affects the aesthetic qualities of the water for domestic use. Compare this term with contamination. [Added 3/17/11]

Potable Water – Water deemed safe for human consumption. The bacteriological and chemical quality of this water conforms to the requirements of the U.S. Environmental Protection Agency's National Primary Drinking Water Regulations, and the *Waterworks Regulations* of the Virginia Department of Health. [Revised 3/17/11]

Premise - Any building, group of buildings, or land upon which buildings are to be constructed which is or may be served by the facilities of the Service Authority.

Primary Meter - A water meter installed to measure all water supplied to a customer exclusive of water supplied to an irrigation system or to measure water supplied to an irrigation system when no other water use is required on the property or all meters installed prior to January 1, 2006. [Added 01/01/06]

Private Water Supply System – The water service pipe, the water-distribution pipes, and the necessary connecting pipes, fittings, control valves, and all appurtenances on the premises downstream of the service

connection. The private water supply system is the sole responsibility of the property owner, or designated agent of the owner. [Added 3/17/11]

Public Sewer - A sewer in which all owners of abutting properties have equal rights, and which is controlled by the Service Authority.

Rain Sensor - An electric device that measures rainfall and will override the irrigation cycle of an irrigation system, thus turning it off when a predetermined amount of rain has fallen. To meet the requirements of this section, a rain sensor shall be adjusted to shut off irrigation systems in response to one-fourth (1/4) inch or less. [Revised 06/17/04]

Reduced Pressure Zone (RPZ) Assembly – A testable backflow prevention device consisting of two independently-operating, spring-loaded check valves, a reduced pressure zone between the check valves, a relief valve in this zone, and test cocks. An RPZ is the highest quality backflow prevention device, being designed to protect against a non-health hazard (pollution) or a health hazard (contamination) under conditions of both backpressure and backsiphonage. [Added 3/17/11]

RWSA - The Rivanna Water and Sewer Authority, its representatives and designated agents.

Sanitary Sewage - That water-carried waste which derives principally from dwellings, business buildings, institutions, industrial establishments and the like, exclusive of any storm and surface waters.

Sanitary Sewer - A sewer to which storm, surface and ground waters are not intentionally admitted.

Service Connection – The point at which the ACSA potable water distribution system joins a customer's private water supply system. This is the location at which the ACSA loses jurisdictional and sanitary control of the water. [Added 3/17/11]

Sewage - A combination of water-carried waste from residential, commercial, institutional and industrial establishments, together with such ground, surface and storm waters as may be present.

Sewer Volume Charge - The charge made on all users of the public sewerage system whose wastes do not exceed in strength the concentration values established as representative of normal domestic sewage.

Sewerage - The system of sewers and appurtenances for the collection, transportation, pumping, and treatment of sewage.

Shall or will - is mandatory; **may** is permissive. [Revised 7/1/15]

Supplementary Water Supply – Any water source or system, other than the potable water supply, that may be available within a building or on the premises. This includes water from such sources as cisterns, wells, springs, ponds, or streams, and may include process or other used water. [3/17/11]

Undeveloped Lot - Any parcel of land on which no building exists which requires water or sewer for occupancy. [Added 1/27/05]

Wastewater Collection System - Sanitary sewers, manholes, and pump stations used to convey wastewater to a wastewater treatment plant for processing. [Added 12/17/09]

Water Line or Main - A pipe or conduit for transporting water.

Water Service - The pipe which extends underground from the primary meter or auxiliary meter to the exterior face of a structure. [Added 06/18/09]

Water System - All structures, appliances and equipment owned and operated by the Authority and used to collect, store, and transport water for drinking or domestic use and the distribution of water to the public.

SECTION 2 - CONSTRUCTION SPECIFICATIONS

2-01. GENERAL.

1. The Authority shall establish, and revise as necessary, general water and sewer construction specifications to govern the design and construction of water and sewer facilities, and materials used therein, which are to be accepted into the Authority's water and sewer systems.
2. Any developer or owner who proposes to submit application to the Authority for review and approval of plans and specifications for construction of facilities intended for acceptance by the Authority shall be provided, prior to submitting their application, with one (1) set of the *General Water and Sewer Construction Specifications*. The Authority shall be obligated to furnish this one (1) set at no cost on a bona-fide request.
3. Additional sets of the *General Water and Sewer Construction Specifications* may be supplied by the Authority to any recipient of the one free set for a fee. See Appendix B. The General Water and Sewer Construction specifications may also be found at www.serviceauthority.org/specifications. [Revised 7/1/15]

SECTION 3 - POLICY REGARDING SERVICE TO NEW DEVELOPMENTS [Revised 8/15/2013, Revised 3/19/2015]

3-01. CONSTRUCTION AND OWNERSHIP OF NEW FACILITIES.

1. The developer of any new subdivision intended for residential or commercial use or any combination thereof, or the developer of any industrial site shall construct all sanitary sewers and domestic fresh water distribution lines within the subdivision or development at the developers expense. Immediately upon completion and acceptance of the construction work, the sanitary sewer and water facilities shall be dedicated to the Albemarle County Service Authority on a form prescribed by the Authority. The Service Authority shall have the right at any and all times to make, connect or permit new connections, extensions, or improvements or to otherwise use the dedicated facilities in the best interests of the Service Authority.
2. The facilities to be dedicated include pipelines and appurtenances, water service lines from mains to meter connections, pumping stations, land and rights, and other necessary components of the utility system(s). Service lines from buildings to the public sewer or water meter shall be maintained by the owner of the building(s) and installed at the applicant's expense.
3. The ACSA's responsibility for maintenance, repair and replacement of its water system, including all mains, service connections and appurtenant equipment thereon, ends at the ACSA meter serving the customer. The customer is responsible for all repair and maintenance of the water service, and appurtenant equipment thereon, running from the ACSA's meter to the premise served.
4. The ACSA's responsibility for maintenance, repair and replacement of its sanitary sewer system, including all mains, manholes and appurtenant equipment thereon, ends at the ACSA public sewer main or manhole serving the customer. The customer is responsible for all repair and maintenance of the building sewer, and appurtenant equipment thereon, running from the ACSA's main or manhole to the premise served.
5. The developer shall be responsible for any maintenance as a result of construction or defects of said facilities for one (1) year from the date of initial operation or acceptance, whichever is later.

3-02. PLAN REVIEW.

The Service Authority shall, in conjunction with its Engineers, review and approve, or revise if necessary to conform with the *Construction Specifications*, prepared plans for all projects for developing, extending, or any construction of, water mains and sanitary sewer lines, and all pertinent connections, structures and accessories proposed thereto within the Jurisdictional Areas, prior to any construction of such project.

The ACSA shall determine the size, location and construction specifications of all facilities which will become a part of its system or serve its system.

3-03. AUTHORITY STANDARDS TO BE USED IN CONSTRUCTION.

Materials, workmanship and procedures used in the work shall be in accordance with the *Construction Specifications* established and approved by the Authority.

3-04. SITE INSPECTIONS.

During progress of the work, the members of the Authority or their authorized Engineers, inspectors or others who are directly concerned with the work shall have access to the locations of construction for the purpose of establishing to their satisfaction that the projects are being constructed to the Authority's requirements and in accordance with approved plans and specifications.

The Authority shall have access to use the airspace above the locations of construction for the flight of Unmanned Aerial Vehicles for the purpose of imagery collection.

3-05. FINAL INSPECTION OF CONSTRUCTION.

After completion of the facilities and on written request of the developer or owner responsible for the construction, the Authority shall make a final comprehensive inspection of the completed projects and shall be satisfied as to conformance to plans and specifications before accepting the facilities to become a part of the public utilities system of the Service Authority.

SECTION 4 - POLICY REGARDING OFF-SITE EXTENSIONS

4-01. GENERAL.

Off-site extensions of water and/or sanitary sewer lines to serve new developments shall be the responsibility of the developer. An off-site extension is defined as an extension of a water and/or sanitary sewer line by a developer from the developer's property boundary as determined by the Authority to existing Authority facilities.

4-02. CONDITIONS FOR AUTHORITY PARTICIPATION.

1. The Authority may participate in such extension only when, in the opinion of the Authority, such extension will service properties other than that of the developer which may be required by the Albemarle County Zoning Ordinance and Comprehensive Plan, as amended, to have public water and/or sewer available before development may occur.

2. The Authority will not participate in an off-site water line or sewer line extension that is less than eight (8) inches in diameter.

3. If Authority participation in an off-site extension project is requested the developer shall enter into a written contract with the Authority agreeing to the following:

A. The developer is solely responsible for all aspects of the construction project, which shall be performed in compliance with all applicable federal, state, and local requirements and Authority rules and regulations.

B. All required federal, state, and local government approvals of both the developer's building project and utility extension project shall be obtained by the developer and delivered in writing to the Authority prior to the Authority agreeing to participate in the project.

C. The off-site water and/or sewer project shall be publicly bid. Bid requirements and procedures shall conform with those of Chapter 43 of Title 2.2 of the Code of Virginia Public Procurement Act, with the necessary changes in points of detail. The project shall be awarded to the lowest responsible bidder. Authority approval of the lowest responsible bidder shall be required prior to the award of the contract.

D. Prior to the award of the contract, the developer shall furnish to the Authority a certified check in the amount of the contract award, or a bond, with surety satisfactory to the Authority, in an amount sufficient for and conditioned upon the construction of the off-site facilities.

E. During the construction of the project, the Authority shall approve all project estimates prior to payment to contractors.

4-03. CREDIT AGAINST FUTURE CHARGES.

1. Upon completion of the project and acceptance into the Authority's system, the Authority shall enter into a written agreement granting to the developer credit against future water and/or sewer system development charges up to a maximum of one hundred (100) per cent of the off-site construction costs.

2. In calculating the credit, off-site construction costs shall include only amounts paid to contractors for labor and materials and shall not include administrative, engineering, and legal fees or the cost of any additional line size required by the Authority.

4-04. CONDITIONS ON USE OF CREDIT.

The credit can only be used for the property for which the off-site extension is constructed. The credit does not constitute a priority for water or sewer service. As water and/or sewer connections are made, the developer must use first its existing credit. The credit shall expire ten (10) years after acceptance of the off-site water and/or sewer line extension into the Authority's system, whether the credit has been used in its entirety or not. [Amended 3/21/91]

4-05. AUTHORITY'S RIGHT OF REFUSAL TO PARTICIPATE.

The Authority shall have the right to refuse to participate upon any reasonable grounds and specifically for any extension determined to be detrimental to the water or sewer system or when, in the sole opinion of the Authority, the extension is economically unfeasible.

SECTION 5 - POLICY REGARDING OVERSIZE MAINS [Amended 3/19/87]

5-01. OFF-SITE OVERSIZE MAINS.

1. The Service Authority may require a developer to install a water and/or sewer main larger than that required to adequately serve the developer's property.
2. For off-site oversize mains for which the Developer has requested the Authority's participation in accordance with Section 4 of these *Rules and Regulations*, the written contract between the developer and the Authority shall require that unit prices be obtained for both the size line required by the Authority and the size line adequate to serve the needs of the developer, the difference in such costs to be borne by the Authority.
3. Upon completion of the project and acceptance into the Authority's system, the Authority shall reimburse the developer the additional cost of the oversize line. Reimbursement shall include only amounts paid to contractors for labor and materials and shall not include administrative, engineering, or legal fees. Provisions for reimbursement shall be incorporated into the off-site extension contract.
4. The developer may elect not to publicly bid an off-site oversize main, in which case the Authority and the developer shall enter into a written contract agreeing that the Authority will reimburse the developer the difference in the cost of the size materials required by the Authority and the size materials necessary to adequately serve the needs of the developer, such difference in cost to be determined by the Authority based on current local material prices. Differences in material unit costs shall be specified in the contract and material quantities determined upon completion of the construction.
5. In either case, reimbursement shall not be made until such mains are accepted into the Authority's system.

5-02. ON-SITE OVERSIZE MAINS.

1. The Authority may require a developer to install on-site oversize mains. In such case the developer and the Authority shall enter into a written contract agreeing to one of the following means of reimbursement:
2. For on-site oversize mains the developer and the Authority shall enter into a written contract agreeing as follows:
 - A. The developer is solely responsible for all aspects of the construction project, which shall be performed in compliance with all applicable federal, state, and local requirements and Authority rules and regulations.
 - B. All required federal, state and local government approvals of both the developer's building project and the utility extension project shall be obtained by the developer and delivered in writing to the Authority prior to the Authority agreeing to participate in the project.
 - C. The project shall be publicly bid. Unit prices shall be obtained for both the size line required by the Authority and the size line adequate to serve the needs of the developer, the difference in such costs to be borne by the Authority. Bid requirements and procedures shall conform with those of Chapter 43 of Title 2.2 of the Code of Virginia Public Procurement Act, with the necessary changes in points of detail. The project shall be awarded to the lowest responsible bidder. Authority approval of the lowest responsible bidder shall be required prior to the award of the contract.
 - D. Prior to the award of the contract, the owner or developer shall furnish to the Authority a certified check in the amount of the contract award, or a bond, with surety satisfactory to the Authority, in an amount sufficient for and conditioned upon the construction of the on-site facilities.
 - E. During the construction of the project, the Authority shall approve all change orders. The Authority shall approve all project estimates prior to payment to contractors.
 - F. Upon completion of the project and acceptance into the Authority's system, the Authority shall reimburse the developer the additional cost of the oversize line. Reimbursement shall include only amounts paid to contractors for labor and materials and shall not include administrative, engineering or legal fees.
3. The developer may elect not to publicly bid the work, in which case the Authority shall reimburse the developer the difference in the cost of the size materials required by the Authority and the cost of the size materials necessary to adequately serve the needs of the developer, such difference in cost to be determined by the Authority. Differences in material unit costs shall be specified in the contract and material quantities determined upon completion of the construction.
4. In either case, reimbursement shall not be made until such mains are accepted into the Authority's system.

SECTION 6 - POLICY REGARDING SERVICE TO DEVELOPED AREAS [Revised 09/01/2009]

6-01. GENERAL.

The Authority may, at its option, install water and/or sewer facilities within a developed area when, in the Authority's opinion, the installation of such facilities is economically feasible and justifiable and the finances of the Authority are such as to warrant the necessary expenditure.

SECTION 7 - APPLICATION FOR SERVICES

7-01. GENERAL.

1. The Authority shall accept, review and render decision on applications for water and sanitary sewer service to the premises described in the application from any applicant who owns or legally represents the owner(s) of land, or who is a tenant of land, within the Jurisdictional Area.
2. The Authority reserves the right to approve, revise, request additional data or design information on, or to disapprove any such application or plans pertinent thereto.
3. Application for service may be made in person, by phone, fax, or email. In either case, all information requested by the Authority must be provided before an application is approved. All applicable fees and charges must be paid before service is provided. [Revised 7/1/15]
4. To prevent water damage, the applicant for water service to any existing premise to which public water has previously been supplied must arrange to have someone with access to the premises present when the water is turned back on. Twenty-four (24) hours' notice will normally be required to schedule such turn-on.

7-02. SERVICE TO EXISTING CONNECTIONS.

When an application for water and/or sanitary sewer service is for a premise previously or currently billed for such service, the account for that premise will be transferred to the applicant's name on the day service is requested. The meter and appurtenances will be examined for condition and proper installation on that day, and a reading taken in order to begin recording the customer's consumption. If the applicant is not the premise/property owner, a tenant deposit will be required prior to establishing service. [Amended 06/21/12]

7-03. NEW RESIDENTIAL AND COMMERCIAL CONNECTIONS - EXISTING FACILITIES.

Applications for initial water and/or sewer service for existing or proposed new individual or multiple dwellings or commercial establishments to which the Authority's service facility is immediately adjacent and available, shall be made in duplicate on a form prescribed and furnished by the Authority for the purpose of such application and each form shall be accompanied by measurements, maps, drawings and such other data as will clearly establish and indicate the physical location within the Jurisdictional Area of the premise(s) for which the application is submitted and the location on the premise(s) of the service or services applied for.

Payment of applicable fees will be accepted upon presentation of a current approved building permit, a copy of which may be retained by the Authority. Should this permit expire, the fees will be returned to the applicant. Payment prior to actual completion of construction does not constitute a guarantee of service, which is provided on a first-come, first-served basis to applicants ready for such service. Neither does such payment authorize the applicant to use the service(s) applied for until the installation has received the necessary inspection approvals from the appropriate State and/or local agencies.

7-04. NEW RESIDENTIAL AND COMMERCIAL CONNECTIONS - NEW FACILITIES.

