



**CITY OF NEWPORT NEWS - WATERWORKS
APPLICATION FOR HYDRANT METER ASSEMBLY
& SERVICE PERMIT**

A Hydrant Meter Assembly (HMA) and Hydrant Meter Service Permit will be issued for water service not intended for ingestion only after [1] a genuine need has been established by completion of this form, [2] approval of proposed use is granted by Waterworks, and [3] applicant has paid all applicable fees & deposits. Subsequent to applicant's submittal of this form, Waterworks will determine approval or denial within three (3) business days and will then notify applicant of response. Applicant must be an officer (i.e., person authorized to approve financial commitments) of the requesting company or organization.

PART I: TO BE COMPLETED BY APPLICANT

Please Print, Except For Signature

Applicant's Name _____ *Title* _____

Name of Company or Organization _____

Street Address _____

City or Town _____ *State* _____ *Zip Code* _____

Federal Tax ID No. or SSN _____ *Telephone* (____) _____

Fax (____) _____ *Local Telephone* (____) _____

Proposed Use of HMA (be specific) _____

Location of HMA Use _____ **Vehicle-Mounted**

Anticipated Duration of Use (from) _____ (to) _____ (1 year max)

[NOTE: Permit is valid for period of one (1) year beginning at date HMA is issued; use of HMA beyond this time frame will require application for a new permit.]

I have read the Hydrant Meter Service Permit, agree to comply, and hereby apply for a Hydrant Meter Assembly and Hydrant Meter Service Permit for the stated purpose.

Applicant's Signature _____ *Date* _____

PART II: TO BE COMPLETED BY WATERWORKS METER SHOP

Application is: Approved for HMA size 1" 3" or Denied

Reviewer's Signature _____ *Date* _____

HYDRANT METER ASSEMBLY RECORD

The data recorded herein is to document the approved use of a hydrant meter assembly. A copy of the approved application is attached.

PART I: TO BE COMPLETED BY METER SHOP
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Hydrant Meter Service Permit: Permit No. _____ Date _____

Hydrant Meter Assembly Issue:

Account No. _____ Issue Date _____

Meter Serial No. _____ Meter Reading at Issue _____

RPZ Serial No. _____ Latest RPZ Test Date _____

Vehicle-Mounted HMA:

Approved Air Gap: Yes No Latest Insp Date _____ Truck No. _____

Waterworks Representative _____
(Signature)

Applicant's Representative _____
(Signature)

Hydrant Meter Assembly Return:

Return Date _____ Meter Reading at Return _____

Condition of HMA is same as at issue: Yes No (describe below)

Waterworks Representative _____
(Signature)

PART II: TO BE COMPLETED BY WATERWORKS ACCOUNTING
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Accounting Control No. _____ Deposit Amount \$ _____

Cut-Off Date _____ Vendor No. _____

Date Final Bill Paid _____ Remarks _____

HYDRANT METER ASSEMBLY VIOLATIONS

This document is a record of observed violations involving a hydrant meter assembly issued for use in accordance with the Hydrant Meter Service Permit identified on the other side.

Permit No.: _____ **Meter Serial No.:** _____

1st Violation: Date: _____ Time: _____ Hydrant No. _____

Location: _____

Description: _____

Action/Comment: _____

Reported by: _____ Recorded by: _____

2nd Violation: Date: _____ Time: _____ Hydrant No. _____

Location: _____

Description: _____

Action/Comment: _____

Reported by: _____ Recorded by: _____

3rd Violation: Date: _____ Time: _____ Hydrant No. _____

Location: _____

Description: _____

Action/Comment: _____

Reported by: _____ Recorded by: _____

HYDRANT METER SERVICE PERMIT

Permit No. _____ Meter Size 1" 3" Issue Date _____

This permit is hereby issued to _____ to allow use of a hydrant meter assembly for the purpose of _____
_____. Vehicle-mounted

General:

Use of a hydrant meter assembly (HMA) and a hydrant meter service permit is pursuant to an applicant receiving approval, agreeing to the conditions of the permit, and complying with those conditions. An HMA is defined as a water meter, a reduced pressure principle backflow preventer (except for vehicle-mounted meters with a permanent air gap arrangement), appropriate fittings & valves, and a hydrant wrench.

