



Water, Wastewater and Reclaimed Water Systems Policy and Procedures Manual

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I. INTRODUCTION

INTRODUCTION

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I. INTRODUCTION

A. AUTHORITY

The City of Gainesville Code of Ordinances (COG Code) provides the basis for the administration of Gainesville Regional Utilities' (GRU) Water, Wastewater and Reclaimed Water Systems. In the COG Code are found the definitions that are used to describe the various stakeholders, the components and the business procedures, including the fees, charges and methods of payment for Water, Wastewater or Reclaimed Water Service. The COG Code is a dynamic document and it is changed from time to time to adjust to changing conditions. The language in the COG Code supports a series of Policy Statements that have been adopted by the City Commission (CC). The Policy Statements in themselves have no legal authority, but are intended to identify the philosophy and expectations of the CC. The Water, Wastewater and Reclaimed Water Systems Policy and Procedures Manual (the Policies and Procedures) includes Policy Statements that are intended to guide decision makers in those unforeseen circumstances where procedures have not been developed.

The Policies and Procedures are maintained under the authority of the GRU General Manager of Utilities (GM) as delegated to the Assistant General Manager for Water and Wastewater Systems (AGM W/WW). The Director of Water and Wastewater Engineering (Director W/WWE) administers the Policies and Procedures. Although consistency to existing policy is desirable, the Director W/WWE is authorized to approve exemptions when there is no conflict with the COG Code, and the proposed policy exemption results in accomplishment of the intent of the policy at no loss in quality, functionality or increase in life cycle cost. Exemptions are specific to a given situation and are not precedent setting.

1. INTERPRETATIONS OF POLICY

Policies described herein shall be applied uniformly and any special circumstance not described shall be addressed by interpretation made by the Director W/WWE or his / her designee or rendered through the appeals process described herein.

2. APPEALS PROCEDURE

An appeal may be addressed with the Director W/WWE for resolution of a dispute associated with interpretation of this Policy. Should the aggrieved party be unable to resolve the dispute to his/her satisfaction, a formal appeal may be filed with the Water and Wastewater Systems Division, but only after the informal mechanism has been attempted.

3. REVISIONS TO POLICY

The General Manager for Utilities or his / her designee shall establish a fair and equitable system for internal review of proposed changes or revisions to existing policies and shall approve such changes or policies,

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in writing, prior to implementation. GRU may change, modify, add to, or update its procedures at any time and without notice.

4. POLICY PRECEDENCE

The rules and policies stated herein supersede and annul any and all rules or policies not in agreement with or previously used by GRU.

All decisions made by Water and Wastewater Systems' staff in the performance of their duties may be challenged through an appeals process.

B. PURPOSE

The purpose of this policy is to provide clear, concise, written procedures to facilitate adherence to the COG Code for Water and Sewerage, chapter 27, the Safe Drinking Water Act (42 U.S.C), Clean Water Act (33 U.S.C § 1251), and other applicable federal and state laws and regulations. GRU provides for the public health and welfare by regulating the quality of potable water supplied to its service area, the wastewater discharged into its wastewater collection system, and the use of reclaimed water. GRU strives to implement this policy uniformly and consistently. Procedures herein are thus subject to change as ordinances are revised and as improvements in the means of implementing the COG Code are made.

C. SCOPE

The Policies and Procedures shall contribute to the GRU Vision and Mission:

Vision: Enable our community to live better and work smarter.

Mission: Deliver Superior value to our customers and community by capitalizing on our unique opportunities as a multi-service utility.

GRU Water and Wastewater Systems Mission:

To provide utility customers with potable water, process wastewater and provide reclaimed water to protect public health, safety and welfare, in a sustainable manner.

D. DEFINITIONS

This Policies and Procedures shall make use of the definitions established in the COG Code (§27-96).

When the words "Gainesville Regional Utilities", "GRU" or "General Manager for Utilities" are used in this policy, they shall mean the "General Manager for Utilities or his / her designee." "Local ordinance" shall mean either City of Gainesville or Alachua County ordinance, depending on the location of the customer.

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E. SEVERABILITY

If any section, clause, provision or portion of this policy shall be held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect any other section, clause, provision or portion of this policy.

F. RELATED DOCUMENTS

These Policies and Procedures will make reference to additional documents, manuals, and policies beyond the scope of this manual. This includes the following:

- The Water and Wastewater Engineering Design Standards Manual (W/WW/RCW Standards Manual) - <http://www.gru.com/WWWStandards/index.jsp>
- Section 27 of the City of Gainesville Codes - <http://www.municode.com/Resources/gateway.asp?pid=10819&sid=9>
- Florida Administrative Code - <https://www.flrules.org/Default.asp>
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A. GRU RESPONSIBILITIES

1. OWNERSHIP

No person shall, by the payment of any charge provided for herein, or by construction facilities accepted by GRU, acquire any interest or right in any of these facilities or any portion thereof, other than the privilege of having their property connected thereto for water, wastewater or reclaimed water service in accordance with these procedures and regulations.

2. PREFERENTIAL FEES, RATES AND CHARGES

GRU shall not establish any free services or grant any preferential rates, fees, or other charges among the users of the same classes of customers. GRU may, at the direction of the City Commission (CC), establish incentives or programs to assist low income users.

3. MAINTENANCE AND ASSOCIATED LIABILITY

GRU shall make a reasonable effort to inspect and keep its facilities in good repair consistent with prudent utility practice. However, GRU assumes no liability for any damage caused by the water, wastewater or reclaimed water system that is beyond the control of normal maintenance or that is due to situations not previously reported in writing to GRU.