Where water and/or sewer service is desired to serve residential and/or commercial premises and provision of such service shall require the construction of new water and/or sewer facilities, application shall be made to the Authority as required in the General Water and Sewer Construction Specifications.

7-05. NEW IRRIGATION CONNECTIONS [Added 01/01/06]

In order to obtain a dedicated irrigation meter the following process shall be followed:

1. The applicant shall apply for an irrigation meter and provide flow and demand requirements of the proposed system for proper sizing of the meter.
2. Upon the Authority's approval of the irrigation system the applicant shall apply for a backflow permit with the County of Albemarle.
3. The County of Albemarle must inspect the system to ensure that the backflow device is in place.
4. The Authority shall set the meter.
5. The applicant shall provide the Authority with a date and time backflow device will be tested.
6. The Authority shall confirm inspection by the County of Albemarle, ensuring backflow test has been scheduled and shall unlock the meter.
7. The applicant provides the Authority with passing test results for backflow device.

7-06. INDUSTRIAL CONNECTIONS.

Application for proposed water and sewer facilities to serve any type of industrial establishment within the Jurisdictional Areas shall be made in writing to the Authority. Complete information regarding plant location, type of industry, raw and finished products, approximate volume of utility requirements, type of industrial wastes to be discharged, proposed facilities for pre-treatment of industrial wastes, and other data pertinent to the industry, shall accompany the application. The applicant for water and sanitary sewer services to serve industrial establishments shall conform to the requirements for application outlined in 7-02, 7-03 and 7-04 above, as may be governed by the location of the proposed industrial site.

7-07. ACCEPTANCE OF NEW CONSTRUCTION.

1. The Executive Director shall accept newly constructed water and sanitary sewer service facilities classified above in Sections 7-03, 7-04 and 7-05 on satisfaction of the following conditions:

- A. That all requirements of the General Water and Sewer Construction Specifications have been fulfilled in the opinion of the Authority.
- B. That all matters relative to specific contracts between the developer or owner and the Authority are in order.
- C. That payment has been made by the developer or owner for all fees relative to applications, inspections and tests. [Revised 6/20/85]
- D. That explicit understanding exists between the developer or owner and the Authority that the developer or owner shall be responsible for and obligated to correct any deficiencies in construction within a period of one year from the date of acceptance of the facilities by the Authority. This condition shall be stipulated in the written form of acceptance issued by the Authority.

2. Acceptance of the newly constructed facilities, when approved by the Authority, shall be made in writing to the developer or owner responsible for the construction.

3. The issuance of the written form of acceptance of any such facilities shall constitute an irrevocable agreement between the developer or owner responsible for construction and the Authority and County; and any officers, agents, servants and employees of the Authority and County shall be indemnified and held harmless by the developer or owner from liability and responsibility of any nature and kind for costs, including attorney fees, or payments on, labor, equipment, or material used in construction of the accepted facilities or on account of any patented or unpatented invention, process, article or appliance manufactured for or used in construction of, or for the intended operation of, the accepted facilities. [Revised 8/17/17]

7-08. TEMPORARY WATER SERVICE.

Temporary water service will be provided for builders and developers at construction sites under the following conditions: [Revised 7/1/15]

- A. The applicant for temporary service must sign an agreement stipulating the temporary nature of the service on a form provided by the Authority, and pay a charge to cover the costs of servicing this special account. If the applicant wishes to extend the temporary service beyond ninety days, the applicant must pay an additional charge for each thirty-day extension. The additional charge must be paid before the end of the existing service period. [Amended 2/20/86] See Appendix B.
- B. The Authority will assess a deposit sufficient to cover the replacement cost of the meter installed to monitor consumption (see Appendix B for the deposit schedule). This deposit, less any expenses for maintenance and/or repair of the meter, may either be refunded after the temporary service is terminated or applied to the connection fees due for regular service to the premise. [Amended 2/20/86]
- C. Water consumption will be billed at the then-current rates.
- D. No water will be allowed to pass into the building sewer lateral until that lateral has been passed by the County Inspections Department.

7-09. TEMPORARY USE OF FIRE HYDRANTS. [Revised 10/1/16]

Temporary use of fire hydrants for non-firefighting purposes may be authorized by the Executive Director. Use of fire hydrants shall not be approved to circumvent the installation of a permanent metered water connection. The following procedures apply to non-fire-related uses of fire hydrants:

- A. Written authorization must be obtained from the Authority prior to use of any fire hydrant. The

Authority may designate specific fire hydrants for use and establish conditions under which use will be permitted. Failure to comply with all conditions or to pay all charges will result in revocation of the authorization.

B. All non-fire-related uses of fire hydrants shall be through a fire hydrant meter. Upon written application, authorization may be granted for use of a fire hydrant meter for 90 consecutive days and may be renewed for additional 90 day periods. At the time of application, a deposit shall be charged. See Appendix B.

C. When authorization for use of a fire hydrant is granted to water haulers, or contractors filling tank trucks for distribution of water throughout a construction site, the water tank shall be inspected by Authority personnel for proper backflow protection. A certificate shall be issued for the tank upon satisfactory inspection and shall remain with the tank at all times.

D. All water acquired through a fire hydrant meter shall be charged at twice the current Non-Residential and Multi-Family Residential Rate. Meter readings of fire hydrant meters shall be reported to the Authority by the 4th of every month. The authorized user of a fire hydrant meter will be invoiced each month with charges for actual consumption registered by the fire hydrant meter, plus a monthly usage fee. Failure to submit a meter reading will result in a non-refundable fee. See Appendix B. Failure to submit a meter reading may also be cause for confiscation of the fire hydrant meter and a forfeiture of the deposit. Any fire hydrant meter failing to register consumption for three consecutive months shall be returned to the Authority immediately.

E. Upon the return of a fire hydrant meter at the end of the authorization period, the refundable portion of the deposit shall be held no longer than 30 days, pending the testing of the meter and backflow prevention device for damage. The cost of repairing or replacing the meter or backflow prevention device, damages to the fire hydrant or surrounding area, and any unpaid volume charges shall be withheld from the deposit. If the deposit is insufficient to cover such repair work or unpaid charges, the additional costs will be assessed to the user.

F. Fire hydrant meters held for a 12-month period shall be returned to the Authority on the one-year anniversary of the issuance date for testing of the meter and backflow prevention device. The applicant will be given a replacement fire hydrant meter and will be billed directly for the repair or replacement of any components of the fire hydrant meter assembly found to be damaged.

G. Failure to return a fire hydrant meter shall be cause for the forfeiture of the deposit.

SECTION 8 – CROSS-CONNECTION AND BACKFLOW PREVENTION [Revised 10/15/2009, 03/17/2011, 5/16/2013]

8-01. INTRODUCTION.

Protection of the quality of drinking water that the Albemarle County Service Authority (ACSA) provides to each of its customers is of paramount importance. Contamination or pollution of the water can potentially result from the physical connection that exists between the ACSA potable water distribution system and the private water supply system of each of its customers. Further, various cross-connections within customers' private systems are possible due to the numerous uses of the potable water. As a result of this potential contamination, and due to the common physical forces of backpressure and backsiphonage, intense focus on the prevention of cross-connections and backflow is critical to maintain water quality.

8-02. PURPOSE.

This Section is adopted for the following purposes:

1. To comply with the requirements of Part II, Article 4 (Section 12 VAC 5-590-580 through Section 12 VAC 5-590-630) of the Commonwealth of Virginia, Department of Health (VDH), *Waterworks Regulations*.
2. To protect the ACSA potable water distribution system from the possibility of contamination or pollution by (a) preventing, eliminating, or controlling cross-connections, actual or potential, that exist within the private water supply system(s) of each customer, and (b) isolating within each customer's private water supply system(s) all such contaminants or pollutants that could potentially enter the public system by backflow.
3. To provide for a systematic program of cross-connection and backflow prevention to safeguard the quality of the ACSA potable water distribution system.

8-03. APPLICABILITY.

With the understanding that the physical connection between the ACSA potable water distribution system and the private water supply system of each customer serves as a potential source of contamination or pollution, the provisions of this Section are applicable to every ACSA water customer.

Mandatory installation and testing of an approved backflow prevention device on the domestic water supply are required of all customers in the billing classifications of Industrial, Institutional, Commercial/Other, and Commercial/Office. Mandatory installation and testing of an approved backflow prevention device on the domestic water supply may be required of a customer in the Residential classification if the ACSA has knowledge of certain activities, practices, or internal plumbing arrangements that could present a hazard to the ACSA potable water distribution system.

Mandatory installation and testing of an approved backflow prevention device on an irrigation system or a fire suppression system are required of all customers in all billing categories that maintain such a system(s).

8-04. ACSA ADMINISTRATION.

In accordance with 12 VAC 5-590-600.B.1 of the *Waterworks Regulations*, at least one ACSA employee shall be designated as responsible for the inspection of the waterworks for cross-connection and backflow prevention. Ultimate responsibility shall be held, and certain decisions in the program shall be made, by the Executive Director.

8-05. PROGRAM RESPONSIBILITIES.

An effective cross-connection and backflow prevention program requires the cooperation of not only the ACSA and its water supply customers, but also the Rivanna Water and Sewer Authority (RWSA), the Albemarle County building officials, the certified backflow prevention device testers, and the Virginia Department of Health (VDH). Each of these individuals or groups has certain responsibilities in the program; some of these are listed below and will be discussed throughout the Section.

8-06. RESPONSIBILITIES OF THE RWSA.

The RWSA is responsible for the construction, maintenance, and operation of the North Rivanna, South Rivanna, Observatory, Crozet, Red Hill, and Scottsville water treatment plants, and related appurtenances, and for the delivery of potable water from these plants to the ACSA distribution systems.

8-07. RESPONSIBILITIES OF THE ACSA.

1. The ACSA shall solely manage the cross-connection and backflow prevention program in accordance with the Commonwealth of Virginia, Department of Health, *Waterworks Regulations*.
2. The ACSA shall have full responsibility for maintaining the quality of the water delivered to our Urban Area, Crozet, Red Hill, and Scottsville waterworks distribution systems, ending at the service connection of each customer.
3. The ACSA shall provide continuing evaluation and identification of all cross-connection and backflow hazards having the potential to impair the quality of water delivered to its customers. This shall include assessments of each residential and non-residential customer's private water supply system, and a determination of the degree of hazard, if any, to the waterworks.
4. To facilitate the assessment of each residential and non-residential customer's private water supply system, the ACSA Cross-Connection and Backflow Prevention Program shall maintain an accurate and up-to-date inventory of the ACSA water customers.
5. Assessments of residential and non-residential customers' private water supply systems may be accomplished through questionnaires, surveys, voluntary inspections by owners, telephone or electronic communications, discussions with certified backflow prevention testers knowledgeable of a residence or facility, or by on-site ACSA inspections and interviews.
6. The ACSA shall require the installation, maintenance, and testing of an approved backflow prevention device on the domestic water supply system of each customer in the following classifications of water service: Industrial, Institutional, Commercial/Other, and Commercial/Office (i.e., all non-residential customers).
7. The ACSA may require the installation, maintenance, and testing of an approved backflow prevention device on the domestic water supply system of a customer in the Residential classification if there is known to exist certain activities, practices, or internal plumbing arrangements that could present a hazard to the ACSA potable water distribution system.
8. The ACSA shall require the installation, maintenance, and testing of an approved backflow prevention device on any irrigation system of a customer, regardless of classification, who maintains such a system where water is supplied by the ACSA.
9. The ACSA shall require the installation, maintenance, and testing of an approved backflow prevention device on a fire suppression system of any customer, regardless of classification, who maintains such a system.
10. The ACSA shall have the right to request inspection of the private water supply system on the premises of a customer in the classifications listed in 8-07.7, as frequently as may be necessary to insure the safety of the ACSA potable water system.
11. The ACSA shall have the right to request inspection of the private water supply system on the premises of a Residential customer with a required backflow prevention device on a domestic or fire suppression system, as frequently as may be necessary to insure the safety of the ACSA potable water distribution system.
12. The ACSA shall have the right to request inspection of the private water supply system on the premises of a Residential customer with a required backflow prevention device on an irrigation system, as frequently as may be necessary to insure the safety of the ACSA potable water distribution system. Entry to a residence, garage, or other building on the premises shall be necessary only if a portion of the irrigation system or the backflow prevention device is located in these structures.
13. The ACSA shall have the right to request inspection of the private water supply system on the premises of a Residential customer if sufficient evidence exists that the safety of the ACSA potable water distribution system may be compromised.
14. In accordance with 12 VAC 5-590-550.N. of the *Waterworks Regulations*, the ACSA shall maintain all records of facility inspections, questionnaires, location of backflow prevention devices, and the testing and maintenance of each device for a period of at least ten (10) years.

15. The ACSA shall maintain, and make available upon request, a list of certified backflow prevention device testers.
16. The ACSA shall provide general and specific information to all water customers, especially those who have installed a backflow prevention device, or who have been asked to do so. Such consultation shall include the requirements for certain backflow prevention devices, options the customer may have, and may require a visit to the residence or facility in order to provide the most thorough and accurate information.
17. The ACSA shall develop and maintain an educational program for its residential and non-residential water supply customers so that they have a basic understanding of cross-connections, and the potential dangers of backflow to the potable water distribution system.
18. The ACSA shall strongly recommend the installation of hose bib vacuum breakers on the outside faucets of residences and commercial facilities where the device is not an integral part of the hose bib.
19. In accordance with the recommendation of 12 VAC 5-590-600.B.5. of the *Waterworks Regulations*, the ACSA may discontinue water service to its customers if the pressure in the distribution system drops below 10 psi for any reason.
20. Should there occur a backflow event in which contamination or pollution is known to have been introduced into the potable water distribution system, the ACSA shall take prompt corrective action to confine or eliminate the contamination or pollution, and shall immediately notify the VDH.

8-08. RESPONSIBILITIES OF A WATER CUSTOMER.

1. No water supply customer shall knowingly establish a cross-connection between the ACSA potable water supply and a supplementary water supply that could potentially be a source of contamination or pollution.
2. The owner or designated agent (hereinafter referred to as "owner") of a facility provided potable water by the ACSA in the classifications of Industrial, Institutional, Commercial/Other, and Commercial/Office shall be responsible for the installation of a backflow prevention device on the domestic water supply. Installation shall occur within one (1) year of notification by the ACSA. However, if the ACSA determines that a high degree of hazard exists at the facility, installation shall occur within thirty (30) days of notification.
3. The owner of a facility or residence provided potable water by the ACSA, and who maintains an irrigation system, regardless of classification, shall be responsible for the proper installation of an approved backflow prevention device. Installation shall occur with initial construction of the irrigation system, or within thirty (30) days of notification by the ACSA.
4. The owner of a facility or residence provided potable water by the ACSA and who maintains a fire suppression system, regardless of classification, shall be responsible for the installation of an approved backflow prevention device. Installation shall occur with initial construction of the fire suppression system, or within thirty (30) days of notification by the ACSA.
5. The owner of a facility or residence with a backflow prevention device shall maintain the device in good working order, and shall make no arrangements or modifications for the purpose of by-passing or defeating such a device.
6. The owner of a facility or residence with an approved backflow prevention device shall provide for an inspection of, and an operational test to be performed on, such device. Inspection and testing shall occur at least annually, and the expense shall be borne by the owner. Inspection and testing shall be performed by a backflow prevention device tester who maintains current certification with the ACSA.
7. The owner of a facility or residence with a backflow prevention device on an irrigation system shall be required to provide for an inspection of, and an operational test to be performed on, such device at system start-up in the spring, regardless of planned usage of the water.
8. The annual inspection and testing of a backflow prevention device associated with an irrigation system shall also include inspection and testing of the system's rain sensor, as required in Section 17-02.C of these *Rules and Regulations*.
9. The owner of a facility or residence with a backflow prevention device shall ultimately be responsible that all test results, inspection reports, maintenance records, and disconnection service documents be provided to the ACSA within ten (10) calendar days of the completion of such work.
10. The owner of a facility or residence with a backflow prevention device shall ultimately be responsible for scheduling the on-going annual inspection and testing of any such device.
11. The owner of a facility with a backflow prevention device shall notify the ACSA when the nature of the use of the property changes, so as to assess the acceptability of the existing device.

12. Should a backflow event occur, the customer shall immediately notify the ACSA, and take steps to confine the contamination or pollution.

8-09. RESPONSIBILITIES OF A CERTIFIED BACKFLOW PREVENTION DEVICE TESTER.

1. A certified backflow prevention device tester shall maintain their certification to the standards set herein in order to submit a backflow test report that is acceptable to the ACSA, and to remain on a list of certified testers.