A hydrant meter service permit is valid for one (1) year beginning at date hydrant meter assembly is issued; use of the HMA beyond this time frame will require application for a new permit.

Use & Restrictions:

Water obtained from a fire hydrant is NOT intended for ingestion by humans or animals, and Waterworks assumes no liability for such use.

A hydrant meter assembly **must** be used at all times whenever water is drawn from a fire hydrant, and all water drawn from a hydrant **must** pass through an HMA.

Hydrant meter assemblies issued by Newport News Waterworks are to be used only on fire hydrants that are owned & maintained by Newport News Waterworks. They are not to be used on private fire hydrants or on hydrants in jurisdictions not served by Newport News Waterworks.

NOTE: Fire hydrants that are owned & maintained by Newport News Waterworks are easily identified by an Arabic numeral or series of numerals stamped into the top surface of each hydrant's operating nut. In addition, these hydrants are painted red, with white paint on the bonnet and nozzle caps...although, not all fire hydrants painted with this scheme are the Waterworks' hydrants.

Use of hydrant meter assemblies (or any portion thereof) obtained from a source other than Newport News Waterworks' Meter Shop will not be allowed.

Only wrenches specifically designed for use on fire hydrants are to be used for removing/replacing nozzle caps, and for operation of the hydrant's operating nut...use of anything other than a hydrant wrench will be considered a violation of this permit.

If a hydrant meter assembly is attached directly to a fire hydrant nozzle, a rigid means of support must be provided to minimize the weight borne by the nozzle and/or coupling on the HMA.

The hydrant meter assembly must be disconnected from the fire hydrant from which water is being drawn at the end of each normal workday. No fire hydrant is to be left in a condition that would impede access for emergency use.

In the event of a water supply emergency, as determined by the Waterworks Director, all hydrant meter service permits will be reviewed for possible suspension for an unspecified period of time. The period of validity for all suspended permits will be extended for an amount of time equal to the suspension. Use of an HMA during a permit suspension may result in confiscation of HMA.

Deposits & Fees:

Subsequent to approval of application for a hydrant meter assembly and prior to issuance of the HMA & hydrant meter service permit, the following financial obligations must be paid:

NOTE: All applicable deposits & fees must be remitted in the form of a check or money order made payable to Waterworks

1. A non-interest bearing security deposit in the amount of \$290.00 [1" meter with backflow preventer], \$755.00 [3" meter with backflow preventer], or \$600.00 [3" meter without backflow preventer, for vehicle-mounted applications only].
2. A turn-on fee (to initiate the account) in the amount of \$20.00

A monthly service fee of \$31.00 [1" meter] or \$120.00 [3" meter with or without backflow preventer] will be assessed during time permit holder has possession of the HMA, regardless of consumption.

Applicant's HMA account will be charged the applicable water consumption rate, in effect at time of use, for **all** metered water.

A permit holder will be required to read the meter between the 1st & 10th of each month and report the reading to Waterworks Auditing [call: 926-1163 or fax: 926-1168 or e-mail: nnwaudit@nngov.com]. Meter dials register water consumption similar to a vehicle's mileage odometer...read (left to right) & report ALL digits, including ALL ZEROS. **A no-read fee in the amount of \$20.00 will be assessed to each account for each month that a reading is not reported.**

The cost of any damage to the HMA and/or hydrant(s) as the result of misuse or improper care, whether incidental or intentional, will be charged directly to the applicant, and if not paid it will be deducted from the security deposit. All charges, including those for damage, assessed to the applicant must be paid in full before the security deposit will be returned to the applicant.

All outstanding fees assessed to any account in the applicant's name, or the name of the company or organization requesting an HMA must be satisfied prior to issuance of this permit.

Maintenance & Testing:

It is the responsibility of the permit holder to maintain the hydrant meter assembly in the same condition that existed at time of issue. All HMA's (including vehicle-mounted air-gaps) are not to be altered or tampered with in any fashion; evidence of such will be a violation of this permit and could result in suspension of hydrant use privileges; this is not to preclude the addition of fittings downstream of the HMA.