GRU shall not be responsible for the repair or maintenance of any water, wastewater or reclaimed water service beyond the end of GRU maintenance or for the repair or maintenance of any private water, wastewater or reclaimed water facility unless it can be shown that damage is the direct result of action by GRU or its agents.

GRU may inspect private systems connected to its systems. GRU may require disconnection, repairs, measuring devices, or modifications when such private systems have been judged, at the sole discretion of GRU, to be contributing excessive flows, grease, sand, grit, debris, or other materials that are regulated by the current ordinance; or when private systems, at the discretion of GRU, pose a threat to public health, safety, or welfare.

The Assistant General Manager (AGM) of Utilities or his / her designee shall approve any work performed on private property.

GRU shall be compensated using standard rates for any such work.

4. CONTINUITY OF SERVICE

GRU shall use prudent utility practice to provide continuous service, and having used prudent utility practice will not be liable to the customer for failure or interruption of service, including but not limited to, any act or omission caused directly or indirectly by strikes, labor troubles, accidents, litigation, shutdowns for repairs or adjustments, blockages caused by

foreign materials, failure of electrical power, acts of God, or other causes beyond its control.

5. END OF GRU MAINTENANCE

GRU shall not be responsible for the operation, repair and maintenance of any water, wastewater or reclaimed water service beyond the end of GRU maintenance of service connection, nor for any privately owned water, wastewater or reclaimed water facility.

For water service, the end of GRU maintenance is defined as the point where the City's potable water meter outlet is connected to the pipe of the customer. With fire line service, the end of GRU maintenance is where the gate valve is connected to the pipe of the customer.

For wastewater service, the end of GRU maintenance is defined as the sanitary sewer cleanout within the utility easement if one exists or the point at which the service lateral crosses the utility easement or road right of way if no easement exists.

For Reclaimed Water Service, the end of GRU maintenance is the meter outlet for installations which have a meter and the service shutoff valve for all other installations.

6. SYSTEM SPECIFICATIONS

GRU may change, modify, add or update its specifications at any time without notice except as may be limited by contract.

GRU may specify and approve the manufacturer, size, type, and design of material including, but not limited to, pipes, fittings, valves, taps, meters, laterals, lift stations, and any other incidental components being added to the water or reclaimed water distribution or wastewater collection systems.

All facilities which are to be deeded to and/or connected to the GRU water, wastewater or reclaimed water system shall be constructed of materials and built in accordance with the W/WW/RCW Standards Manual. GRU may remove, test, seal, interfere with, or confiscate any components that are determined to be detrimental to the water, reclaimed water, or wastewater collection system's operation.

Prior to acceptance of such systems, GRU may inspect such systems and require corrective actions, at no cost to GRU including full replacement or any other action that shall bring such systems up to the standards established by GRU. GRU shall have the sole and exclusive right in determining whether the system conforms to GRU standards.

B. CUSTOMER RESPONSIBILITY

1. INDEMNITY TO THE CITY OF GAINESVILLE

The customer shall not hold the City of Gainesville, its employees, appointed officers, or agents, responsible for any damage or injury to persons or property, in any manner directly or indirectly connected with or resulting from the transmission and use or connection to the water, wastewater and/or reclaimed water system.

2. PROTECTION OF CITY PROPERTY

It shall be the customer's responsibility to properly protect City property on the customer's premises or easements. When contractors, construction companies, governmental agencies or others damage service lines, meters, or other equipment owned by the City, such damage will be repaired by the City and cost of such repair charged to the party or parties causing the damage. In the event of any loss or damage to City property caused, directly or indirectly, by or arising out of carelessness, neglect or misuse by the customer or by unauthorized parties, the cost of repairing such damage shall be paid by the customer.

3. LIMITATION OF USE

Water, wastewater or reclaimed water service purchased from GRU shall be used by the customer for the purposes specified in the application for service, and the customer shall not sell or otherwise dispose of such service to other parties without a written agreement with GRU.

Service shall be provided to a property and the customer shall have no ownership rights other than receipt of service for payment.

4. ACCESS TO CUSTOMER PROPERTY

The duly authorized agent of GRU shall have reasonable access to the customer's property for the purpose of terminating service, or for installing, maintaining, inspecting, or removing GRU property and in such performance shall not be liable for trespass.

A customer shall provide ingress and egress to not impede an employee of GRU at no charge for the purpose of accessing the utility system.

5. OBSTRUCTION OF CITY OWNED WATER, WASTEWATER OR RECLAIMED WATER FACILITIES

Customers shall not place any structures including, but not limited to, buildings, obstacles, signs, walls, vegetation or fences, in any City owned or easement areas. Customer assumes all risk of loss for any structures placed on city owned or within easement areas.

Moveable fences may be permitted within easement area, provided they are placed so as to allow ready access to water, wastewater, or reclaimed water facilities and provide a working space of not less than six feet (6') from fire hydrants and manhole centers, ten feet (10') from the opening side of any pad mounted equipment, and three feet (3') from water meters, valve box centers, and the other three sides of any pad mounted equipment.

6. **GRANTING OF LAND RIGHTS BY CUSTOMERS**

The customer shall grant or shall cause to be granted to GRU, without cost, all on-site and off-site rights-of-way, easements, deeded lands and privileges, for the proposed phase and all future phases of the subject project, which GRU, in its sole discretion, may deem necessary for the rendering and maintaining of utility service, and/or connecting and expanding utility service to adjacent property or new development and as indicated on approved construction drawings, (including, but not limited to, easements and rights-of-way dedicated by recorded plat, fee simple title, metes and bounds, legal description, and/or deeds). Where a GRU lift station is required, GRU requires a minimum 50 foot by 50 foot square site deeded to GRU conveyed by a warranty deed.