2. A certified backflow prevention device tester shall provide all records of inspection and testing to the ACSA within ten (10) calendar days of the completion of such work.

3. In the event of the failure of a backflow prevention device, a certified backflow prevention device tester shall repair or replace the device in accordance with the degree of hazard associated with the facility, as described in Section 08-15.14.

4. A certified backflow prevention device tester who services and tests irrigation systems, both residential and non-residential, shall perform the annual test on the backflow device at system start-up in the spring. Additionally, this service shall also include inspection and testing of the system's rain sensor, as required in Section 17-02.C of these *Rules and Regulations*.

5. A certified backflow prevention device tester shall tag all indoor devices upon testing. At a minimum, the tag shall provide the name of the tester, the company and its contact information, and the date the test was performed.

6. A certified backflow prevention device tester, regardless of the system serviced, is strongly encouraged to establish a schedule with their customers, and to notify them in advance when the annual test is due. With this arrangement, the customer, the certified tester, and the ACSA will all benefit.

8-10. CROSS-CONNECTIONS PROHIBITED.

The ACSA potable water distribution system shall be designed, installed, and maintained in such a manner as to prevent contamination or pollution, originating from non-potable liquids, solids, or gases, from being introduced into the potable water distribution system through cross-connections or any other piping connections to the system.

Cross-connections within the private water supply system of an ACSA customer, in which the ACSA potable water provided to the customer may potentially be contaminated or polluted by a connection to a supplementary water supply, or by process water, used water, or any other source of non-potable water or water of questionable quality, are strictly forbidden. Complete physical separation of the ACSA potable water from any other supply of water must be accomplished with an approved air gap, or by other appropriate means, as determined solely by the ACSA.

8-11. BACKFLOW PREVENTION WITHIN THE ACSA WATER SYSTEM.

The ACSA potable water distribution system shall be protected against backflow by installing and maintaining approved Reduced Pressure Zone backflow prevention devices (RPZs) at all locations where backsiphonage or backpressure within the system may occur. This includes, but is not limited to, all wells, pump stations, and maintenance facilities.

8-12. BACKFLOW PREVENTION AT CUSTOMER SERVICE CONNECTIONS (CONTAINMENT).

The ACSA potable water distribution system shall be protected against backflow at the service connections of all customers listed in Section 8-07.7-10. This includes all of the specific facilities listed in 12 VAC 5 590-610 of the *Waterworks Regulations*, plus all commercial facilities. It also includes residences where there is reasonable concern for a potential cross-connection or backflow hazard.

8-13. INSTALLATION OF BACKFLOW PREVENTION DEVICES.

1. Backflow prevention devices shall be installed, maintained, and tested by the owner of the facility or residence, at the owner's expense.

2. All backflow prevention devices shall be approved by the University of Southern California Foundation

- for Cross-Connection Control and Hydraulic Research, or by the American Society of Sanitary Engineers.
3. All backflow prevention devices shall be installed in accordance with the manufacturer's instructions and the Uniform Statewide Plumbing Code.
 4. All backflow prevention devices shall be installed so that they are accessible for inspection, testing, and repair.
 5. Backflow prevention devices for containment shall be installed on the customer's premises as part of the customer's private water supply system. The location of the device shall be determined by the system(s) being protected. In all cases, the device shall be positioned upstream from any unprotected branch of the plumbing. Installation of a device at a location downstream from the service connection does not eliminate the customer's responsibility to protect the ACSA potable water distribution system from contamination or pollution between the service connection and the device.
 6. All backflow prevention devices shall be protected from freezing.
 7. To the best of the owner's ability, all backflow prevention devices shall be protected from vandalism.
 8. RPZs shall not be installed in underground vaults or pits, and shall be installed so as to be protected from flooding. Further, RPZs that are installed within a building shall be provided with the means to convey the discharge of water to a suitable drain.
 9. There shall be a provision for thermal expansion when a backflow prevention device is installed on a system that uses hot water.
 10. For an air gap installation, the physical separation must be accomplished with an approved air gap, and all piping between the customer's supply line and the receiving vessel shall be entirely visible.
 11. No customer shall modify, bypass, or remove a backflow prevention device without the notification and approval of the ACSA.

8-14. REQUIRED/ACCEPTABLE BACKFLOW PREVENTION DEVICES.

The type of backflow prevention device that is required or acceptable is based upon the existing or potential degree of hazard, and whether backflow can occur by backsiphonage only, or by backsiphonage or backpressure.

Customer Water Supply System	RPZ Required	RPZ Acceptable	DC Acceptable
Domestic, Residential (Low or Moderate Hazard) ^{1,2}		X	X
Domestic, Residential (High Hazard) ^{1,2}	X		
Domestic, Non-Residential (Low or Moderate Hazard)		X ³	X
Domestic, Non-Residential (High Hazard)	X		
Fire Suppression, Residential or Non-Residential	X ⁴	X	X
Irrigation, Residential or Non-Residential	X ^{5,6}		

RPZ – Reduced Pressure Zone Assembly
 DC – Double Check Valve Assembly

¹ a device is needed only where certain activities, practices, or internal plumbing arrangements are known to exist

² includes buildings four (4) or more stories in height, per 12 VAC 5-590-610.E of the VDH *Waterworks Regulations*

³ recommended

⁴ if the system contains any of the following: storage; booster pump; foam or other fire retardant; anti-freeze, or other chemical additive

⁵ considered high hazard due to the potential for biological and/or chemical contamination

⁶ a yard hydrant constructed with an approved air gap to prevent drain water from reaching the service line shall not require additional backflow protection; see Section 08-18.

8-15. MAINTENANCE AND TESTING OF BACKFLOW PREVENTION DEVICES.

1. The testing of an approved backflow prevention device shall be conducted only by a technician who is certified by the ACSA.

2. A backflow prevention device shall be tested upon installation. For service to a new facility, this shall be prior to the delivery of water to the customer.
3. For a new facility served by newly-installed ACSA water lines, a device on a domestic or irrigation system shall be tested after thirty (30) days of service due to the possibility of debris in the water lines and the resultant fouling of the device.
4. All backflow prevention devices shall be tested annually thereafter.
5. For the testing of RPZs, the pressure drop across check valve #1 shall be a minimum of 5.0 psi, the pressure relief valve shall open at a minimum of 2.0 psi, and there shall be a minimum differential of 3.0 psi between check valve #1 and the relief valve opening pressure.
6. For the testing of double check valve assemblies, both check valve #1 and check valve #2 shall close at a minimum drop of 1.0 psi.
7. All indoor devices shall be tagged upon testing. At a minimum, the tag shall provide the name of the certified tester, the company and its contact information, and the date the test was performed.
8. The testing of backflow prevention devices shall be documented on the form provided by the ACSA; the submittal of other forms may be rejected.
9. Incomplete test forms, or forms that have not been signed, shall be rejected.
10. In all instances, the person who signs a backflow prevention device test report shall be responsible for the accuracy of the report.
11. Test forms shall be submitted to the ACSA within ten (10) calendar days of testing.
12. While forms may be submitted by the certified tester, the owner of the backflow prevention device(s) is ultimately responsible for their delivery to the ACSA.
13. A certified backflow prevention device tester shall not modify the design, material, or operational characteristics of a backflow prevention device during maintenance or testing, and shall use only original manufacturer replacement parts.
14. During the testing, maintenance, or replacement of a backflow prevention device on a domestic or irrigation system, a certified tester shall not bypass the device. Where a continuous water supply is critical to a customer, two (2) backflow prevention devices, each sized to handle the temporary water flow during the period of testing or repair, shall be installed in parallel.
15. In the event of the failure of a backflow prevention device, a certified tester shall repair or replace the device in accordance with the degree of hazard. Repairs on a system considered to be a high hazard shall be completed within seven (7) calendar days, and the ACSA shall be immediately notified upon failure. Repairs on a low or moderate hazard system shall occur within thirty (30) calendar days.
16. The backflow prevention devices on the domestic supply of high hazard facilities that have been out of operation for three (3) months or more shall be tested before water service is resumed.
17. If water service to a facility has been terminated for non-compliance of testing requirements, the backflow prevention device shall be repaired or replaced, if necessary, and then tested, prior to the resumption of water service.
18. Falsification of records by the owner of a backflow prevention device or by a certified backflow prevention device tester is a violation of this Section. Further, falsification by a certified tester shall result in the loss of ACSA certification for at least one (1) year.
19. The ACSA reserves the right, at its own expense, to verify the test results of a backflow prevention device tester at any time.
20. Backflow prevention devices on irrigation systems shall be tested upon system start-up in the spring.

8-16. CERTIFICATION OF BACKFLOW PREVENTION DEVICE TESTERS.

In order for a backflow prevention device tester to acquire or maintain ACSA certification status, the following criteria must be met:

1. The tester shall either (a) hold current certification status for a Backflow Prevention Device Worker from the Commonwealth of Virginia, Department of Professional and Occupational Regulation (DPOR), or (b) have received a certificate of completion for a 40-hour cross-connection control course and have a minimum of two (2) years of experience, or (c) have received a certificate of completion for the 16-hour cross-connection control course offered jointly by the Virginia Department of Health, Office of Drinking Water, and the Advanced Operator Short Schools, and have a minimum of four (4) years of experience.
2. For items (b) and (c) above, a certificate of course completion shall be obtained every five (5) years.

3. The tester shall submit to the ACSA a current copy of their DPOR certification or course certificate of completion.
4. Test equipment shall be properly maintained and calibrated annually by an agency acceptable to the ACSA, and the calibration reports shall be submitted annually to the ACSA.
5. The ACSA certification status of a tester, or the company the tester represents, may be suspended or revoked for improper testing, falsification of records, or other improper or unethical behavior.

Effective July 1, 2014, the ACSA shall receive backflow test reports only from testers who hold one of the following:

- (a) A valid Backflow Prevention Device Worker certification issued by the Department of Professional and Occupational Regulation (DPOR), Commonwealth of Virginia;
- (b) A valid Backflow Prevention Assembly Tester certification issued by the American Backflow Prevention Association (ABPA);
- (c) A valid Backflow Prevention Assembly Tester certification issued by the American Society of Sanitary Engineering (ASSE).

The individual who performs the backflow test shall hold the certification; it is not sufficient that a certified tester sign the backflow report for a non-certified individual who performs the test.

Individual names and certification numbers issued by DPOR, ABPA and ASSE shall be verified upon receipt of any test report. Reports received after this date from individuals not holding one of the above certifications shall be rejected.

8-17. BACKFLOW PREVENTION FOR ISOLATION.

In its efforts to protect the quality of the potable water distribution system, the ACSA is primarily responsible for a policy and program that confines any potential contamination and pollution within the facility in which they may arise (containment). This approach effectively prevents contamination and pollution from entering the ACSA potable water distribution system.

The internal isolation of potential contamination and pollution within a facility is a secondary concern of the ACSA. However, since backflow prevention within a facility is an important safeguard to the health of its occupants, the ACSA shall assist in tracking internal devices, if requested by the owner of the facility. Records of the annual testing of devices shall be maintained in the ACSA database.

For a facility at which containment is provided with an RPZ, it shall be the responsibility of the facility owner to survey the internal plumbing and make the decision on backflow devices to provide isolation of the various water uses within the facility. The ACSA shall consult with the owner or a representative of the facility if our input is requested.

It is important to note that the use of the term "facility" in this instance includes all of the individual stores of a "strip mall" that are served by a master water meter. The isolation of the activities of each business is strongly encouraged. Further, the ACSA recommends that an RPZ device be installed within each unit since the nature of the business activities may change over time.

8-18. YARD HYDRANTS.

Yard hydrants that are installed on a customer's private water supply system, whether residential or non-residential, are recognized as a potential source of contamination and, as such, shall require backflow protection. Consistent with underground irrigation systems, this shall be accomplished with an RPZ. However, yard hydrants that are constructed with an approved air gap to prevent drain water from reaching the service line shall not require additional backflow protection. A yard hydrant that is part of an existing irrigation system protected by an RPZ shall not require additional backflow protection.

8-19. COMMERCIAL WATER HAULERS. [Revised 7/1/15]

Commercial water haulers who draw from an approved ACSA water hydrant shall use vehicles with all of the following features:

1. The fill pipe is permanently affixed to the storage container, the vehicle, or the trailer.
2. There is a flow control valve on the fill pipe that is accessible from ground level.
3. There exists an approved air gap between the end of the fill line and the opening of the tank. The air gap between the end of the fill line and the opening of the tank shall not be less than twice the diameter of the fill line. For instance, if the diameter of the fill line is four (4) inches, the air gap must be a minimum of eight (8) inches.

Additionally, all water hauling vehicles shall be inspected annually by the ACSA before being issued a hydrant meter for the year. One copy of the inspection report shall be maintained by the ACSA. The original document shall be kept in the inspected vehicle, and shall be available upon request by the ACSA.

8-20. ENFORCEMENT.

The following enforcement plan is designed to provide fair, consistent, and equitable action for violations of the policies of this Section.

1. Notice of Non-Compliance.

The ACSA shall issue a written Notice of Non-Compliance to a customer who is determined to be in violation of any provision of this Section. The notice shall state the specific violation(s), provide information on the required steps to be taken to be in compliance with the provision, and include a timetable for compliance. A Notice of Non-Compliance for a particular incident shall be provided on one (1) occasion. This includes notification of the need for a backflow prevention device test. If corrective action has not been provided to the satisfaction of the ACSA within the stated time frame, a Notice of Violation shall then be issued.

Primary reasons for the issuance of a Notice of Non-Compliance include, but are not limited to the:

- a. Failure to correct, to the full satisfaction of the ACSA, a cross-connection identified on a customer water supply system.
- b. Failure to install an approved backflow prevention device in a proper manner by an assigned date.
- c. Removal or by-pass of a required backflow prevention device without the approval of the ACSA.
- d. Failure to provide a passing test report for a backflow prevention device by the required date.

If the ACSA determines that a violation occurring on a customer's private water supply system has created or contributed to the existence of an imminent hazard, such as the discovery of an unprotected cross-connection with a supplementary water supply, a Notice of Non-Compliance shall be by-passed, and a Notice of Violation (NOV) shall immediately be issued.

2. Notice of Violation.

The ACSA shall issue a written NOV for the failure to provide the corrective action required by a Notice of Non-Compliance. The NOV shall be delivered by certified mail, shall repeat the specific violation(s), provide information on the required steps to be taken, and list the date(s) by which all corrective action must be completed. The NOV shall also state the charge to be imposed if the violation is not satisfied. An NOV related to the failure of a customer to provide a passing test of a backflow prevention device shall allow the customer ten (10) business days to submit such a report.

8-21. VIOLATION CHARGES. [Revised 7/1/15]

The failure to provide corrective action required by an NOV shall result in the issuance of the following charges:

1. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to correct a cross-connection that has been identified on the customer water supply system, and which is determined to be a potential high hazard situation, shall result in a charge. See Appendix B.
2. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to correct a cross-connection that has been identified on the customer water supply system, and which is determined to be a potential low to moderate hazard, shall result in a charge. See Appendix B.
3. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to install an approved backflow prevention device in a potential high hazard situation, shall result in a charge. See Appendix B.
4. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to install an approved backflow prevention device in a potential low to moderate hazard situation, shall result in a charge. See Appendix B.
5. The failure of a customer to respond satisfactorily to an NOV, when the issue is the removal or by-pass of a required backflow prevention device in a potential high hazard situation, shall result in a charge. See Appendix B.
6. The failure of a customer to respond satisfactorily to an NOV, when the issue is the removal or by-pass of a required backflow prevention device in a potential low to moderate hazard situation, shall result in a charge. See Appendix B.
7. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to provide a passing test report for a backflow prevention device in a potential high hazard situation, shall result in a charge. See Appendix B.
8. The failure of a customer to respond satisfactorily to an NOV, when the issue is the need to provide a passing test report for a backflow prevention device in a potential low to moderate hazard situation, shall result in a charge. See Appendix B.

8-22. WATER TERMINATION.

The ACSA shall terminate water service to a residence or facility for the failure of a customer to pay a charge incurred relative to a Notice of Violation, or for failure to correct the violation. New water service shall continue to be denied to a customer in this situation. Water termination shall relate to the system involved in the violation in the following manner:

System Protected by Backflow Device	Water Service Termination
Domestic	Domestic Supply
Fire Suppression	Domestic Supply
Irrigation – Auxiliary Meter	Irrigation Supply
Irrigation – Exclusion Meter	Domestic Supply

Normal ACSA re-connection charges shall apply for a customer to resume water service.

The Executive Director reserves the right to terminate water service to a customer at any time in the process described in Sections 8-20 and 8-21 if the potential risk to the ACSA potable water supply warrants such action.