The HMA shall be returned to the meter shop when:

- a. It is no longer needed by the permit holder

- b. A period of one (1) year from issue date has passed
 - i. Vehicles with mounted HMA's must be presented for air gap inspection
- c. The assembly is recalled by the Waterworks

All hydrant meter assemblies must be returned to Waterworks meter shop at 425 Industrial Park Drive, Newport News upon notification by the meter shop.

Enforcement & Penalties:

The Waterworks meter shop will maintain a record of all reported violations observed in the field and will take appropriate action, as follows:

- The first violation will result in a verbal warning to the permit holder and to the applicant
- A second violation will result in a verbal warning to the permit holder and a written notification to the applicant informing him/her of the two (2) violations and the consequences of a third violation.
- A third violation will result in revocation of the hydrant meter service permit and recall of the hydrant meter assembly

Revocation of a hydrant meter service permit, for any reason, will result in:

- Forfeiture of all deposits on the subject account
- Ineligibility of company or organization represented by permit holder to obtain another permit for a minimum of six (6) months, unless approval is granted by Waterworks' Director or his representative.

The revocation of a second hydrant meter service permit, within 24 months, issued to the same company or organization will result in permanent ineligibility.

TO BE COMPLETED BY PERMIT HOLDER:

Please Print, Except For Signature

Name _____
(Current Photo-Identification Required)

Representing (company or organization) _____

I have read and understand the above requirements, and hereby agree to comply with these requirements in the use of a Hydrant Meter Assembly and Hydrant Meter Service Permit for the stated purpose. Furthermore, I understand that violation of any of these requirements could result in penalties, loss of this permit and hydrant meter use privileges.

Signature _____ Date _____

TO BE COMPLETED BY METER SHOP:

Waterworks Representative _____
(Signature)

A COPY OF THIS PERMIT MUST BE ON SITE

Report all problems with fire hydrants to 757-234-4913

Hydrant Meter Assemblies are issued to companies/organizations to accommodate their stated need(s) for water; however, you are reminded that the primary purpose of all fire hydrants is for emergency use...please do not abuse this privilege by impeding access to any hydrant.

NOTE:

Only wrenches specifically designed for use on fire hydrants are to be used for removing/replacing nozzle caps, and for operation of the hydrant's operating nut

Any fire hydrant to which a hydrant meter assembly will be connected shall be operated in the following manner:

1. Verify that the hydrant is closed before removing any nozzle caps
2. Remove and securely store nozzle cap
3. Flush hydrant by allowing a slow flow until clear
4. Attach hydrant meter assembly to hydrant nozzle and provide adequate support blocking...**DO NOT OBSTRUCT VENT PORT ON RP** – Maintain a minimum of 12" clearance between vent port and closest object/ground.
5. Verify outlet shut-off valve of hydrant meter assembly is closed
6. **SLOWLY** open (turning counter-clockwise) hydrant operating nut until hydrant is fully open
7. **SLOWLY** open hydrant meter assembly outlet shut-off valve...use this valve to control flow during working hours

At the end of each normal workday, the hydrant meter assembly shall be disconnected from the fire hydrant in the following manner:

1. Verify that hydrant meter outlet shut-off valve is closed
2. **SLOWLY** close (turning clockwise) hydrant operating nut until hydrant is fully closed
3. Open HMA outlet shut-off valve and drain HMA
4. Disconnect hydrant meter assembly from fire hydrant
5. Replace nozzle cap on fire hydrant nozzle
6. Secure hydrant meter assembly to avoid unauthorized use or theft