Standard minimum easement widths, centered on the pipeline, are 30 feet for gravity sewer (15 feet each side of pipe) and 20 feet for water, reclaimed water, and force main (10 feet on each side of pipe). A public utility easement is required a minimum of 5 feet outside the roadway right of way.

7. **INSPECTION OF CUSTOMER'S INSTALLATION**

All installations for water, wastewater or reclaimed water service or changes therein shall be inspected during construction, upon completion and / or upon identification of changes to the installation that might affect the performance of any portion of GRU's systems. The inspection shall be made by the proper governmental authority (GRU, ACPWD, FDOT, Code Enforcement, etc.) to ensure that piping, equipment and devices have been installed in accordance with accepted standard practice and in compliance with local ordinances, rules and building codes. Service shall not be rendered if the inspecting authority notifies GRU that the installation has not been approved, or in GRU's judgment such installations are not in conformance with GRU specifications or policies.

8. **TYPE AND MAINTENANCE OF EQUIPMENT**

The Customer's water, wastewater or reclaimed water system appurtenances shall be selected, installed, used and maintained in accordance with all policies herein, as well as all applicable laws and governmental regulations. If an appliance or device is used which may adversely affect the service, GRU may withhold or choose to discontinue

service whenever any such apparatus is used or there is any deviation from the procedures stated in Policies and Procedures.

9. CHANGE OF CUSTOMER'S SERVICE

No alterations or increases in the customer's installation that results in increasing levels of use, including increases in flow, which may affect the proper operation of the water or reclaimed water distribution or wastewater collection system or facilities of GRU shall be made without the written consent of GRU. The customer will be liable for any damage resulting from a violation of these Policies and Procedures and for payment of additional flow based connection charges.

10. SERVICING SEPARATELY OWNED PROPERTIES

Separately owned properties shall not be supplied with water through a common meter; nor shall separately owned properties be serviced with a common wastewater service lateral unless the wastewater service has been authorized by GRU.

11. MODIFICATIONS TO THE SYSTEM

In the event that existing potable water, wastewater, and/or reclaimed water facilities are in conflict with any proposed construction, the applicant must advise the Director of Water/Wastewater Engineering of the conflict, in writing, and request system modifications. The Director of Water/Wastewater Engineering shall review all modifications to determine whether they are feasible. If it is determined that they are feasible, GRU may elect to perform the modification, or permit the applicant to perform the modification with GRU supervision and inspection. The applicant shall pay all costs to GRU for labor, material, equipment, inspections, overhead, and all other related charges associated with said modifications which shall bring such systems into conformance with GRU standards.

12. MISCELLANEOUS CHARGES FOR WORK REQUESTED BY A PROPERTY OWNER

Charges shall be made for any work done by GRU. This work, which includes such items as relocating connections, meters, fire hydrants, manholes, or any other work done at the property owner's request for the benefit of the property owner, shall be charged at direct cost plus overhead and general fund transfer. Payment in full for the estimated cost is required prior to performance of the work. The property owner shall be responsible for payment of the actual cost of the work, including General Fund Transfer (GFT), and any charges above the original estimate. These charges may result from changes in the scope of the work, conditions, etc. Charges shall be paid prior to initiation of service.

13. DISCONTINUANCE OF SERVICE

GRU may discontinue water, wastewater or reclaimed water service to any customer for non-payment of bills, or if GRU determines that the customer's installation or use of private facilities presents an imminent danger to public health, welfare or safety, danger to GRU employees, or danger to GRU facilities. GRU may withhold service until the reason for the discontinuance is corrected and all costs due GRU are paid. These costs may include delinquent billings, service charges, or any other applicable charges. GRU may remove any meters or piping arrangements and assess the property owner for this work.

The customer is responsible for all charges associated with water and wastewater service until such time as service is discontinued for one of the following reasons:

- a. GRU receives notice from the customer to discontinue service as of a certain date.
- b. Service is discontinued by GRU due to non-payment of a regular bill or other causes as specified herein.
- c. Another customer applies for service at the same location at which time the former service is automatically discontinued.

C. EXTENSION POLICIES

1. POLICY OBJECTIVE

The cost of capital facilities required to serve new customers shall be borne by those new customers through a combination of connection charges and extension policies.

GRU shall retain sole and exclusive right to establish rates of return, identify desirable utility system improvements, require, establish, calculate and identify developer contributions in aid of construction (CIAC), establish acceptable levels of risk, and to approve or disapprove of any extension to the GRU system.

All rates, charges and fees for extension shall be identified and paid in accordance with the current COG Code.

Extensions of the GRU utility system, to service areas or customers desiring new utility service, shall be approved at the sole discretion of GRU and in accordance with the City of Gainesville and Alachua County's Comprehensive Land Use Plan and regulations issued there under.

Extensions of utility service shall mean an extension of utility service which in GRU's judgment is properly sized to accommodate new service

connections without causing unusual or unacceptable construction expenses. The extension begins at the existing GRU base system and ends at the end of GRU maintenance. Developers will be required to furnish water and/or wastewater connection points (stubs) beyond paved areas.