8-23. APPEAL PROCESS.

A customer shall have the right to appeal a violation charge listed in Section 8-21 according to the following procedure:

1. A written intent to appeal shall be delivered to the office of the Executive Director no later than five (5) business days following receipt of the charge levied.
2. The failure to file an intent to appeal within such time limit shall be deemed a waiver of the right to appeal.
3. Upon receipt of the appeal, the Executive Director shall render a decision within fifteen (15) calendar days.
4. The possible termination of water service shall be postponed until a decision is rendered.
5. The decision shall be sent by certified mail to the appellant.

SECTION 9 - USE OF SANITARY SEWERS [Amended 3/21/91]

9-01. RWSA REGULATIONS INCORPORATED BY REFERENCE.

The *Sewerage User Regulations* of Rivanna Water and Sewer Authority are incorporated herein as Appendix A. These regulations set forth uniform requirements for direct and indirect discharges into the wastewater collection and treatment systems of the Albemarle County Service Authority and Rivanna Water and Sewer Authority.

SECTION 10 – METERS [Revised 11/17/11]

10-01. GENERAL.

All water consumption except fire protection shall be metered. Meters will be supplied, installed and maintained by the Authority. All installations will conform to the relevant sections of the *General Water and Sewer Construction Specifications*. Installed meters remain the property of the Authority and shall not be turned on or off, removed, replaced, adjusted or tampered with in any way by the customer. The Authority may seek legal remedies for any action that interferes with the proper operation and/or registration of its meters.

As a general policy the Authority requires that each commercial establishment and residential unit have an individual meter. The Authority reserves the right in particular cases where the efficient operation and maintenance of the water system is furthered, and the safety of the water system is not threatened, to allow an individual meter to serve a single building with multiple units. Buildings configured as mixed use with multiple commercial and residential units, which might otherwise be allowed to be served with a single meter, shall require a separate meter for both the commercial and residential units.

10-02. SIZING OF METERS.

The Authority will select the size of the water meter to be installed for all premises, based on flow data furnished by the applicant. The normal size for single-family residences shall be five-eighths (5/8) inches.

10-03. METER TESTING CHARGE. [Revised 7/1/15]

Any customer shall have the right to demand that the meter through which water is being furnished be examined and tested by the Authority for the purpose of ascertaining whether or not it is correctly registering the amount of water being delivered through it. When a customer desires to have a meter examined and tested, such customer shall make application in writing to the Authority and shall deposit with such application the appropriate amount for the various meter sizes [Revised 9/18/14]: See Appendix B.

If, on such examination and test, the meter shall be found to register three percent more water than actually passed through it, the meter shall be corrected and the fee charged in the application for a test shall be refunded to the applicant, and the water bill correspondingly corrected. [Revised 2/1/05]

10-04. ACCESS TO METERS REQUIRED.

- A. All water meters as part of the Authority's water system shall be readily accessible and visible in order to facilitate meter reading, repair and maintenance including water meters located on private property. It shall be the duty of the owner of the property and also the duty of the occupant to maintain the meter so that it is accessible and visible.
- B. Whenever a water meter is not readily accessible and visible for the purposes of reading the meter or repairing or maintaining the same, the Authority shall notify the property owner and the occupant that the meter is not accessible and/or visible. Such notice shall be in writing, addressed to the owner at the address shown on the account and to the occupant at the address where the meter is located. The notice shall indicate the reasons the meter is not accessible and/or visible and shall direct that all obstructions be removed within fifteen (15) calendar days from the date of notice. If the obstructions are not removed within the fifteen (15) calendar day period, the Authority may take such action as is needed to remove the obstruction. If the Authority acts to remove the obstruction, an itemized statement of all expenses incurred, including labor costs of the Authority employees in removal of the obstruction, shall be prepared and mailed to the owner and occupant as provided herein and shall be thereafter included as part of the monthly bill. Such statement shall include a notification that failure to pay the statement amount within thirty (30) days from the date of notice will result in water service being disconnected. Disconnection of water service shall be done in accordance with Section 13-03. Delinquent Cut Off/On Fee.
- C. Appeals. The Authority's Executive Director shall consider any application of any person aggrieved by a decision that a water meter is inaccessible and/or not visible for the purposes of reading, repairing or maintaining the same. Such appeal must be filed in the office of the Executive Director within fifteen (15) days of the date of the notice from the Authority that the water meter is inaccessible or not visible.

The Executive Director shall then consider the appeal and the decision shall be final. If the decision of the Executive Director is that the meter is not readily accessible and/or visible, any obstruction shall be removed within such time as the Executive Director shall designate, which shall not be less than fifteen (15) days. Notice of the decision to comply with such decision shall be sent to the owner and occupant as provided herein. If the obstruction is not removed within the time specified, the Authority may act to remove the same and shall then follow the procedures as provided with respect to notification and discontinuance of water services.

10-05. WASTEWATER METERING STATIONS.

All wastewater metering stations shall be installed and maintained at the expense of the customer and subject to the approval and periodic inspection of the Authority.

10-06. WASTEWATER METERING – SEWER ONLY ACCOUNTS

Any customer that is connected only to the Authority's wastewater system will be metered at its private water source. These meters and metering components shall be installed at an Authority approved location and maintained at the expense of the customer and subject to the approval and periodic inspection of the Authority. The meter must meet all required specifications as determined by the Authority. Should Authority specifications change, the meter and/or related components must be updated at the expense of the customer.

SECTION 11 - DEPOSITS

11-01. GENERAL.

1. The Authority may require the applicant or customer to deposit with it initially and from time to time, as a guarantee of payment for service used, such amount of cash as in the Authority's judgment will secure it from loss. Failure to pay such deposits when due may result in termination of service. [Amended 6/30/87]
2. The Authority will require the tenant/customer to deposit with it initially and from time to time, as a guarantee of payment for service used, such amount of cash as in the Authority's judgment will secure it from loss. Failure to pay such deposits when due may result in delay or termination of service. [Added 06/21/12]
3. The Authority reserves the right to return any deposit to any customer, either by check or by applying the deposit (plus interest earned, if any) to the customer's account, after satisfactory credit is established. The Authority shall, however, be under no obligation to return any deposit to any customer so long as service is being supplied or thereafter until the Authority has had a reasonable time to read and/or remove meters and to ascertain that the obligations of the customer have been fully performed. [Amended 6/21/84]

11-02. INTEREST ON DEPOSITS.

Interest will be paid for each full month a deposit is held by the Authority from January 1, 1982, or the month of receipt, whichever is later; except that no interest will be paid on any deposit held for less than three months. The rate of interest to be paid will be set by the Board of Directors. [Amended 5/16/02]

11-03. DEPOSIT FOR TERMINATED SERVICE.

When service has been terminated for non-payment more than once within any twelve-month period, a deposit equal to the two highest consecutive months' bills within the past twelve months, rounded to the next highest five-dollar unit, may be required, if not already on deposit with the Authority, before reconnection of service. [Amended 11/21/85, 6/30/87]

11-04. AMOUNT OF NORMAL DEPOSITS.

Should the Authority determine the need for deposit prior to establishing service, the normal deposit for residential and non-residential customers will be an amount equal to the two highest consecutive months' water and sewer usage at that service address within the past twelve months, rounded to the next highest five-dollar unit.

11-05. DEPOSITS FOR TEMPORARY METERS. [Revised 7/1/15]

Deposits for temporary meters are based upon meter size. [Added 2/20/86] See Appendix B.

11-06. DEPOSITS FOR FIRE HYDRANT METERS. [Revised 7/1/15]

Deposits for fire hydrant meters are based upon meter size. [Added 7/1/00, Revised 9/18/14] See Appendix B.

SECTION 12 - RATES AND FEES [Revised 6/18/09, Revised 07/01/09, Revised 09/01/09, Revised 02/18/10, Revised 07/01/11, Revised 10/18/12, Revised 7/1/15, Revised 11/21/19] See Appendix B for current Rates and Fees.

12-01. GENERAL.

All fees are payable prior to connection to any facility owned or used by the Authority. Rates and fees are fixed to provide funds sufficient at all times for the following purposes:

- A. To pay the cost of maintaining, repairing, and operating the systems on account of which revenue bonds are issued, including reserves for such purposes, and for replacement, depreciation and necessary extensions.
- B. To pay the principal of and the interest on the revenue bonds as they shall become due and to accumulate reserves therefore.
- C. To provide a margin of safety for making the payments above.

12-02. WATER AND SEWER RATES.

Rates for water and sewer service shall be established by the Board pursuant to the procedures specified in the Act. Normally, rates will not be changed more often than annually. The rates established will apply to all customers of the system(See Appendix B). Exceptions to these rates are as follows:

- A. No charge will be assessed for water used for public fire protection.
- B. Upon presentation of evidence that a customer's primary water service line leak has been promptly repaired, the water charge will be adjusted to the Residential Level 1 water rate for all water above the customer's normal consumption and no sewer charge will be made for the estimated amount of water not passing into the sanitary sewer system. Presentation of evidence must be submitted within 12 months of repair for adjustment consideration.
- C. Upon presentation of evidence that a leak to a customer's irrigation system and/or interior plumbing system has been immediately repaired (generally, within one to two billing cycles), the water and sewer charges will be adjusted to 50% of the current, billed rates for all usage above the customer's normal consumption for that period of time. Consideration of adjustment is limited to one per **account** every three years. Presentation of evidence must be submitted within 12 months of repair for adjustment consideration.
- D. Any meter dedicated to the service of the irrigation system, whether "auxiliary" or "primary", shall be billed as a "water only account" and shall not be subject to the sewer rates provided there is no physical connection to the public sewer system. [Added 01/01/06]

12-03. MONTHLY SERVICE CHARGE. [Added 01/01/06]

The purpose of this charge is to defray in part the cost of maintaining and replacing the water meter as well as administrative and billing each month. All dedicated irrigation meters shall be subject to the monthly service charge, even for months during which the irrigation system is not operational or during a water emergency. See Appendix B.

12-04. CONNECTION FEE.

All new water and sewer services connected to Authority facilities shall pay a connection fee, the purpose of which is, in part, to defray the cost of meter installation, including necessary materials and labor. See Appendix B.

12-05. SYSTEM DEVELOPMENT FEE.

All new water and sewer services shall pay a system development fee, the purpose of which is to defray, in part, the cost to Albemarle County Service Authority of providing major transmission and distribution mains, collection lines, pumping stations and storage facilities which are necessary to provide service to new customers. [Revised 6/29/89] See Appendix B.

12-06. RWSA CAPACITY CHARGE.

All new water and sewer connections to the Authority systems shall be assessed a RWSA capacity charge to defray, in part, the cost of providing capacity for a new customer in the Rivanna Water and Sewer Authority system. This charge shall be assessed on the basis of equivalent residential connections (ERC). [Added 6/29/89, Revised 5/1/05] See Appendix B.

12-07. CONNECTION FEES FOR IRRIGATION METERS. [Added 01/01/06]

All irrigation systems installed after January 1, 2006 shall be served by a dedicated service connection.

A. Auxiliary Meters.

Dedicated irrigation meters will be deemed "auxiliary meters." The actual cost of installation shall be charged provided that the property's non-irrigation water needs are served by a "primary meter." See Appendix B.

B. Primary Meters.

Dedicated irrigation meters will be deemed "primary meters" and subject to all applicable connection fees if the property has no non-irrigation water needs. See Appendix B.

12-08. TAPPING FEE.

Where the Authority provides water main taps to accommodate line extensions, fire sprinkler systems and similar uses, a tapping fee will be assessed to the customer. [Amended 6/18/98, Amended 07/01/11] See Appendix B.

12-09. COST RECOVERY FOR TREATMENT OF INDUSTRIAL WASTES.

A surcharge for the higher cost of treating wastes with BOD and/or suspended solids concentrations greater than 240 parts per million shall be charged per the *Sewerage User Regulations* incorporated as Appendix A [Added 3/21/91]

12-10. NFRPS SPECIAL RATE DISTRICT FEE.

All new sewer connections to the ACSA's wastewater system in the designated North Fork Regional Pump Station (NFRPS) Special Rate District shall be assessed a charge to defray, in part, the cost to the ACSA of providing gravity sewers, pump stations and force mains which are necessary to provide service to new customers within the NFRPS Special Rate District. [Added 02/18/10] See Appendix B.

SECTION 13 - MISCELLANEOUS SERVICE CHARGES

13-01. GENERAL.

In addition to the rates and fees identified in Section 12 above, the following service charges will be assessed. Non-payment of any charge may result in suspension or termination of service.

13-02. ACCOUNT CHARGE.

A charge to defray bookkeeping and clerical costs will be added to the first water and/or sewer bill for new and transferred accounts. [Revised 2/1/05] See Appendix B.

13-03. DELINQUENT CUT OFF/ON FEE. [Revised 7/1/15]

Should any customer not pay a bill for fees and charges for water and/or sewer service provided by the Authority by the date specified in Section 14-03.2, that customer shall be deemed in default, and the Authority shall cause the water to be shut off from any or all premises then being supplied with water for that customer. The water shall not be turned on again at any such premises for that customer until all arrearages and charges of such customer are paid. [Amended 3/19/87, 2/1/05, 07/01/11] See Appendix B.

13-04. RECONNECTION FEE. [Revised 7/1/15]

1. All owners, or their authorized agents, after confirming that their premises have been vacated, shall promptly notify the Authority in writing to cut off the supply of water there from; and upon such notification in writing from the owner, agent or tenant, the Authority shall cut off the water from such premises, and at the same time record the reading of the meter. The service may be kept intact by written application of the owner to the Authority agreeing, during vacancy, to pay the service charges.

2. In case of disconnection of service, reconnection fees shall be made and collected when application is made to restore service: [Revised 2/1/05, Amended 07/01/11] See Appendix B.

13-05. SPECIAL SERVICE FEE. [Revised 7/1/15]

The customer may be charged a fee if they require any of the following: a) a meter to be turned off due to an emergency (leak on customer side), b) a return trip, after the initial attempt, to turn a meter on, c) a return trip, after the initial attempt, to install a meter, d) a trip to inspect a meter box or setter for proper specifications or, e) any service request where the issue is on the customer side of the meter. [Revised 3/19/87, 2/1/05, Amended 07/01/11, 8/21/14] See Appendix B.

13-06. METER SIZE CHANGE FEE.

1. All water meters shall be of such size and type as may be determined by the Authority, and any person applying for a meter of a size in excess of that designated shall pay the difference in water service connection, system development and Buck Mountain surcharge costs between such excess size and the size designated. [Revised 3/15/84]

2. Any person requesting a change in meter from a larger to a smaller size shall be charged the actual cost of that work by the Authority. [Amended 7/1/93]

13-07. EXCEPTIONAL PAYMENT PROCESSING FEE. [Revised 7/1/15]

1. A charge, payable by cash only, will be assessed for any check or electronic transfer in payment of an Authority bill which is returned for insufficient funds, an invalid account number, stopped/frozen/hold/"refer to maker" payment or drawn on a closed account. If such payment was presented in order to avoid termination of service for non-payment, or to have services restored after such termination, services will be terminated and this charge, as well as any others due, must be paid in cash before service will be restored. [Revised 2/17/94, 2/1/05, Amended 08/18/11] See Appendix B.

2. A charge will be assessed for the processing of payments in forms not commonly accepted by the Authority. (Commonly accepted forms of payment include cash, check, money order, or other Authority-sponsored forms of electronic payment.) [Added 08/18/11] See Appendix B.

13-08. TESTING FEE.

The actual cost incurred for testing water lines to determine the efficacy of disinfection will be charged to the Contractor. [Revised 6/20/85]

13-09. DELINQUENT PAYMENT PENALTY AND INTEREST. Revised 7/1/15]

1. Any regular water and/or sewer service bill not paid in full by the due date for that account will be charged a delinquent penalty on the outstanding balance. [Added 7/1/01, Amended 08/18/11.] See Appendix B.

2. Any regular water and/or sewer service bill not paid in full by the due date for that account will also be assessed a late payment charge on the outstanding balance. [Added 6/30/87; Amended 7/1/01, 08/18/11] See Appendix B.

13-10. METER RE-READ FEE. [Revised 7/1/15]

Any customer requesting a meter to be reread after July 1, 1989 will be assessed a charge unless the previous reading of the meter is determined by the Authority to have been incorrect. [Added 6/29/89; Revised 2/1/05, Amended 07/01/11] See Appendix B.