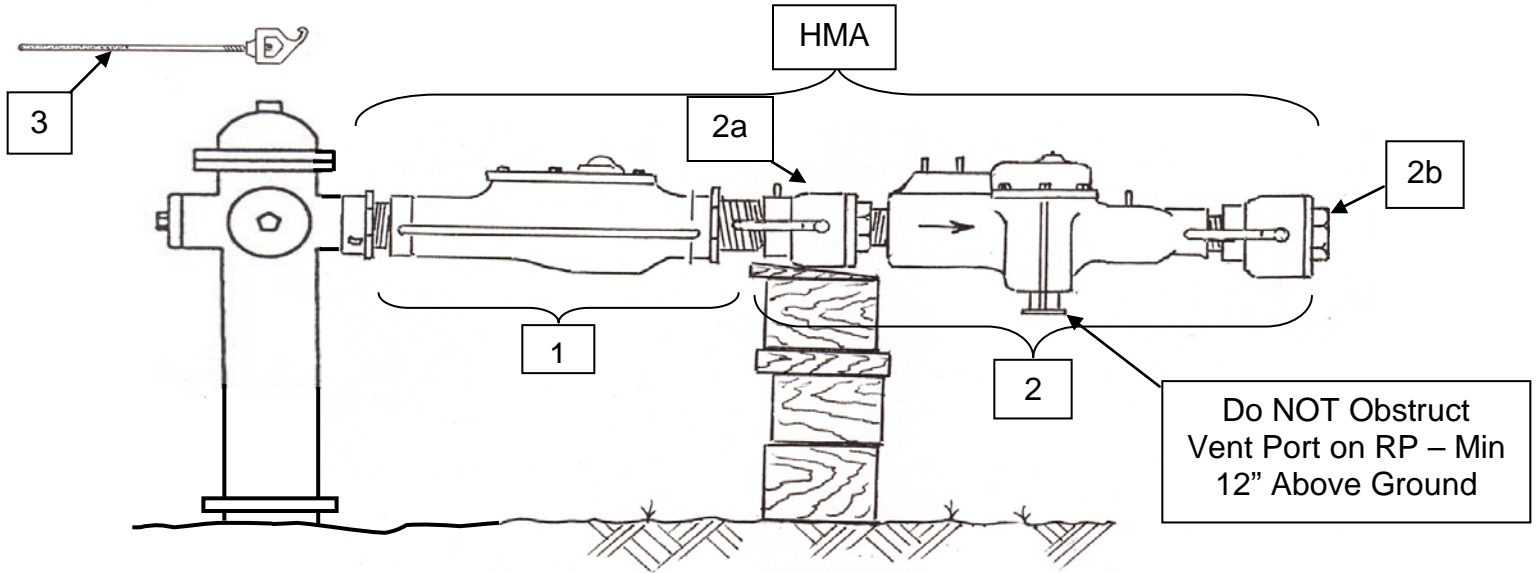
DIAL 1" HMA



DIAL 3" HMA

Meter dials register water consumption similar to a vehicle's mileage odometer...read (left to right) & report ALL digits, including ALL ZEROS.

HYDRANT METER ASSEMBLY



ITEM NO.	DESCRIPTION
1	Water Meter
2	Reduced Pressure Principle Backflow Preventer
2a	Ball Valve (inlet)
2b	Ball Valve (outlet) – Operate For Flow Control
3	Hydrant Wrench – Furnished by Waterworks

This diagram illustrates a 3” Hydrant Meter Assembly as issued by meter shop, and its proper installation. A 1” HMA is similar and is equipped with a male pipe thread x male garden hose thread adapter on the outlet valve.

TYPICAL PERMIT VIOLATIONS

Violations of a Hydrant Meter Service Permit include, but are not limited to, the following:

- ❑ Hydrant Meter Assembly (HMA) attached directly to a fire hydrant without any support, or with inadequate support (e.g., support is present but HMA is not actually resting on support).
- ❑ Use of any tool other than a hydrant wrench to remove/install nozzle cap or to operate hydrant.
- ❑ HMA used for any purpose other than that specified on the application.
- ❑ Disassembly or alteration of the HMA.
- ❑ Piping attached to outlet of HMA that would prohibit or interfere with removal of HMA from hydrant.
- ❑ Obstruction of vent port on backflow preventer (non-mobile operations) or inadequate air gap (mobile operations).
- ❑ Obstruction of fire hydrant (e.g., box or barrel placed over hydrant).
- ❑ Any activity that has the potential of causing contamination of the Waterworks' distribution system.
- ❑ Failure to comply with operating instructions (e.g., partially-opened hydrant)
- ❑ Leaking connections (waste of water and/or potential hazard to traffic/pedestrians)
- ❑ Unattended HMA (i.e., user should be within the general vicinity of the hydrant & HMA).