2. NEW CONNECTIONS TO EXISTING WATER, RECLAIMED WATER, AND GRAVITY SEWER MAINS

GRU development requirements will vary according to the availability of water, wastewater and/or reclaimed water service.

a. INDIVIDUAL SERVICE CONNECTION

Where an individual residence requests connection via a wastewater service lateral, and/or water or reclaimed water service lines and such lines are adjacent to the lot as confirmed by GRU, the customer is directed to contact the New Services Department at (352) 393-1414 to make arrangements to apply for service. The customer shall be prepared to furnish the following minimum information:

- Name of Applicant
- Phone Number
- Mailing Address and Zip Code
- Service Address with Apartment or Suite Number, etc.
- Size and Number of Water Meters

Every effort shall be made by GRU to install water meters and /or sewer laterals within ten (10) working days after payment of fees. In certain situations, GRU may require submittal of plans prepared by a licensed civil engineer. If installation of water service or sewer lateral requires pavement or sidewalk cut there will be an extra cost to customer.

b. EXTENSION

Where extensions are to be made to serve more than one existing or proposed building or when an extension is made that passes other existing existing or proposed buildings that are not connected to GRU's existing systems. GRU's Water and Wastewater Engineering Department shall perform an engineering evaluation to determine the type, size and length of facility that best meets the long term interest of GRU including future projected demands.

GRU may elect to install or contract for the installation of the main line extension to a point as determined by GRU or the customer

may choose to submit engineered plans for review, then hire their own contractor to install the extension under the supervision of the GRU inspector. . The applicant will pre-pay an amount estimated by GRU that is sufficient to cover all expenses expected to be incurred to provide the service to the applicant. After the main line extension is complete and ready for use, GRU will refund to the applicant any difference between the estimate and the actual monies that were spent in providing the customer portion of the completed extension. In the event the prepaid charge does not cover GRU's costs to construct the extension, the remaining amount must be paid by the applicant prior to GRU providing water service. All main line water extensions must be approved by GRU and meet all applicable standards prior to commencing construction.

Applicants are encouraged to attempt to solicit additional participation in main line water extensions to help defray their individual cost. GRU is not obligated in any way to solicit participants or to inform potential water customers about water availability.

c. **SPECIAL PROGRAMS**

GRU at the direction of the CC may, from time to time, adopt special policies or programs to facilitate service connections for new customers based on financial need or any other criteria.

d. **EXTENSION OF FIRE SERVICES IN EXISTING DEVELOPED AREAS**

Customers desiring fire service in existing developed or City of Gainesville annexed areas shall be required to fully compensate GRU for such services including, but not limited to, off-site system improvements and water main upgrades, excepting such cases where the City of Gainesville elects to assume responsibility for the payment of such costs by special action of the City Commission or by written agreement with the City Manager.

In these instances, GRU shall prorate the fire service costs. GRU shall retain the sole and exclusive right to determine the make up of the fire service costs and to perform any and all cost allocations.

3. **ON-SITE WATER, RCW, AND GRAVITY SEWER LINES**

An on-site system consists of the portions of a potable water distribution, reclaimed water distribution, or wastewater collection/transmission system located within the property lines, easements and / or rights-of way of a developer's improvement of a parcel.

- a. **DEVELOPER RESPONSIBILITIES FOR ON-SITE FACILITIES**
The developer shall construct and finance all on-site water, reclaimed water, and wastewater facilities. These facilities must be constructed to GRU standards, and the appropriate land rights must be granted or dedicated to GRU via the platting process for perpetual operation and maintenance.

 - b. **EXTENSIONS FOR PHASED DEVELOPMENT**
The developer shall be required to construct and finance the on-site system to enable extension of service to future phases of development and adjacent property under the same ownership.

As a multiphase development is constructed which includes a lift station / force main system designed to serve the full build out and the system's hydraulic capacity is not currently utilized, subsequent developers shall pay lift station / force main rebates (see Wastewater systems). When the system reaches hydraulic capacity, subsequent developers shall pay the costs to upgrade the system; however, improvements may be constructed at GRU's discretion.

 - c. **EXTENSIONS TO ADJACENT PROPERTY(S)**
The developer shall be required to construct the on-site system to enable future service to adjacent properties as determined by GRU.

 - d. **PRIVATE ON-SITE WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS**
Private on-site water distribution and wastewater collection systems may be allowed at GRU discretion. Adjacent properties can not be served from such systems and assurance must be provided that an appropriate financial mechanism including a private maintenance arrangement is established to provide perpetual operation and maintenance. GRU is not responsible for maintaining private systems. Owners must obtain a Sunshine One Call member number – <http://www.callsunshine.com/>.
4. **GRU INITIATED OFF-SITE EXTENSIONS**
Off-site refers to the portion of the water distribution or wastewater collection system not located within a parcel undergoing improvement. GRU may initiate off-site extensions to improve system performance or efficiency, or to ensure system reliability. Cost recovery mechanisms include Transmission and Distribution (T&D) charges, and Collection System charges.

 5. **DEVELOPER INITIATED OFF-SITE EXTENSIONS**

- a. **MINIMUM COST TO SERVE**

The developer shall be responsible for paying costs for the minimum off-site improvements required to serve the proposed development. GRU shall determine the minimum improvements necessary to serve the proposed development. The developer shall be responsible for the design and construction of these improvements unless otherwise determined by GRU.
 - b. **DEVELOPER RESPONSIBILITIES**

The developer shall be responsible for negotiating with off-site owners for any land rights required for proposed facilities and for payment of associated costs to purchase said land rights from off-site owners. The developer is also responsible for any surveying or engineering expenses required for preparation of legal descriptions that are provided to GRU.
 - c. **OVERSIZING FOR OFF-SITE EXTENSIONS**

GRU shall determine the pipeline diameter and length based on the geographic service area and the anticipated loads from the development as well as projected future growth. GRU may elect to require improvements beyond the minimum required to serve the proposed development in order to provide additional capacity to serve future anticipated loads outside the development. This practice is defined as oversizing. Oversizing may relate to a component diameter, length, depth, horsepower, etc. GRU shall pay the incremental cost for oversizing beyond the minimum necessary to serve the development.
6. **OFF-SITE WASTEWATER SYSTEM IMPROVEMENTS**
- a. **PAYMENT FOR NEW LIFT STATIONS**

When a new lift station is required to provide wastewater service to a new development, the developer shall pay all costs associated with the lift station.
 - b. **LIFT STATION STANDARDS**

In order to be accepted, operated, and maintained by GRU, the lift station must be designed and constructed in accordance with GRU standards.
 - c. **SIZING OF LIFT STATIONS**

The station shall at a minimum be designed to serve the proposed phase and all future phases of the development as determined by GRU.

d. **OVERSIZING OF LIFT STATIONS**

GRU may elect to have the lift station oversized to serve existing or future customers beyond the proposed development.