13-11. PLAN REVIEW FEE. [Revised 7/1/15]

To defray, in part, the cost of review of plans for new water and/or wastewater facilities to be dedicated to the Albemarle County Service Authority including review of as-built plans. Charges will be assessed at an hourly rate, and will be billed upon completion of plan review. Final approval of plans will be contingent upon receipt of payment of these fees. As-built plan review time will be billed at an hourly rate for Engineer review, and at an a hourly rate for Inspector review. [Amended 7/01/02, 07/01/11] See Appendix B.

13-12. INSPECTION FEE. [Revised 7/1/15]

To defray, in part, the cost of inspecting the construction of water and/or wastewater facilities to be dedicated to the Albemarle County Service Authority. Fees are payable prior to start of construction for all projects for which plans were submitted and approved after July 1, 1989. See Appendix B for fees.

13-13. FAILURE TO REPORT FIRE HYDRANT METER READING. [Revised 7/1/15]

Every permitted user of a fire hydrant meter failing to report the meter reading by the date specified in the permit issued for the meter shall be assessed a charge. [Added 2/1/05] See Appendix B.

13-14. IRRIGATION SYSTEM APPLICATION PROCESSING FEES. [Revised 7/1/15]

1. Fees shall be charged to defray the cost of irrigation system plan review and meter sizing and cost estimate preparation when applicable. [Amended 07/01/11] See Appendix B.

13-15. METER TAMPERING FEE. [Added 7/1/15]

Any person who either tampers with the meter assigned to the property or who installs any type of device at the connection other than the assigned meter will be subject to an unauthorized use charge. This shall also include unauthorized hydrant connection where the use of an assigned hydrant meter has been bypassed. See Appendix B.

SECTION 14 - BILLING

14-01. GENERAL.

Rates and charges not specifically included in Section 13 above will be incorporated, after adoption by the Board in accordance with the requirements of the *Act*, in a *Water and Sewer Rate Schedule*, copies of which are available upon request from the Authority. That schedule shall be the basis for all charges not specifically stated in these *Rules and Regulations* or the *General Water and Sewer Construction Specifications*.

14-02. BILLING FREQUENCY AND DUE DATES.

Water and sewer bills will normally be rendered monthly and are due at that time. Any bill not paid and/or received at the Authority's offices by the due date noted on the bill will be considered past due. [Amended 08/18/11]

14-03. NOTICES FOR DELINQUENT BILLS.

1. Any bill not paid by the "due date" listed on the bill will be considered delinquent and a notice requesting payment will be mailed to the customer. This notice will indicate a date after which the delinquent account will be subject to disconnection. [Amended 08/18/11]

2. The Authority may choose to give further notice; if it does so, any account for which the delinquent amount has not been received at the Authority's offices by the date and time indicated on such further notice will be assessed a reconnection charge as specified in Section 13-04 of Appendix B, whether or not the account has been physically disconnected.

14-04. PARTIAL-PERIOD BILLS.

An initial or final bill for less than a full billing period will have the service charge prorated as follows: for one to ten days, one-third (1/3) of the monthly service charge; for eleven to twenty days, two-thirds (2/3) of the monthly service charge. No proration shall be made for longer periods.

14-05. TRANSFER OF CHARGES.

Any charges outstanding on a terminated service may be transferred to any other Authority account in the customer's name and, if unpaid within the time specified in Section 14-03 above, may subject the latter account to disconnection.

14-06. MISCELLANEOUS BILLS.

Any bills other than regular water and/or sewer bills issued by the Authority are due upon presentation and shall be considered delinquent, and subject to the penalty and interest charges specified in Section 13-09 of Appendix B, if not paid within forty-five (45) days of the billing date. [Amended 7/01/01]

14-07. FINAL BILLS. [Revised 7/1/15]

Any customer requesting that an account be removed from their name must provide the Authority with a service termination date and a forwarding address. A final bill will be prepared from this information. Any deposit, plus earned interest, held by the Authority will be applied to such final bill, and the remaining balance due billed or the unapplied portion of the deposit refunded.

SECTION 15 - MANDATORY CONNECTION POLICY

15-01. GENERAL. [Revised 7/1/15]

The owner of any mobile home or building to be installed or constructed for residential, commercial or industrial use upon a lot or parcel of land lying within a jurisdictional area of the Authority and which abuts upon a street or other public way containing a potable water main or sanitary sewer main operated by the Authority or Rivanna Water and Sewer Authority shall connect such building to such potable water main and/or sanitary sewer main in accordance with these Rules and Regulations.

15-02. EXCEPTIONS.

This requirement may be waived by the Executive Director of the Authority if one or more of the following conditions exist: [Adopted 5/18/95; Effective 01/03/96; Amended 10/18/01]

- A.** The building or the mobile home replaces a building or mobile home destroyed by fire or natural disaster.
- B.** The capacity of the public water and/or sewer system is inadequate to serve the building or mobile home.
- C.** The cost of connecting the mobile home or building to the public water and/or sewer system exclusive of connection fees exceeds the cost of installing on-site well and/or septic systems.

SECTION 16 – EMERGENCY WATER RESTRICTIONS [Revised 07/19/07, Revised 09/18/07, Revised 02/19/09, Revised 08/19/10, Revised 08/16/18]

16-01. GENERAL.

The ACSA shall in drought or water emergency conditions initiate certain actions to restrict the use of water in any or all of its service areas.

16-02. DROUGHT/WATER EMERGENCY CONDITIONS.

A. Drought/Water Emergency Watch Stage

Whenever the Rivanna Water and Sewer Authority (RWSA) determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, the RWSA shall declare a Drought Watch. During a Drought Watch, the ACSA shall request that each customer initiate voluntary water restrictions and encourage that the watering of outside shrubbery, trees, lawns, grass, plants, home vegetable gardens, or any other vegetation be conducted only between the hours of 9:00 p.m. and 10:00 a.m., and only as necessary to preserve plant life.

B. Drought/Water Emergency Warning Stage

Whenever the Board of Directors determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, and where restrictions on water use are necessary to preserve an available supply of water, the Board of Directors shall request a declaration of emergency by the Board of Supervisors. Upon the declaration of emergency by the Board of Supervisors, the Board of Directors shall declare a Drought/Water Emergency Warning and the following restrictions will apply:

1. The washing of automobiles, trucks, trailers or any other type of mobile equipment shall only be performed in a licensed certified vehicle wash facility, or by a licensed commercial mobile-washing company with written approval from the ACSA.
2. The washing of sidewalks, streets, driveways, parking lots, service station aprons, or other outdoor surfaces shall be prohibited, except where mandated by federal, state or local law. The washing of exterior buildings shall be prohibited, except when performed by a licensed commercial power-washing company with written approval from the ACSA.
3. a. The watering of outside established trees, plants, shrubs, and home gardens shall only be conducted manually between the hours of 9:00 p.m. and 10:00 a.m., using a non-leaking hose with an automatic shut-off nozzle, and only as necessary to preserve plant life. The use of outside, automatic irrigation systems, including in-ground systems, hoses, and oscillating sprinklers, shall be prohibited for all established lawns, trees, plants, shrubs, and home gardens. This limitation shall not apply to athletic fields and courts which may be watered only between the hours of 9:00 p.m. and 10:00 a.m., and only as necessary to preserve plant life.
- b. Newly seeded lawns and plantings shall be installed by a licensed contractor and shall have a 45-day establishment period from the date of installation. Sodded lawns shall be installed by a licensed contractor, shall have a 20-day establishment period and shall use no more than ½ inch of water over the sodded area daily. Irrigation of newly installed plantings, and seeded and sodded lawns shall be conducted only between the hours of 9:00 p.m. and 10:00 a.m. Prior to installing the new plantings and lawns by a licensed contractor, the customer shall provide the following to the ACSA:
 1. A written estimate of the amount of water to be used during the establishment period.
 2. A dated receipt from the licensed contractor noting the anticipated date of installation.
 3. The irrigation method to be used.

Upon receipt of the above stated items, the ACSA shall issue a written notification of approval. Failure to provide required information or initiating installation prior to receipt of written approval shall be deemed a violation.

- c. Testing and servicing of outside, automatic irrigation systems may be completed during a Drought Warning, only if the contract to install the system is dated prior to the declaration of the Drought Watch, and a copy is provided to the ACSA.
 - d. The use of water through an irrigation exclusion meter shall be prohibited.
4. The operation of any ornamental fountain or other structure with a similar use of water shall be prohibited.
 5. The filling and topping of swimming or wading pools requiring more than five (5) gallons of water, shall require written approval from the ACSA. Approval shall only be considered for those swimming or wading pools contracted to be installed prior to the declaration of the Drought Watch. A copy of the contract shall be provided to the ACSA.
 6. The serving of drinking water in restaurants shall be prohibited, except upon the customer's request.
 7. The use of water from fire hydrants for any purposes other than fire suppression shall be prohibited, unless otherwise specifically approved by the Executive Director.
 8. The operation of any water-cooled comfort air-conditioning, which does not have water-conserving equipment in operation.
 9. All commercial lodging establishments shall adopt a policy which limits the daily changing of washable linens and towels, and communicate that policy to their employees and guests.

C. Drought/Water Emergency Stage

Whenever the Board of Directors determines that the water supply in any of the service areas is threatened by drought conditions or a water emergency, the Board of Supervisors has declared an emergency, and where more restrictions than previously enacted on water use are necessary to preserve an available supply of water, the Board of Directors shall declare a Drought/Water Emergency and the following additional restrictions will apply:

1. All water leaks on customers' piping shall be repaired within three (3) business days after notification by the ACSA.
2. All outdoor watering is prohibited.
3. All businesses, institutions and governmental entities shall develop and implement a written plan that will reduce the business's or entity's current use of water by twenty percent (20%). Usage shall be based on the customer's average monthly use for the twelve (12) month period prior to declaration of the Drought/Water Emergency Stage. The Executive Director shall establish a monthly usage benchmark for all businesses without a twelve (12) month billing history. This plan shall be submitted to ACSA within fourteen (14) calendar days of notification of the Drought/Water Emergency Stage.
4. All businesses, institutions and governmental entities shall prominently display, at their entrance and in each restroom and shower, signs indicating the current water emergency.
5. Emergency water rates designed to drive down water use shall be enacted. [See Appendix B for rates in effect.]
6. All exemptions previously granted under Drought/Water Emergency Warning Stage restrictions are cancelled. Customers previously granted exemptions may reapply for exemption.
7. In order to preserve water supply availability for all customers, Drought/Water Emergency Warning Stage and Drought/Water Emergency Stage restrictions shall also apply to customers served by the Scottsville and Crozet water systems.

16-03. OTHER ACTIONS.

Should water restrictions taken pursuant to Section 16.02 prove inadequate to preserve sufficient supplies of water for the citizens of the County, the ACSA may also restrict or discontinue the supply of water to any industrial or commercial activity which uses water beyond sanitary and drinking needs of its employees and invitees, and declare a moratorium on new water connections to buildings issued a building permit after the date of declaration of emergency, and restrict water use to basic human needs only.

16-04. SUDDEN CATASTROPHIC EVENTS.

The Executive Director or Board of Directors shall declare an emergency and seek similar declaration from Board of Supervisors restricting water use as deemed appropriate for the severity of the event.

16-05. COMPLIANCE.

The Executive Director shall be authorized to issue orders to effect compliance with the emergency water restrictions. The ACSA may, upon written application, permit an exemption for less than full compliance with any order of the Executive Director issued pursuant to the emergency water restrictions when, in its judgment, full compliance or compliance to any extent would create an unjust hardship.

16-06. PENALTIES.

The ACSA may impose a penalty charge on any person violating any provision of this section. For the first offense, violators shall be assessed a penalty charge. For the second and subsequent offenses, violators shall be assessed a second penalty charge. The penalty charge shall be imposed on the violator's next water bill. In addition to the penalty charge, the ACSA may terminate water service to any violator for the duration of the emergency. See Appendix B, Section 16.06.

16-07. APPEALS.

A. Any person subject to a penalty charge or a water termination order from the Executive Director issued pursuant to these rules, may appeal the charge or termination order to the ACSA. The appeal shall be in writing and filed with the Executive Director of the ACSA.

1. *Appeals Board Composition.* Any person aggrieved by an order of the Executive Director shall have the right of appeal to the Appeals Board appointed by the Board of Directors. The Appeals Board shall consist of any two members of the Board of Directors and one citizen appointed by the Board of Directors.
2. *Notice of Appeal.* Notice of the appeal shall be in writing and filed in the office of the Executive Director within five (5) days after the date of the order of the Executive Director.
3. *Hearing.* The appeal shall be heard by the Appeals Board within 30 days of receipt of the written appeal and a decision rendered within 10 days of the hearing.
4. *Decision.* Every decision of the Appeals Board under this ordinance shall be final, subject to such remedy as any aggrieved party might have at law or in equity.
5. The Executive Director shall be authorized to issue temporary waivers or exemptions within the provisions of the emergency water restrictions for such periods of time as may be necessary for the Appeals Board to formally consider such or for the Appeals Board to take appropriate action.
6. Persons who have been assessed a penalty charge shall have the right to challenge the assessed charge by providing a written notice to the Executive Director within ten (10) days of the date of the assessment of the penalty charge. The Executive Director or designee shall determine whether the penalty charge was properly assessed and notify the complaining person in writing of the determination. Any person aggrieved by the decision of the Executive Director may appeal that decision to the Appeals Board by filing an appeal in writing within five (5) days of notice of the Executive Director's decision. The Executive Director or designee, or upon appeal, the Appeals Board, may waive the penalty charge if it is determined that the violation occurred due to no fault of the person.

16-08. NOTICE AND DURATION OF RESTRICTIONS.

The above restrictions shall become effective upon their being printed in any newspaper of general circulation in the County of Albemarle, or broadcast upon any radio or television station serving the County of Albemarle. Drought Watch Stage, Drought Warning Stage and Drought Emergency Stage restrictions shall remain in full force and effect until the Board of Directors determines that a water emergency in Albemarle County no longer exists.

16-09. EXEMPTIONS.

The ACSA, through its Executive Director, may upon a person's written application, permit a full or partial exemption from the water restrictions in Section 16 Emergency Water Restrictions, when complete compliance with the restrictions would create an unjust hardship.

SECTION 17 – IRRIGATION SYSTEMS [Revised 2/01/05, 01/01/06]

17-01. GENERAL.

The Authority recognizes that the installation of a well-designed and maintained underground irrigation system can minimize the quantity of water applied to landscapes by delivering water to exactly where it is needed at a time when water is least likely to be lost to evaporation and during non-peak usage hours. To ensure safety and efficiency all irrigation systems shall have an operational backflow device and rain sensor (per Section 8-Cross-Connection and Backflow Prevention and Section 17-02-Rain Sensors, of these Rules and Regulations).

All irrigation systems installed after January 1, 2006 shall be served by a dedicated service connection. The Authority will make all connections to its water mains and will specify the location, kind, and quality of all materials entering into the service connection, as per Section 7-Application for Services and Section 10-Meters, of these Rules and Regulations.

A. Water Emergencies

Meters serving irrigation systems are subject to discontinuance of service during a water emergency declared by the Authority.

B. Willful Waste of Water

The Authority reserves the right to discontinue water service to any customer after five days notice upon the willful or wasteful use of water. Willful and wasteful use of water includes, but is not limited to direct watering of impervious surfaces such as sidewalks and streets or over-watering to the extent that soils can no longer absorb water.

17-02. RAIN SENSORS.

A. Required Installation

Rain sensors shall be installed on all irrigation systems that will receive water from the Authority.

B. Required Maintenance

All rain sensors shall be adjusted and set so that they automatically shut-off the irrigation system in response to one-fourth (1/4) inch of rainfall. All rain sensors shall be installed according to manufacturer's instructions in a location that will provide full exposure to rainfall such that accuracy of operation is assured and shall be maintained in good working condition. No person shall with the intent of circumventing the purpose of this section, adjust either the rain sensor or irrigation system so that the rain sensor is not able to override and turn-off the irrigation system in response to one-fourth (1/4) inch of rainfall.

C. Responsibility of Owner for Inspection

The Executive Director or designated agent may require the owner, or designated agent, of any premises where rain sensors are installed to inspect these devices to ensure that they are installed and maintained to turn-off the irrigation system in response to one-fourth (1/4) inch of rainfall. Results of such tests shall be sent to the Executive Director. The devices shall be tested, repaired, overhauled or replaced as required at the expense of the water user.

D. Violations

The Executive Director or designated agent shall notify the owner, or authorized agent of the owner, of any premises on which there is found a violation of these rules and regulations, of such violation. Such notice shall be in writing and shall set a reasonable time for the owner to have the violation corrected. The irrigation system shall not be operated until such time as the violation is corrected. The Executive Director may terminate or deny water service to any premises where the irrigation system continues to be operated without the correction of noted defects.

SECTION 18 – CARWASH CERTIFICATION PROGRAM [Added 02/19/2009, Revised 08/19/2010, Revised 08/15/2013]

18-01. GENERAL.

The Carwash Certification Program (CCP) is adopted as a program for the self-service and automatic carwash facilities that are customers of the Albemarle County Service Authority. The intent of the program is to establish general operating standards for the various types of carwash operations, which will encourage water conservation and the efficient and responsible use of water in all aspects of the industry.

18-02. APPLICABILITY.

The provisions of this Section shall apply to all commercial self-service, in-bay automatic, and conveyor carwash facilities that are customers of the ACSA.

18-03. PROGRAM APPLICATION.

All eligible carwash facilities are encouraged to participate in the certification program. The application form shall identify each facility seeking certification, and shall state the type of recycled (reclaimed) water equipment installed, if any, and how the recycled water is used in the wash process. The applicant shall certify compliance with the criteria applicable to the particular type of carwash operation conducted at that facility (see Section 18-06).

18-04. FEES. [Revised 7/1/15]

An applicant to the CCP shall pay a fee for each facility applying for certification. The fee shall cover review of the application material, and an on-site inspection visit that includes measurement of the water used for each type of wash offered to its customers. See Appendix B.

The annual renewal fee for a facility shall be as listed. See Appendix B.

18-05. INSPECTION. [Revised 7/1/15]

An applicant to the CCP shall be subject to an on-site inspection by the ACSA, or its representative, to determine that the facility meets all appropriate criteria listed in Section 18-06. Inspections shall be conducted at least annually, and scheduled during non-business hours at the carwash to reduce the business impact of the inspection. For the automated carwashes (in-bay automatic and conveyor), this will also eliminate water use by toilets, sinks, washing machines, custom detailing, and any other water use not directly related to cleaning vehicles. Additional inspections may be conducted at any time and without advance notice.

For the automated carwashes, the facility shall supply the vehicles to be used in the measurement of water use during the wash process. These shall be standard, two-axle passenger vehicles, and shall not be ACSA vehicles or the vehicle of any ACSA employee. The wash process shall be identical to the process used during normal operations. Potable water measurements shall result from the direct reading of the facility water meter. Any additional recycled (reclaimed) water used in the process shall not exceed normal operations.

For self-service carwash operations, the measurement of water usage will involve two (2) high pressure wash bay wands, or 50% of the total wands used in the facility, whichever number is the greater. The amount of potable water delivered per minute from each wand shall not exceed the volume specified in Section 18-06.

For automated carwashes, the amount of potable water used per vehicle wash shall not exceed the volumes specified in Section 18-06. In-bay automatic basic wash usage shall be determined by averaging the volume of water used by two (2) separate vehicles, as recorded by the facility's water meter. In-bay automatic deluxe/premium wash, and conveyor wash, usage shall be determined with one (1) vehicle in each case. If either of these wash types exceeds the allowed maximum water use, the business owner may request that water volume be tested on a second vehicle, in which case the average of the two volumes shall be used to determine water use.

If during the inspection of any carwash facility, it is discovered that the carwash is not in compliance with

all applicable criteria, the ACSA shall issue a written notice to the owner of the facility, specifying the item(s) not in compliance, and provide fifteen (15) calendar days for repair or correction of the deficiencies. Additional time may be granted if appropriate for the circumstances.

If the reported deficiencies are not corrected or repaired in the allotted time period, the ACSA shall deny an original certification status, or revoke the certification status of the facility, and require immediate removal of any signage advertising participation in the CCP. The application or renewal fee shall not be returned to the owner of the facility. Re-application may occur in thirty (30) calendar days from the denial or revocation of certification, and shall require an additional fee. See Appendix B.

18-06. OPERATING STANDARDS.

A. General Standards.

All eligible carwashes shall meet the following criteria:

1. Any water leak shall be repaired within one week of discovery.
2. Each toilet at the facility shall be of a low-volume flush design (1.6 gallons, or less).

B. Additional Self-Service Carwash Standards.

1. Each high-pressure wand shall deliver no greater than 3.5 gallons of potable water per minute.

C. Additional In-Bay Automatic Carwash Standards.

1. Potable water use per vehicle for a basic wash, as measured at the facility water meter, shall not exceed thirty (30) gallons.
2. Potable water use per vehicle for a deluxe/premium wash, as measured at the facility water meter, shall not exceed forty (40) gallons.
3. Where feasible, a five (5) second dwell time shall be created before a vehicle exits the bay to enable water to drain into the bay collection chamber.

D. Additional Conveyor Carwash Standards.

1. Potable water use per vehicle, as measured at the facility water meter, shall not exceed fifty (50) gallons.

18-07. SIGNAGE AND ADVERTISING.

A certified carwash may:

1. Display signs, approved by the ACSA and within the guidelines of the Albemarle County Code, advertising the facility as a participant in the CCP.
2. Be identified as a participant in the CCP on the ACSA website, and on other lists or newsletters published by the ACSA.
3. Use a logo or phrase, approved by the ACSA, in its advertising, mailings, and other promotional material, indicating the facility as a participant in the CCP.

18-08. DROUGHT WATCH STAGE.

During a declared Drought Watch stage, a certified carwash shall:

1. Use only recycled (reclaimed) water to irrigate landscaping.
2. Clean all driveways and impervious areas by sweeping instead of washing.

18-09. DROUGHT WARNING STAGE.

During a Drought Warning stage, only certified carwash facilities shall be allowed to remain in operation. ACSA water service to all non-certified carwashes shall end during a Drought Warning stage, as noted in Section 16-02.B.1 of these Rules and Regulations.

A self-service carwash facility shall post signage during a Drought Warning stage. The signs shall be prepared by the ACSA, posted in each bay of the carwash, and state the drought situation, with the recommendation that the use of the high-pressure wand be limited to seven (7) minutes for the total wash/rinse.

Application for participation in the CCP that is received less than (30) calendar days prior to the declaration of a Drought Warning stage may not result in certification of the facility in time to avoid water service termination.

18-10. DROUGHT EMERGENCY STAGE.

During a Drought Emergency stage, a certified carwash shall comply with all requirements of non-residential water users as described in Section 16-02.C. of these Rules and Regulations.

SECTION 19 – FATS, OILS AND GREASE [Added 12/17/09]

19-01. INTRODUCTION.

Fats, oils and grease (FOG) are a significant concern for the ACSA in the operation of the wastewater collection system. When not disposed of properly, they congeal and accumulate along the walls of the sanitary sewers. This constricts the pipes, impedes the flow of wastewater, and raises the potential for blockage. Grease also affects the proper operation of pump stations, leading to sewage accumulation in wet wells. Either of these situations can eventually result in a sanitary sewer overflow in which wastewater is discharged from a manhole, or wastewater enters residences and businesses. This is both an environmental issue and a public health concern, in which sewage can contaminate the ground, local bodies of water, and any property with which the wastewater comes into contact.

The financial burden related to excessive FOG is potentially two-fold. Maintenance crews of the ACSA devote considerable time to cleaning sewerage components, and treatment processes may be hindered at the wastewater treatment plants.

FOG discharges relate directly to the preparation, cooking, and disposal of food items. These can originate from residences and from commercial, institutional, and industrial facilities. However, it is restaurants and related commercial food service establishments that are the most significant source of FOG due to the amount of oil and grease used in cooking, and with other food preparation.

19-02. PURPOSE.

This Section is adopted for the following purposes:

1. To set forth requirements for non-residential users of the ACSA wastewater collection system to capture and dispose of FOG, enabling the ACSA to comply with applicable federal and state laws, and with the Sewerage User Regulations of the Rivanna Water and Sewer Authority (RWSA), incorporated herein as Appendix A. Specifically, Part II, Section 1, Paragraph b prohibits the discharge of any wastewater containing more than 100 parts per million (ppm) of FOG.
2. To reduce the operational and maintenance costs of the ACSA by limiting the introduction of FOG into the wastewater collection system.
3. To reduce the impact on the RWSA wastewater operations by limiting the amount of FOG delivered by the ACSA wastewater collection system.
4. To protect the general public health and prevent environmental disturbances by eliminating or reducing sanitary sewer overflows due to grease accumulations.

19-03. APPLICABILITY.

The provisions of this Section are applicable to all commercial food service establishments, commercial office buildings with food service, industries with food service, and institutions with food service that discharge to the ACSA wastewater collection system. Collectively, these shall hereinafter be referred to as Food Service Establishments (FSEs).

19-04. GENERAL REQUIREMENTS.

1. All FSEs shall install, operate, and maintain at their expense, a grease control device.
2. All FSEs shall obtain a FOG Waste Discharge Permit.
3. A concentration of 100 ppm of FOG, measured as Hexane Extractable Material, in the discharge of an FSE is established as an Action Level.
4. The maintenance costs related to excessive grease in the ACSA wastewater collection system, and traceable to the food service operations of an FSE, shall be the responsibility of the FSE.
5. The maintenance and clean-up costs of a sanitary sewer overflow that is related to excessive grease in the ACSA wastewater collection system, and traceable to the food service operations of an FSE, shall be the responsibility of the FSE.
6. Any fines imposed upon the ACSA by the Commonwealth of Virginia or the United States of America in regard to a sanitary sewer overflow which is related to excessive grease in the ACSA wastewater collection system, and traceable to the food service operations of an FSE, shall be the responsibility of the FSE.

19-05. EXEMPTION FROM GREASE CONTROL DEVICE REQUIREMENTS.

The ACSA may grant an exemption from the requirements to install and maintain a grease control device to an FSE which is determined to have no, or minimal, adverse grease impact upon the ACSA wastewater collection system due to the nature of the FSE operations. To be considered for an exemption, the FSE shall provide a written request to the ACSA, stating in detail the grounds for the exemption. Following review of the request, the ACSA may elect to inspect the FSE during its normal business hours. The final decision on granting an exemption shall rest with the Executive Director or designated agent, and a written response shall be provided to the FSE. At any time, the ACSA may revoke the exemption and require installation of a grease control device.

There shall be limited circumstances in which an exemption is granted, and shall likely be related to the following:

1. A commercial establishment which serves only food that is typically considered snack food, both packaged and unpackaged, with or without warming.
2. A school, industry, or commercial office building within which a lunchroom may exist, yet the only food that is made available to the students, employees, or guests is from snack and drink machines.
3. A bed and breakfast establishment which prepares and serves only the breakfast meal to its guests and employees, with fewer than four (4) guest rooms, and fewer than eight (8) guests.
4. A residential care facility for the aged, infirmed, or disabled within which fewer than four (4) adults are provided care.
5. A day care facility for the aged, infirmed, or disabled within which fewer than six (6) adults are provided care.
6. A day care facility for babies and children within which fewer than six (6) children are provided care.
7. A church within which a kitchen facility may exist, yet it can be shown that on-site food preparation and cleaning do not exceed that of a private residence.

19-06. NEW ESTABLISHMENTS.

The ACSA shall require all new FSEs to install the appropriate grease control device(s) prior to initiating operations. In general, this shall be a grease interceptor for all restaurants, supermarkets, hospitals, schools, motels, and industries. Further, the ACSA shall require any FSE with a grease control device to obtain a FOG Waste Discharge Permit.

19-07. EXISTING ESTABLISHMENT; NEW ESTABLISHMENT IN EXISTING BUILDING.

All existing FSEs shall have grease control devices that meet the same general requirements for installation and design as for new establishments. This shall also pertain to a new establishment that begins operations in an existing building, and an existing FSE that expands its food service operations.

If the ACSA determines the grease handling facilities or methods of an existing FSE are inadequate to prevent excessive FOG from entering the ACSA wastewater collection system, the FSE shall be notified in writing of the deficiencies, listing the required improvements and a compliance deadline. Required improvements may include additional training of the kitchen staff, modifications of the grease control device maintenance schedule, the installation of a larger, or additional, grease trap, or the installation of a grease interceptor. The ACSA may require the FSE to provide a schedule of corrective action to attain full compliance.

The ACSA shall allow an FSE without a grease control device a compliance deadline not to exceed two (2) months for the installation of a grease trap(s), or not to exceed six (6) months for the installation of a grease interceptor, following written notification from the ACSA. If an FSE which is required to install a grease interceptor does not have an existing grease trap, then the latter shall be installed within two (2) months of notification by the ACSA, unless the grease interceptor is installed within that same time period.

The Executive Director or designated agent may decide in certain instances that the installation of a grease interceptor on an existing FSE property is physically impossible due to space limitations, is not feasible due to inadequate slope for proper gravity flow, or for other reasons. In these instances, the Executive Director

may allow installation of a grease trap, or traps, meeting the design specifications listed herein. The FSE manager shall be responsible for aggressive kitchen Best Management Practices and grease trap maintenance programs to produce wastewater that meets the FOG discharge requirements. Such FSEs may be subject to routine sampling to confirm compliance with the requirements herein.

19-08. GRANDFATHERING OF EXISTING ESTABLISHMENTS.

The ACSA shall allow existing FSEs, in which a grease trap or grease interceptor has been installed prior to the effective date of this Section, to continue operation of the existing device, if the device is effective:

1. In keeping grease from accumulating in the ACSA wastewater collection system and in the sewer lines of the FSE.
2. In producing wastewater in which FOG remains below the Action Level.

The ACSA may require an existing FSE which operates a grease trap to add a sample valve to the discharge pipe from the device, and prior to a union with any building sewage drain. The ACSA may require an existing FSE which operates a grease interceptor to add a sample box to the discharge pipe from the device, and prior to a union with any building sewage drain. This requirement of a sample valve or sample box shall typically be limited to FSEs in which there is a history of poor grease control device maintenance.

The ACSA may require an existing FSE which expands its food service operations to install a larger grease trap, additional grease traps, or a grease interceptor, to replace or operate in conjunction with an existing grease trap.

19-09. DESIGN, SIZING, AND INSTALLATION REQUIREMENTS.

All grease traps and interceptors shall be designed, sized, and installed according to the standards of the Virginia Uniform Statewide Building Code and the International Plumbing Code.

Various formulas exist to calculate the proper size of a grease interceptor. The ACSA shall not require the use of any one formula, but rather the use of sound engineering judgment in this instance.

General specifications are as follows.

A. A grease trap shall:

1. Be constructed of corrosion-resistant metal or plastic.
2. Be accessible for cleaning, maintenance, and inspection.
3. Contain properly installed and functioning baffles necessary to achieve the appropriate retention time to allow for proper separation of FOG and solids from the gray water.
4. Handle the flow from no more than three (3) kitchen sinks, and be located as close to the sink(s) as possible.
5. Receive the discharge from any dishwasher that operates at 130 degrees Fahrenheit or less (chemical sanitizing dishwasher). Depending upon the number of sinks, this may require the installation of a second grease trap.
6. Not receive discharge that exceeds 130 degrees Fahrenheit.
7. Not receive discharge from a food grinding unit unless a properly-sized solids interceptor has been installed.
8. Receive only gray water.
9. Be installed with a flow control or restricting device in order to restrict the flow to the rated capacity of the trap.
10. Be installed with a sample valve on the discharge line from the device and prior to a union with any building sewage drain.

B. A grease interceptor shall:

1. Be constructed of precast concrete meeting the standards of ASTM C1227-09, or of corrosion-resistant fiberglass.
2. Be sized from a minimum of 1,000 gallons to a maximum of 3,000 gallons.
3. Contain multiple chambers and properly-positioned tee piping to achieve a thirty (30) minute retention time before gray water is discharged to the ACSA wastewater collection system.

4. Be installed on the FSE property and in a location outside the FSE, with access for inspection, cleaning, pumping, and maintenance.
5. Not be installed in areas subject to heavy traffic, where possible, and shall be accessible for inspections at all times, having no permanent or temporary structure or container placed directly over the unit.
6. Have a minimum 24-inch diameter manhole, extended to finish grade, over each chamber, interior baffle wall, and sanitary tee.
7. Have solid, water-tight manhole covers that prevent infiltration of stormwater or other surface water. Any gaskets shall be positioned beneath the cover.
8. Be designed with a minimum eight (8) inch diameter sample box or sample tee at the outlet.
9. Receive the discharge from all FSE drains and fixtures through which grease may be released, including all sinks, food grinding units, dishwashers, and floor drains.
10. Receive only gray water.
11. Be installed at a minimum distance of ten (10) feet from dishwashers and sinks to allow for optimal cooling of the wastewater.
12. Not receive discharge that exceeds 150 degrees Fahrenheit.
13. Include a properly-sized solids interceptor, or have its volume increased by 25%, when receiving discharge from a food grinding unit.
14. Be installed with an approved flow control or restricting device.