GRU may elect to oversize (upgrade) either an existing lift station in lieu of a newly constructed lift station, a new lift station in conjunction with the retirement of another lift station, or simply a new lift station.

e. **MAINTENANCE OF PRIVATE LIFT STATIONS**

Private lift stations may be allowed if adjacent properties can not be served by the existing GRU WW system, if the developer obtains all required permits for the station, and if assurance is provided that an appropriate financial mechanism is established to provide perpetual operation and maintenance. GRU is not responsible for maintaining private systems. Private lift station force mains shall be routed to a GRU gravity main, if possible, not a GRU force main.

f. **LIFT STATION REBATES**

Rebate charges shall be assessed to recover a portion of the cost expended by a previous developer in constructing the lift station and/or force main to which a new developer desires to connect per COG Code §27-102. If a new connection to a rebate eligible lift station/force main is desired, the initiating developer can recover the apportioned share (rebate amount) of the original construction costs as determined by GRU. Payment of the rebate amount by the subsequent developer shall be a condition to wastewater service.

(i) **REBATE ELIGIBILITY**

Lift stations constructed after June 1996 and for which GRU and a developer have entered into a rebate agreement are eligible for rebate. Rebates shall apply only to lift stations receiving subsequent connections of gravity flow sewage. The rebate period is limited to ten (10) years from start up of the lift station. See Appendix B.

(ii) **CAPACITY FOR LIFT STATION REBATE**

Rebate lift stations that have reached their planned capacity through payment of rebates may be available for additional connection if physical capacity still exists. Such conditions may exist in an area that has not reached full build out or a multi-phased development. In such cases, GRU shall determine the upgrade(s) needed to accommodate full build-out of the developments already served by the lift station with additional capacity proposed by the new development.

The new development may then proceed with the standard process to seek connection to the wastewater system.

g. **FORCE MAIN REBATES**

(i) **REBATE ELIGIBILITY**

Rebates may be calculated for each developer installed force main installed after December 1996. The rebate period shall be ten (10) years from start up of the system including the force main.

(ii) **TYPES OF FORCE MAINS ELIGIBLE FOR REBATE**

Rebates apply only to customers connecting directly to a rebate force main. Force main rebates will have two components, on-site force main rebate and off-site force main rebate. The method for determining the amount of rebate is addressed in the GRU Water and Wastewater Engineering Lift station / Force Main Rebate Policy in Appendix B.

7. **RECLAIMED WATER SYSTEM SERVICE**

a. **CONNECTION FEES FOR RECLAIMED WATER CUSTOMERS**

Connection fees, usage rates, and other charges for reclaimed water shall be established in the COG Code, Appendix A, Schedule of Fees, Rates, and Charges.

b. **GRU PAYMENTS TO SERVE NEW CUSTOMERS**

GRU may extend service to new customers after consideration of the value of alternate disposal costs for reclaimed water as well as the monthly service fees charged to customers.

The GRU maximum expenditure calculation shall include the lot size, average reuse flow factor, value of disposal factor, and the present value of any monthly fees and charges.

c. **REQUIREMENTS FOR RECLAIMED WATER SERVICE TO EXISTING DEVELOPED PARCELS**

In areas that GRU installs reclaimed water lines to serve existing dwellings, businesses or institutions, GRU may charge user fees to offset the cost of the reclaimed water system.

d. **GRU SUBSIDIES FOR RECLAIMED WATER PROJECTS TO MEET REGULATORY REQUIREMENTS**

Reclaimed water extensions may be pursued by GRU to generally make reclaimed water available to new areas or to enable projects that are required by regulatory agencies.

D. CONNECTION FEES AND CHARGES

1. TYPES OF CONNECTION CHARGES

Connection charges may be classified into the following categories:

a. WATER AND WASTEWATER TREATMENT PLANT CONNECTION CHARGES

These charges shall be assessed to recover costs associated with the construction of Water and Wastewater Treatment Plant upgrades. These charges are only applicable upon a request to service a dwelling where the City has issued a building occupancy permit. Treatment Plant capacity may not be reserved or prepaid.

b. CONNECTION CHARGES OTHER THAN WATER TREATMENT PLANT AND WASTEWATER TREATMENT PLANT CONNECTION CHARGES

These charges shall be assessed to recover costs associated with the labor, material and administrative overhead required to provide various utility related appurtenances or inspection services, including taps, meters, extensions to service properties, utility adjustments, jack and bores, and other types of installations which are required to provide service. These charges are applicable in instances where developer conveyed facilities are or are not utilized.

c. CONTRIBUTION IN AID OF CONSTRUCTION (CIAC) RELATED TO UTILITY EXTENSIONS TO SERVICE NEW DEVELOPMENT

CIAC's are addressed in the COG Code §27-130. The determination of whether to proceed with a project by accepting CIAC shall be made by the Director W/WWE.