19-10. FOG WASTE DISCHARGE PERMIT.

The ACSA shall require all FSEs which currently possess, or are required to install, a grease control device to obtain a FOG Waste Discharge Permit. No FSE shall discharge to the ACSA wastewater collection system without first obtaining a permit.

The permit application shall, at a minimum, include the following information:

1. The name, address, and telephone number of the applicant, and the name, address, and telephone number of the ACSA account owner, if different from the applicant.
2. A description of the food service operations, cuisine, the hours of operation, and number of meals served per day.
3. A detailed list and number of all kitchen food preparation appliances, and kitchen fixtures, including size.
4. All grease control devices, or other pretreatment equipment, currently installed.

The ACSA may request other information of the FSE, related to the food service operations and potential food service discharges, to properly evaluate the permit application.

The completed FOG Waste Discharge Permit application shall be submitted to the ACSA for review. The ACSA may elect to inspect the FSE during its normal business hours. If the application is accepted, a draft permit shall be issued within thirty (30) days after receipt of the permit application. The applicant shall be allowed a thirty (30) day comment period. Upon expiration of the comment period, the ACSA shall issue or deny a permit. A permit shall contain general, and possibly specific, conditions for the FSE.

Permits shall be issued for a period of three (3) years. An expired permit shall continue to be in effect and enforceable if failure to reissue the permit is not due to any delinquency on the part of the FSE. No permit shall be transferable.

Denial of a permit shall be based upon an incomplete application, an unacceptable size and/or design of the grease control device(s), failure to pay charges that have been levied, a history of FOG discharge violations, or other related factors.

19-11. FOG WASTE DISCHARGE PERMIT CONDITIONS.

The issuance of a FOG Waste Discharge Permit shall contain the following conditions or limits:

1. A requirement for the proper installation, operation, and maintenance of the approved grease control device(s).

2. A requirement for documentation of a cleaning and maintenance schedule for the grease control device(s).
3. A recommendation for implementation and documentation of a kitchen Best Management Practices program.
4. The establishment of a concentration of 100 ppm of FOG, measured as Hexane Extractable Material, as an Action Level.
5. A requirement for any laboratory testing of FOG, Biochemical Oxygen Demand (BOD), and Total Suspended Solids (TSS) to be at the expense of the FSE. Testing may be conducted at least once during the permit period to document that Section 19.11.4 is being met.
6. A requirement to report to the ACSA any anticipated expansion of food service operations prior to initiating such a project.
7. The issuance of a permit shall not relieve the FSE from complying with applicable laws, regulations, and ordinances promulgated by other governmental authorities.
8. The FSE agrees to hold harmless the ACSA and its employees from any liabilities arising from the operations of the FSE.

The terms and conditions of the permit are subject to modification by the ACSA at any time as just cause exists. The ACSA shall inform an FSE of any proposed change in the issued permit at least thirty (30) days prior to the effective date of the change, and shall give the FSE a reasonable timetable for compliance.

19-12. GENERAL MAINTENANCE OF GREASE TRAPS AND INTERCEPTORS.

Proper maintenance of grease traps and interceptors is crucial to establish optimal efficiency of the devices, and thus eliminate or minimize the discharge of grease from the FSE. A grease control device shall be cleaned as often as necessary to ensure that:

1. There is no evidence of grease in the ACSA wastewater collection system that can be traced directly to the operations of the FSE.
2. There is no evidence of grease in the sewer lines of the FSE.
3. The discharge of FOG to the ACSA wastewater collection system remains below the Action Level.
4. Floating material and sediment do not accumulate to impair the operation of the device.
5. No oil or grease is observed to discharge from the device.

The ACSA shall provide a detailed packet of information that describes proper cleaning and maintenance of the devices. However, due to varying designs and sizes, the FSE shall follow specific manufacturer guidelines for cleaning and maintenance in all instances.

General guidelines for cleaning and maintenance include:

1. Grease traps and interceptors shall be kept free at all times of such solid materials as gravel, sand, bones, shells, cigarettes, utensils, towels, and rags that will reduce the effective volume of the device and increase the frequency of cleaning.
2. The total depth of the surface FOG, combined with the settled solids, should not exceed approximately 25% of the total depth of the liquid/solid column.
3. Based upon the above, a grease trap will typically require cleaning every 1-4 weeks, and a grease interceptor will generally require cleaning every 2-3 months. However, the actual loading on a device shall determine the specific cleaning schedule in all instances, and this schedule may require periodic adjustment based upon food volume and specific menu items.

19-13. KITCHEN BEST MANAGEMENT PRACTICES.

The application of kitchen Best Management Practices (BMP) by an FSE serves as a critical initial step in reducing the amount of FOG that enters a grease control device, and therefore in prolonging the periods between cleaning and maintenance. The ACSA strongly encourages each FSE to establish a kitchen BMP program, and provide continuous training and monitoring of employees. If requested by an FSE, the ACSA shall provide a packet of information that describes aspects of a kitchen BMP program.

19-14. WASTE GREASE DISPOSAL.

All FSEs are encouraged to use designated buckets for the disposal of waste grease removed from grease

traps during cleaning. Such material shall not be combined with cooking oil that is to be recycled. Buckets should have a well-sealing lid and shall be disposed of at a facility permitted to receive such waste.

19-15. GREASE INTERCEPTOR CLEANING AND MAINTENANCE.

Specific requirements for the servicing of grease interceptors shall include the following:

1. Cleaning and related maintenance shall be contracted to a company that is permitted by the Commonwealth of Virginia to transport waste.
2. Such service shall be performed at least every three (3) months, unless written permission for a schedule of less frequent service has been provided by the ACSA.
3. Cleaning and maintenance shall include the evacuation of all contents of the interceptor, including floating materials, gray water, and settled solids.
4. All waste removed from an interceptor shall be disposed of at a facility permitted to receive such wastes.
5. Gray water or potable water shall be returned to the interceptor following waste evacuation and cleaning.
6. Other than the gray water immediately returned to the interceptor to complete maintenance, none of the waste material removed from an interceptor shall be discharged to the ACSA wastewater collection system.

19-16. PROHIBITIONS.

The following practices and devices are prohibited:

1. Any modification of a grease interceptor, such as alteration or removal of a flow constricting device, that causes flow to rise above the design capacity of the unit or reduce the retention time.
2. Interceptor cleaning that involves only skimming the surface layer, partial cleaning, or the use of any method that does not remove the entire contents of the vessel.
3. The introduction of such agents as concentrated detergents, other surfactants, emulsifiers, degreasers, solvents, or any other type of product that will liquefy grease wastes.
4. The addition of any chemical enzyme product unless written permission has been granted by the ACSA.
5. The addition of bacteria unless written permission has been granted by the ACSA.
6. The use of automatic, or mechanically operated, grease removal systems unless written permission has been granted by the ACSA.

19-17. RECORDKEEPING.

FSEs with a grease control device shall maintain records of all cleaning and maintenance. These records shall include, at a minimum:

1. The date and time of service.
2. The name and signature of the FSE representative who performed or witnessed the service.
3. The contract company which performed the service (if applicable).
4. The name and signature of the contract company employee (if applicable).
5. The gallons of waste removed.
6. A copy of the service record or manifest from the contract company (if applicable).

Records shall be placed in a logbook, folder, or binder, shall be maintained on site for at least the previous three (3) years, and shall be made available immediately to the ACSA on demand during an inspection, or at intervals specified in a permit.

Any falsification of maintenance records is a violation of this policy.

19-18. INSPECTION VISITS.

Authorized representatives of the ACSA shall request the right to enter the premises to determine whether an FSE is in compliance with all requirements of this Section. Entry shall be during normal operating hours and for the purpose of inspection and evaluation of the FSE's grease control program.

Inspection may involve any or all of the following items:

1. The integrity of the grease control device
2. The amount of grease present in the device
3. Wastewater appearance and clarity
4. Cleaning and maintenance records
5. All food processing areas and fixtures
6. Sampling of discharge water from the device

The FSE shall keep its grease control device(s) accessible at all times. The ACSA shall have the option of requesting that a grease trap be opened by a representative of the FSE.

The ACSA shall make the result of the inspection available to the FSE representative verbally or in written form. A written report shall be delivered within ten (10) business days of the inspection if the FSE is found to be out of compliance with any of the requirements outlined in this Section, and shall include the necessary corrective action and a timetable for accomplishing such improvements.

19-19. USE OF CAMERAS.

As a part of the inspection of an FSE, the ACSA reserves the right to photograph the kitchen facilities and any grease control device, including its contents, for the purpose of documentation.

The ACSA also reserves the right to photograph the interior of the building sewage drain and/or building sewer. Photo documentation of grease accumulation along the walls of the pipe shall be evidence that the FSE must install a grease control device, that an existing grease control device is not being maintained properly, or that an additional grease control device may be required. The FSE may also be required to clean its building sewage drain and building sewer in coordination with ACSA maintenance crews. The expense of such cleaning shall be borne by the FSE.

19-20. SAMPLING AND TESTING.

The ACSA may periodically collect samples for laboratory testing as one means to determine if an FSE is in compliance with the requirements of this Section, and with other requirements of the *Rules and Regulations*. The expense of sample collection, shipment, and analyses shall be borne by the FSE.

Sampling and testing may consist of FOG, BOD, and TSS. Any additional sample collection and testing for these parameters shall be at the discretion of the ACSA, and shall relate to a history of the FSE's discharge, or to existing conditions.

Sampling shall involve grab samples which are collected, stored, transported, and analyzed in accordance with the procedures specified in 40 CFR Part 136. All testing shall be conducted by a private commercial laboratory which is in good standing with the Virginia Department of Environmental Quality, and which has attained, or is actively pursuing, certification within the Virginia Environmental Laboratory Accreditation Program (VELAP).

Sample collection from a grease trap shall be from the sample valve at the outlet of the device, if present, or from the nearest manhole that receives only the discharge of the FSE. Sample collection from a grease interceptor shall be from the sample box at the outlet of the device, if present, or from the nearest manhole that receives only the discharge of the FSE.

A copy of the analysis report of any laboratory testing on samples collected from an FSE shall be mailed to the FSE within ten (10) business days of receipt by the ACSA. The report shall include, at a minimum, an explanatory cover letter, the chain of custody form, the laboratory at which testing occurred, the results of the testing, the test methods used, and the dates of analyses.

19-21. ENFORCEMENT.

The following enforcement plan is designed to provide fair, consistent, and equitable action against FSEs for violations of the policies of this Section, and those of the *Rules and Regulations*, in general.

1. Notice of Non-Compliance

If an FSE is found to be in violation of any of the terms of this policy, the ACSA shall issue a written Notice of Non-Compliance. The notice shall state the specific violation(s), provide information on the required steps to be taken to be in compliance with the policy, and include a timetable for compliance. Additional testing, with the expense to be borne by the FSE, may be required. A Notice of Non-Compliance for a particular incident shall be provided on one (1) occasion. The need for any future action justifies proceeding to a Notice of Violation.

2. Notice of Violation

If an FSE fails to provide the corrective action required by a Notice of Non-Compliance, a Notice of Violation (NOV) shall be issued by certified mail. An NOV shall repeat the specific violation(s), provide information on the required steps to be taken, and list the date(s) by which all corrective action must be completed.

Within ten (10) business days of receipt of this notice, the FSE shall submit to the ACSA a plan outlining the detail to meet the required corrective action. Submission of the plan in no way relieves the FSE of liability for any violations occurring before or after receipt of the NOV.

Primary reasons for the issuance of an NOV include, but are not limited to:

- a. Failure to install a proper grease control device by an assigned date.
- b. Failure to repair a malfunctioning grease control device by an assigned date.
- c. Failure to properly maintain and clean a grease control device at a frequency and in a manner that ensures efficient operation.
- d. Repeated violations of the FOG Action Level.
- e. Failure to keep grease control device maintenance records on site, or failure to provide the records to the ACSA upon request.
- f. Falsification of grease control device maintenance records.
- g. Failure to submit a FOG Waste Discharge Permit application.
- h. Failure to pay a FOG Waste Discharge Permit fee.

Satisfactory response by an FSE to an NOV may be followed by a program of additional FOG, BOD, and TSS testing, with the expense to be borne by the FSE.

The ACSA shall consider suspension of water and sewer services if an FSE fails to respond satisfactorily to an NOV. Service suspension shall be enacted if the Executive Director determines the FSE presents an imminent danger to the health or welfare of the public or environment, or presents problems to the ACSA wastewater collection system.

19-22. COSTS AND CHARGES. [Revised 7/1/15]

1. FOG Waste Discharge Permit charge: This shall include the expense for the ACSA to collect samples for the testing of FOG, BOD, and TSS on one (1) occasion during the three (3) year permit period, if deemed necessary. The need for any additional testing shall be determined by the ACSA, and the expense shall be borne by the FSE. See Appendix B.
2. The failure of an FSE to respond satisfactorily to an NOV, when the issue is the need for installation or repair of a grease control device, shall result in a charge. See Appendix B.
3. The failure of an FSE to respond satisfactorily to an NOV, when the issue is repeated failure to properly maintain a grease control device, as well as repeated FOG discharge in excess of the Action Level, shall result in a charge until the device is properly maintained and FOG discharge limits are maintained below the Action Level. See Appendix B.
4. The failure of an FSE to respond satisfactorily to an NOV, when the issue is the failure to keep grease control maintenance records on site and available to ACSA personnel, shall result in a charge. See Appendix B.
5. The failure of an FSE to respond satisfactorily to an NOV, when the issue is the falsification of grease control device maintenance records, shall result in a charge. See Appendix B.

6. The failure of an FSE to respond satisfactorily to an NOV, when the issue is the failure to submit a FOG Waste Discharge Permit application, or pay a permit fee, shall result in a charge until the application is submitted or the fee is paid. See Appendix B.
7. An FSE whose operations cause or allow grease to be discharged to the extent that it accumulates in the ACSA wastewater collection system, shall be liable for the costs to clean and/or repair the facilities, including all labor, materials, and equipment.
8. An FSE whose operations cause or allow grease to be discharged to the extent that it accumulates in the ACSA wastewater collection system, and results in a sanitary sewer overflow, shall be liable for the costs to clean and/or repair the facilities and affected area, including all labor, materials, and equipment.
9. An FSE whose operations cause or allow grease to be discharged to the extent that it accumulates in the ACSA wastewater collection system, and results in a sanitary sewer overflow, shall be liable for any fines dispensed by the Commonwealth of Virginia or the United States of America.
10. A commercial waste hauler or individual who discharges to the ACSA wastewater collection system the wastes collected from a grease interceptor shall be assessed a charge. See Appendix B.

19.23. APPEAL PROCESS.

An FSE, commercial waste hauler, or individual shall have the right to appeal any of the costs or charges listed in Section 19.22.1 through 19.22.10 according to the following procedure:

1. A notice to appeal shall be requested in writing and delivered to the office of the Executive Director no later than five (5) business days following the receipt of notice of the cost or charges to be levied.
2. The failure to file such notice to appeal within such time limit shall be deemed a waiver of the right to appeal.
3. Upon receipt of the appeal request, the Executive Director shall render a decision within thirty (30) calendar days.
4. The decision shall be sent by certified mail to the appellant.

APPENDIX B

**ALBEMARLE COUNTY SERVICE AUTHORITY
WATER AND SEWER RATE SCHEDULE**

Effective November 21, 2019

Section 2-01. General

3. Additional sets of the *General Water and Sewer Construction Specifications* may be supplied by the Authority to any recipient of the one free set at a cost of \$10.00 per set.

Section 7-08. Temporary Water Service

A. Temporary Water Service

Initial Fee	\$25.00
Each 30-Day Extension	\$25.00

B. Meter Size Deposit

5/8" & 1"	\$150.00
1 1/2"	\$250.00
2"	\$350.00

Section 7-09. Temporary Use of Fire Hydrants [Revised 10/1/16]

B. 1" hydrant meter - \$550 (\$60 non-refundable)
 1 ½ hydrant meter - \$800 (\$80 non-refundable)
 3" hydrant meter - \$2,000 (\$100 non-refundable)

D. A usage fee of \$20.00 per month will be charged for hydrant use through the hydrant meter. Failure to submit a meter reading will result in a \$50.00 non-refundable fee.

Section 8 Cross-Connection and Backflow Prevention; Section 8-21. Violation Charges

Item #	Charge	Violation
1	\$1,000	Failure to correct an identified cross-connection – high hazard
2	\$500	Failure to correct an identified cross-connection – low to moderate hazard
3	\$1,000	Failure to install an approved backflow prevention device – high hazard
4	\$500	Failure to install an approved backflow prevention device – low to moderate hazard
5	\$1,000	Removal or by-pass of a required backflow prevention device – high hazard
6	\$500	Removal or by-pass of a required backflow prevention device – low to moderate hazard
7	\$250	Failure to provide a passing test report for a backflow prevention device – high hazard
8	\$100	Failure to provide a passing test report for a backflow prevention device – low to moderate hazard

Section 10-03. Meter Testing Charge

5/8" - 1"	\$100.00
1 1/2" - 2"	\$150.00
3" - larger	\$Actual Cost+25%

Section 11-05 Deposits For Temporary Meters

<u>Meter Size</u>	<u>Deposit</u>
5/8" & 1"	\$150.00
1 1/2"	\$250.00
2"	\$350.00

Section 11-06. Deposits For Fire Hydrant Meters

<u>Meter Size</u>	<u>Deposit</u>
1"	\$550(\$60 non-refundable)
1 1/2"	\$800 (\$80 non-refundable)
3"	\$2,000 (\$100 non-refundable)

Section 12-02. Water and Sewer Rates

VOLUME CHARGES

In addition to the fixed monthly service charge (Section 12-03), a volume charge based upon monthly metered water use will be assessed as follows:

Water

Metered Consumption

Residential and All Irrigation Water Rates:

Level 1 (0-3,000 gallons per month)	\$ 4.48 per thousand gallons
Level 2 (3,001-6,000 gallons per month)	\$ 8.98 per thousand gallons
Level 3 (6,001-9,000 gallons per month)	\$13.46 per thousand gallons
Level 4 (over 9,000 gallons per month)	\$17.96 per thousand gallons

Non-Residential and Multi-Family Residential Water Rate (except irrigation water):
\$8.66 per thousand gallons

For customers having both a primary and auxiliary meter, the four rate levels will be applied to the sum of the consumption on both meters, not to each individual meter.

Wastewater

Metered Consumption \$9.47 per thousand gallons

Section 12-03. MONTHLY SERVICE CHARGE

The fixed monthly service charge will be assessed based on meter size as follows:

<u>Meter Size</u>	<u>Service Charge</u>
5/8"	\$8.57
1"	\$16.46
1 1/2"	\$29.65
2"	\$45.45
3"	\$87.64
4"	\$135.08
6"	\$259.08

Section 12-04. CONNECTION CHARGES

Payment for the applicable connection charges will be accepted only after the issuance of a building permit.

Service Connection (Tap) Charge - To defray the cost of installation of a service connection from the water and/or wastewater main in the public right-of-way to the curb or property line and/or the installation of meters, all new services will be charged according to the following schedule:

(a) Water

Primary Meters

5/8" meter and connection	\$1,026
1" meter and connection	\$1,091
Over 1" meter and connection	Actual Cost
5/8" meter only	\$ 184
1" meter only	\$ 277
Over 1" meter only	Actual Cost

Auxiliary Meters

Actual Cost

(b) Wastewater

All Taps	Actual Cost
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Section 12-05. System Development Charge

In order to defray, in part, the cost to the ACSA of providing major transmission/distribution mains, collection lines, pumping stations and storage facilities necessary to provide water and wastewater service to new customers in the ACSA system. This charge shall be assessed on the basis of equivalent residential connections (ERC):

Water	\$1,890 per ERC
Wastewater	\$2,970 per ERC*

*Except certain Glenmore parcels as defined by Glenmore WWTP Agreement dated June 15, 1995

Section 12-06. RWSA Capacity Charge

All new water and sewer connections to the ACSA systems shall be assessed a charge to defray, in part, the cost of providing capacity for a new customer in the RWSA system. This charge shall be assessed on the basis of equivalent residential connections (ERC):

Water	\$4,760 per ERC
Wastewater	\$3,850 per ERC*

*Except certain Glenmore parcels as define by Glenmore WWTP Agreement dated June 15, 1995

Section 12-05/06. System Development/RWSA Capacity Charge ERC Calculation

Connection Charges for metered services larger than 5/8" shall be equated to equivalent residential connections (ERC) according to the following ratios:

5/8" meter	=	1 ERC	3" meter	=	16 ERCs
1" meter	=	2.5 ERCs	4" meter	=	25 ERCs
1 1/2" meter	=	5 ERCs	6" meter	=	50 ERCs
2" meter	=	8 ERCs			

System Development and RWSA Capacity Fees for multi-family, hotel, hospital, assisted living facility, nursing care facility, master-metered single-family units, or master-metered mobile home parks shall be charged the higher of a fee based upon meter size or the calculation of the number of units multiplied by the following factors:

Multi-family	1 unit	=	0.50	ERC
Hotels	1 room	=	0.50	ERC
Mobile Home Park	1 mobile home	=	1.00	ERC
Hospitals	1 bed	=	1.00	ERC
Assisted Living Facility	1 bed	=	0.40	ERC
Nursing Care Facility	1 bed	=	0.75	ERC
Master-Metered Single-Family	1 unit	=	1.00	ERC

For large or unusual new connections where, high demand may be anticipated, the Authority reserves the right to calculate system development and capacity fees based on engineering data specific to that customer rather than using the ERC factors above.

Section 12-07. Connection Fees for Irrigation Meters

- | | |
|---------------------|--|
| A. Auxiliary Meters | Actual cost of installation |
| B. Primary Meters | All applicable connection fees as noted in Appendix B, section 12-04 and 12-09 |

Section 12-08. Line Tapping Fee:

Where the ACSA provides water main taps to accommodate line extensions, fire sprinkler systems and similar uses, a tapping fee will be assessed to the customer in accordance with the following schedule:

TAPPING

<u>MACHINE</u>	<u>TAP SIZE</u>	<u>LINE SIZE</u>	<u>PRICE</u>
E-4	3/4" – 1"	1 1/4" – 3"	\$140.00
B-100	3/4" – 1"	4" – 24"	\$140.00
A-2	1 1/2" – 2"	6" – 24"	\$210.00
CL-12	4" – 12"	4" – 24"	\$84.00/inch

INSTALLATION OF TAPPING SLEEVES AND TAPPING VALVES

All water mains shall be uncovered and cleaned by the customer, who shall install tapping sleeves and valves. The excavation shall be prepared in accordance with all applicable safety regulations. Return trip charges resulting from the customer failing to properly prepare the trench and pipe for the tapping/inserting operation will be billed to the customer. These additional costs shall include labor, equipment, and overhead costs.

Section 12-10. NFRPS Special Rate District Fees

All sewer connections to the wastewater collection system within the North Fork Regional Pump Station Special Rate District shall be charged the following additional fee effective October 18, 2012:

North Zone	\$2,275.00 per ERC
South Zone	\$1,389.00 per ERC

Refer to Appendix C for a list of Tax Map Parcels within the North Fork Regional Pump Station Special Rate District and the North Fork Regional Pump Station Special Rate District Map.

Section 13. Miscellaneous Charges

13.02. Account Charge	\$8.00 per each new account
13-03. Delinquent Cut Off/On Fee	\$26.00/trip during normal work hours
13-04. Reconnection Fee	\$72.00 after work hours & weekends
5/8" - 1 1/2" meter	\$26.00
2" - 4" meter	\$33.00
Larger than 4" meter	Actual Cost
13-05. Special Service Fee	\$26.00/trip during normal work hours \$72.00 after work hours & weekends
13-06. Meter Size Change Fee All Meters	Actual Cost
13-07. Exceptional Payment Processing Fee	\$35.00 (Payable by Cash only)
13-08. Testing Fee	Actual Cost
13-09. Delinquent Payment Penalty Late Payment Charge	10% On Outstanding balance 1 1/2% per month
13-10. Meter Re-read Fee	\$26.00
13-11. Construction Plan Review Charge	\$49.00/hour

As-built Plan Review	\$49.00/hour Engineer Review \$34.00/hour Inspector Review
13-12. Construction Inspection Fees:	
Water and/or Sewer lines greater than 400 linear feet	\$.78/linear foot
Water and/or Sewer lines less than 400 linear feet	Actual Cost
Re-inspection Fee of New Water/Sewer Lines	\$34.00/hour
Inspection of New Pumping Stations	Actual Cost
13-13. Failure to Report Hydrant Meter Reading	\$50.00
13-14. Irrigation System Application Processing Fees:	
a. Plan Review and Meter Sizing	\$ 25.00
b. Cost Estimate preparation	\$125.00
13-15. Meter Tampering Fee	\$250.00

VOLUME CHARGES DURING EMERGENCY WATER RESTRICTIONS

(As set forth in Section 16)

Water

Beginning with the first billing cycle following adoption of Emergency Water Restrictions, in addition to the fixed monthly service charge, a volume charge based upon monthly metered water use will be assessed as follows:

Single-Family Residential	Per 1,000 gallons
Level 1 (0-3,000 gallons per month)	Normal Rate x 1.25
Level 2 (3,001-6,000 gallons per month)	Normal Rate x 1.50
Level 3 (6,001-9,000 gallons per month)	Normal Rate x 2.00
Level 4 (over 9,000 gallons per month)	Normal Rate x 2.00
Non-Single Family Residential	Per 1,000 gallons
All usage	Normal Rate x 1.50

16-06. PENALTIES.

First offense \$ 500.00
Second offense \$1,000.00

In addition to the penalty charge, the ACSA may terminate of water service for the duration of the emergency.

Section 18. Carwash Certification Program

18-04. FEES.

CCP Application Fee \$100.00
CCP Annual Renewal Fee \$100.00

18-05. INSPECTION.

CCP Re-application Fee \$100.00

Section 19. Fats, Oils, and Grease (FOG)

19-22. COSTS AND CHARGES.

Item #	Cost/Charge	Description/Infraction
1	\$250/3 years	FOG Waste Discharge Permit
2	\$1,000/month *	NOV- failure of an FSE to install or repair grease control device
3	\$1,000/month *	NOV- repeated failure of an FSE to properly maintain grease control device, and repeated excessive FOG discharge from an FSE
4	\$500	NOV - failure of an FSE to keep grease control maintenance records on site and available to the ACSA
5	\$500	NOV- falsification by an FSE of grease control device maintenance records
6	\$500/month *	NOV- failure of an FSE to submit a FOG Waste Discharge Permit application or pay a permit fee
7	Assessed amount	An FSE whose operations allow grease accumulation - all costs to clean and repair the ACSA facilities
8	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow - all costs to clean and repair the ACSA facilities
9	Assessed amount	An FSE whose operations allow grease accumulation that results in a sanitary sewer overflow- all fines levied by the state or federal government
10	Up to \$10,000/occurrence	Commercial waste hauler or individual – illegal discharge of grease wastes to the ACSA system

*Until the violation is corrected to the satisfaction of the ACSA.

APPENDIX C

North Fork Regional Pump Station Special Rate District

List of Parcels in North Zone

0210000001200	032E0000B02200	032E0000D02300	032E0030001600	032G0010001200
02100000012D0	032E0000B02300	032E0000D02400	032E0030001700	032G0010001300
0210000001400	032E0000B02400	032E0000D02500	032E0030001800	032G0010001400
03200000000500	032E0000B02500	032E0000D02600	032E0030001900	032G0010001500
03300000000100	032E0000B02600	032E0000D02700	032E0030002000	032G0010001600
032E0000000200	032E0000B02700	032E0000D02800	032E0030002100	032G0010001700
032000000005B0	032E0000B02800	032E0000D02900	032E0030002200	032G0010001800
032000000005B1	032E0000B028A0	032E0000D03000	032E0030002300	032G0010001900
032000000005C0	032E0000B02900	032E0000E00100	032E0030002400	032G0010002000
032000000005C1	032E0000B03000	032E0000E02300	032E0030002500	032G0010002100
032000000005C2	032E0000B03100	032E0000E02400	032E0030002600	032G0010002200
032000000005C3	032E0000B03200	032E0000E02500	032E0030002700	032G0010002300
032000000005C4	032E0000B03300	032E0000E02600	032E0030002800	032G0010002400
032000000005D0	032E0000B03400	032E0000E02700	032E0030002900	032G0010002500
032000000005D1	032E0000B03500	032E0000E02800	032E0030003000	032G0010002600
032000000005E0	032E0000C00100	032E0000E02900	032E0030003100	032G0010002700
032000000005F0	032E0000C00200	032E0000E03000	032E0030003200	032G0010002800
032E00000001A0	032E0000C00300	032E0000E03100	032E0030003300	032G0010002900
032E0000000500	032E0000C00400	032E0000E03200	032E0030003400	032G0010003000
032E0000000600	032E0000D00100	032E0000E03300	032E0030003500	032G0010003100
032E0000B00100	032E0000D00200	032E0000E03400	032E0030003600	032G0010003200
032E0000B00200	032E0000D00300	032E0000E03500	032E0030003700	032G0010003300
032E0000B00300	032E0000D00400	032E0000E03600	032E0030003800	032G0010003400
032E0000B00400	032E0000D00500	032E0000E03700	032E0030003900	032G0010003500
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North Zone Parcels

032G0080007000	032G01A0205500	032G01B0102400	032G03B00000A0	032G03C0004000
032G0080007100	032G01A0205600	032G01B0102500	032G03B0001300	032G03C0004100
032G0080007200	032G01A0205700	032G01B02000B0	032G03B0001400	032G03C0004200
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032G0080007500	032G01A0206100	032G01B0200200	032G03B0001700	032G03C0004500
032G0080007600	032G01A0206200	032G01B0200300	032G03B0001800	032G03C0004600
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032G0080007900	032G01B0100200	032G01B0200600	032G03B0002100	032G03C0004900
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032G0080008100	032G01B0100400	032G01B0206400	032G03B0002300	032G03C0005100
032G0080008200	032G01B0100500	032G01B0206500	032G03B0002400	032G03C0005200
032G0080008300	032G01B0100600	032G01B0206600	032G03B0002500	032G03C0005300
032G0080008400	032G01B0100700	032G01B0206700	032G03B0002600	032G03C0005400
032G0080008500	032G01B0100800	032G01B0206800	032G03C00000A0	032G03C0005500
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032G0080008700	032G01B0101000	032G01B0207000	032G03C0002600	032G03C0005700
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032G01A0205400	032G01B0102300	032G03A0001200	032G03C0003900	

North Fork Regional Pump Station Special Rate District

List of Parcels in South Zone

03200000009E0	032000000017B3	032000000022B2	032A0010A00500	032A0010B01700
032000000019E0	032000000017B4	032000000022C1	032A0010A00600	032A0010B01800
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032000000022E0	032000000017C0	032000000022C4	032A0010A00700	032A0010B01900
032000000023E0	032000000018A0	032000000022C5	032A0010A007A0	032A0010B02000
032000000029E0	032000000018B0	032000000022C6	032A0010A00800	032A0010B02100
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03200000001006	032000000019A1	032000000022G0	032A0010A010A0	032A00200001C0
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03200000001700	032000000019B0	032000000022J0	032A0010A011A0	032A0020000400
03200000001800	032000000019B2	032000000022K0	032A0010A01200	032A0030B00100
03200000002000	032000000019B4	032000000022K1	032A0010A012A0	032A0030B00200
03200000002100	032000000019B7	032000000022L0	032A0010A01300	032A0030B002A0
03200000002200	032000000019B8	032000000022L1	032A0010A013A0	032A0030B00400
03200000002300	032000000019B9	032000000022M0	032A0010A01400	032A0030B00500
03200000006700	032000000019C0	032000000022N0	032A0010A01500	032A0030B00600
03200000007000	032000000019C1	032000000022P0	032A0010A01600	032A0030B00700
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03200000007200	032000000019C3	032000000023B0	032A0010A01700	032A0030B00900
03200000007300	032000000019D0	032000000023C0	032A0010A01800	032A0030B01000
03200000007400	032000000019F0	032000000023D0	032A0010A018A0	032A0030B01100
03300000001700	032000000019F1	032000000023F0	032A0010A01900	032A0030B01600
032000000017E3	032000000019G0	032000000023G0	032A0010B00100	032A0030B01700
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032000000017E5	032000000019H1	032000000023H1	032A0010B00200	032A0030B01900
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032000000004D0	032000000019J1	032000000029A0	032A0010B00600	032A0030B02100
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032000000004H0	032000000020A1	032000000029B1	032A0010B00800	032A0030B02300
032000000005A0	032000000020A2	032000000029H0	032A0010B008A0	032A0030B02400
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032000000006A0	032000000020B0	032000000029I0	032A0010B009A0	032A0030C00200
032000000006A1	032000000020C0	032000000029J0	032A0010B01000	032A0030C00300
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