2. PRE-PAYMENT OF CONNECTION CHARGES

Connection charges are due in accordance with rates and charges in effect at the time payment is made. In the event that payment is made and construction is not started within the valid duration of the permit, then connection charges shall be refunded, new plans must be submitted and approved, and current connection charges shall apply.

GRU retains the right to refund any payments in the event construction cannot commence due to an inadequately prepared site, where a

moratorium has been placed on new development by regulatory authorities or insufficient capacity is determined by GRU.

3. **NO RESERVED TREATMENT CAPACITY WITHOUT PAYMENT**
GRU makes no guarantee of capacity and shall serve new customers only after receipt of payment of all connection fees, including water and/or wastewater treatment plant connection fees, on a first come first served basis provided such capacity is available subject to the provisions of the concurrency management procedures herein.
4. **NOTICE OF WATER/WASTEWATER AVAILABILITY**
Prior to construction and acceptance of a developer-conveyed facility, the developer shall submit plans to GRU for review and approval. The plans shall include the description of the utilities to be installed and the utility service requirements being requested. GRU shall provide a written statement attesting to the current availability or lack of availability of water and/or wastewater utility service. However, nothing in the GRU communiqué shall be construed as a statement reserving water and/or wastewater capacity.
5. **CONNECTION CHARGES ASSESSED FOR NEW DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES**
Payment of connection charges including but not limited to the categories listed in the COG Code shall be assessed for water, wastewater and/or reclaimed water improvements and connections to the GRU water and wastewater system. Additional items may include utility adjustments, force main extension costs, lift station upgrade costs, connection to force and/or water main, and force main / lift station rebate.

Water and Wastewater Treatment Plant, Transmission, Distribution, and Lift Station Connection Charges shall be due upon issuance of a Letter of Completion from GRU to a developer and after receipt of the application for water and/or wastewater service for the dwellings which have received occupancy permits. The fees may be paid by the developer or by the new customer.

Additional charges or fees shall be levied by GRU for services which are incidental to the project. These fees include permit fees, extended inspection or re-inspection fees, etc., which are necessary to facilitate a completed project. The developer or contractor shall pay all such fees.

Final fees will be calculated after utility plans are approved by GRU for construction and sent to the New Services Department. The payment schedule will be as follows:

- a. First payment will be for any work by GRU such as taps, extensions, utility adjustments, and inspection fees. Allow a minimum of four (4) weeks after payment is made for scheduling.
- b. Final payment will be for meters and connection charges. If water meters are not involved, GRU may require that all fees be paid before the approved construction plans are issued.

Failure to pay fees and charges when due may result in delays in service or project denial.

6. **FINANCING OF UTILITY SERVICE FOR EXISTING DEVELOPMENT**
Proposed customers in existing development areas or City annexed areas shall be required to fully compensate GRU in accordance with the rates and fees for water, wastewater and / or reclaimed water service established by the COG Code.

GRU shall not accept any utility system for operation or maintenance which is not in conformance with its standards for water, wastewater and reclaimed water and shall require that all utility systems to be operated or maintained by GRU conform to GRU standards. All costs of GRU standard conformance shall be borne by those receiving utility service.

GRU has published procedures for the use of special assessment mechanisms and strongly encourages the use of special assessment financing of utility rehabilitations, replacements, upgrades, etc. in those areas where the cost associated with the utility improvements is equal to or less than the increase in the value of the properties serviced by GRU.

GRU shall retain the exclusive right to establish cost estimates and assessment charges.

III. GENERAL POLICIES

- A. CONCURRENCY MANAGEMENT
 - 1. CONCURRENCY MANAGEMENT
 - 2. FORECASTING GROWTH
 - 3. RESERVE MARGINS
 - 4. ANNUAL REPORT ON FACILITY CAPACITY
 - 5. EXISTING AVAILABLE CAPACITY
 - 6. CONNECTED DEMAND
 - 7. APPROVED, CURRENTLY UNCONNECTED
 - 8. TOTAL CURRENT SURPLUS
 - 9. TOTAL SURPLUS AT THE END OF THE CURRENT FISCAL YEAR
 - 10. TREATMENT PLANT AVAILABILITY
 - 11. DETERMINING FACILITY DEMAND

III. GENERAL POLICIES

A. CONCURRENCY MANAGEMENT SYSTEM

1. CONCURRENCY MANAGEMENT

Florida Administrative Code (F.A.C.) §9J-5 requires that necessary infrastructure, including water and wastewater facilities, be in place prior to or concurrent with the impact of development. F.A.C §9J-5.055 further requires that a concurrency management system be in place to ensure the concurrency of infrastructure and development impacts.

GRU shall plan water and wastewater capacity expansions and related available capacity to be concurrent with actual plant connections. GRU shall provide wastewater collection, potable and reclaimed water distribution, water treatment and wastewater treatment plant facilities to ensure that they are in place, operational, and online when needed.

GRU recognizes that there is a considerable lag time between when developments are planned and approved and when on-site infrastructure is complete and when all lots are built upon. GRU at its own discretion shall base water and wastewater treatment facility expansion on actual connection of development units, not on the number of approved connections.

2. FORECASTING GROWTH

GRU shall forecast flow based on operating records and econometric models. This forecast shall take into consideration, at minimum, the previous five (5) years of operating history. Such projections shall be updated each year to account for the actual number of added connections and proportionate added flow. Consideration of historical lot build out rates shall be included in forecast estimates.

3. RESERVE MARGINS

Water and wastewater facilities shall be constructed in a cost-effective manner and be sized with adequate reserve margins to handle peak flows as required by state and federal regulatory agencies. Should sufficient capacity not be available to meet permitted flow requirements, additional connection permits shall not be issued.

4. ANNUAL REPORT ON FACILITY CAPACITY

GRU, in accordance with FDEP regulations shall prepare an annual report on wastewater facility capacity each year. The report will include the capacity status of the water and wastewater treatment facilities as of the end of the previous fiscal year, projections for reservations or connections during the current fiscal year, and a projection of the surplus capacity for the current fiscal year.

5. EXISTING AVAILABLE CAPACITY

III. GENERAL POLICIES

- Existing available capacity shall be computed by GRU as the permitted plant capacity adjusted to reflect any operational limitations. Wastewater treatment plant capacity shall be computed by GRU as the sum of capacity at all the wastewater treatment plants.
6. **CONNECTED DEMAND**
An inventory of connected demand shall be calculated by GRU annually. Connected flow will be calculated by multiplying the actual number of connections by a weather adjusted unit flow rate determined by GRU.
 7. **APPROVED, CURRENTLY UNCONNECTED**
Demands associated with units for which utility construction plans have valid approval from GRU or for which on-site water and wastewater infrastructure is complete and has been accepted by GRU but have not yet been connected shall be considered when forecasting flow. These units will ultimately be constructed and will at some time in the future connect to the water and/or wastewater system. Due to the building cycle within a development, units may retain this status for many years. In forecasting system growth, GRU will project new connections based on historical system values.
 8. **TOTAL CURRENT SURPLUS**
The total current surplus of water and wastewater treatment plant capacity shall be determined by GRU annually. The current surplus will be determined by GRU by subtracting the current connected demand and the reserve margin from the existing available demand.
 9. **TOTAL SURPLUS AT THE END OF THE CURRENT FISCAL YEAR**
GRU shall determine the total surplus at the end of the fiscal year by projecting the demand associated with the "Approved, Currently Unconnected" pool and subtracting this figure from the "Total Current Surplus".
 10. **TREATMENT PLANT AVAILABILITY**
Determinations of capacity availability shall be made by the Water/Wastewater Engineering Department at the request of a developer, concurrent with either the City or County development order process. The Capacity Availability Determination (Appendix A) shall, at minimum, indicate whether or not water and/or wastewater plant capacity is available, the point of available service, the development for which the determination has been made, and the demand associated with the development. GRU may require other information such as an estimate of any required extension costs. It shall be the developer's/EOR's responsibility to assure that assumed demand is sufficient to serve the proposed development.

III. GENERAL POLICIES

Treatment facilities shall be deemed available to serve a project when surplus capacity is equal or greater than the estimated demand of the project in question.

Capacity availability shall indicate only the availability of water and/or wastewater plant capacity at the time of determination. No capacity reservation or guarantee of future service is expressed or implied by GRU or the Capacity Determination form.

11. DETERMINING FACILITY DEMAND

For purposes of meeting concurrency management system requirements, facility demand shall be determined by GRU using appropriate levels of service (LOS) standards as published in the City or County Comprehensive Plans. This demand determination is preliminary, based on assumptions concerning ultimate uses and demands. Demands used for LOS determinations shall not be used for determining connection fees. Connection fees shall be determined by GRU in accordance with §27-129 and §27-171 of the COG Code or other appropriate ordinances.

IV. WATER SYSTEMS

WATER SYSTEMS

A. POTABLE WATER SERVICE

1. WATER SERVICE WITHOUT WASTEWATER SERVICE
2. TEMPORARY WATER SERVICE
3. TEMPORARY WATER SERVICE FROM WATER MAINS
4. TEMPORARY WATER SERVICE FROM FIRE HYDRANTS
5. CONNECTION TO WATER MAINS
6. NON-GUARANTEED OF WATER PRESSURE
7. TESTING

B. WATER METERS

1. GENERAL WATER METER SYSTEM REQUIREMENTS
2. MASTER METERS
3. LOCATION OF WATER METERS
4. SIZING OF INDIVIDUAL WATER METERS
5. INCREASE IN WATER METER SIZES
6. REDUCTION IN WATER METER SIZES
7. IRRIGATION SYSTEMS
8. SIZING OF WATER SERVICE LINES

C. FIRE SERVICE SYSTEM CRITERIA

1. APPLICATION
2. DESIGN
3. LOCATION
4. MAINTENANCE REQUIREMENTS
5. MATERIALS SPECIFICATIONS
6. CROSS CONNECTION

D. CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION

IV. WATER SYSTEMS

A. POTABLE WATER SERVICE

Potable water refers to water from any source which has been approved for human consumption by the utility and appropriate regulatory agencies.

1. WATER SERVICE WITHOUT WASTEWATER SERVICE

This service may be made available where separate metering is required because the permanently designated usage will not be incorporated into the wastewater flow. This includes water service for irrigation use, cooling/heating system, or industrial process water. Water service to customers served by private wastewater treatment/disposal systems is also applicable to this class of service. Applicability is dependant upon service availability and approval of GRU.

2. TEMPORARY WATER SERVICE

Where reasonably available, this service may be rendered at the discretion of GRU for short periods of time (maximum of sixty (60) days subject to renewal), upon application and approval by GRU, for construction purposes, circuses, fairs, exhibitions, displays, and other temporary facilities or needs (COG Code §27-133).

3. TEMPORARY WATER SERVICE FROM WATER MAINS

Temporary service including, but not limited to, those for circuses, fairs, carnivals, and construction work may be rendered upon written application accompanied by a deposit. The amount of the deposit is established in the COG Code Appendix A, Schedule of Fees, Rates and Charges. Upon completion of the temporary use, the user will return the meter and pay the water use charge according to the general rate as established in the Schedule, and any charges for making the connection, include tapping, labor, and materials. The deposit is then returned less the nonrefundable installation / removal charges.

4. TEMPORARY WATER SERVICE FROM FIRE HYDRANT

A person requesting temporary service (maximum of sixty (60) days subject to renewal) for circuses, fairs, carnivals, construction work, or other transient or temporary activities shall make a written request to GRU for service. GRU shall determine which fire hydrant, if any, may be utilized for the proposed activity. Should such temporary service be approved, GRU shall install a meter and double check valve assembly on an existing fire hydrant after receipt of the deposit specified in the Schedule. Upon completion of the temporary service, the user shall pay the general water use charge and GRU shall refund the deposit less the nonrefundable meter installation and removal charge.

5. CONNECTION TO WATER MAINS

IV. WATER SYSTEMS

No person shall tap or make unauthorized connection to GRU' water lines mains. Opening or closing valves, opening hydrants, or otherwise tampering with the water distribution system without GRU's written approval is prohibited. Causing water to flow from the system without payment or specific written permission from GRU shall be considered water theft. The offending person shall pay all costs attributable to such tampering, as well as all penalties that may apply by law (COG Code §27-118).

In the event GRU authorizes a connection, the connected party shall adhere to all rules, policies, and procedures included in the written authorization to including backflow prevention practices.

6. NON-GUARANTEE OF WATER PRESSURE

GRU does not guarantee an uninterrupted supply of water nor does it guarantee continual water service at any pressure. GRU reserves the right to interrupt or reduce water pressure at any time for the purpose of making repairs, extensions, or for other purposes incidental to the operation of a public water supply system. GRU shall not be responsible for any damage caused by high or low pressure or any condition on the customer's side of the service. Any required pressure regulation shall be the customer's responsibility.

GRU shall not be liable or responsible to any persons whatsoever in case of fire or damage that may result from alleged insufficiency of such fire protection, either from want of pressure or volume, accessibility, or from any other cause. In order to insure the protection of the water system, GRU reserves the right to interrupt any water meter service where a structure has been abandoned, moved, burned or razed.

7. TESTING

GRU shall require the bacteriological testing of potable water supply pipelines up to the point of service prior to providing water service. Sections shall be tested and must pass the standard AWWA bacteriological test as referenced in the GRU W/WW/RCW Standards.

B. WATER METERS

1. GENERAL WATER SYSTEM METER REQUIREMENTS

Developers are responsible for supplying and installing meter system appurtenances as required by the W/WW/RCW Standards Manual. GRU will supply and install the meter.

GRU shall use every effort to begin installation of an individual water meter within ten (10) working days after receipt of payment. If some

IV. WATER SYSTEMS

unforeseen delay is encountered that will prohibit the meter installation, the customer shall be notified within a reasonable period of time.

2. MASTER METERS

A single master water meter will normally be provided for residential, apartment buildings, single family attached buildings, approved mobile home parks, professional or commercial buildings (COG Code §27-117). GRU reserves the right to specify the meter size and type.

Master meters may be installed only in instances where the monthly bill is the responsibility of one customer. All main lines, water meters, and related appurtenances, past the master meter are the responsibility of the customer.

3. LOCATION OF WATER METERS

GRU shall install water meters in non-traffic, readily accessible areas. These locations will be on private property adjacent to the public right-of-way or easement line. GRU retains the right to establish the exact point of connection along the public right-of-way or easement line.

4. SIZING OF INDIVIDUAL WATER METERS

The sizing of individual water meters will be the responsibility of the applicant (COG Code §27-126). The applicant shall provide GRU with water consumption assumptions used in selecting the appropriate size of the water meter. GRU may review the sizing of any water meter. If in GRU's judgment the meter specified is inadequate according to standard Engineering practices, GRU may require the applicant change the meter sizing. However, GRU assumes no responsibility for sizing any meter. GRU makes no guarantee of pressure or flow at a service location.

5. INCREASE IN WATER METER SIZES

A customer desiring a water meter larger than the size of the existing service meter shall pay GRU the cost of the larger water meter assembly installation charge, less the salvage value for the smaller meter removed. In addition, the customer shall pay the difference in the cost of associated water and wastewater connection charges. When a larger meter is requested and a distribution system improvement is required to provide adequate water to the site, the customer shall pay any and all costs associated with providing the distribution system improvement to that new meter including, but not limited to, new meter installation charges, labor, materials, and restoration.

6. REDUCTION IN WATER METER SIZES

A customer desiring water meter size reductions or downsizing shall furnish to GRU consumption information which supports such a change. GRU may reject such requests if the change in GRU's judgment could

IV. WATER SYSTEMS

cause low pressure, misrepresentation in consumption, or public inconvenience. When the request is approved, the customer shall pay GRU the cost of the smaller water meter assembly installation charge, less the salvage value for the larger meter removed. If this water meter size reduction occurs within two years after the original meter was installed, the difference in the larger and smaller connection charges shall be refunded. The customer is responsible for making application to GRU for refund within the specified period or the refund opportunity shall expire.

7. IRRIGATION SYSTEMS

The City water distribution system shall be protected against contamination from customers' irrigation systems by installation of backflow preventers as specified in the Manual of Cross Connection Control (see Appendix). Backflow preventers shall be installed on the customer's side of the water meter as close as practical to the meter. Customers shall be responsible for installing, testing, and maintaining backflow preventers.

8. SIZING OF WATER SERVICE LINES

Water lines to service individual residences shall conform to GRU standards. GRU may specify variation from the standard sizing due to site circumstances.

C. FIRE SERVICE SYSTEM CRITERIA

This service is intended to provide an emergency supply of water exclusively for fire protection purposes, the portion of the customer's installation to which this service is rendered must be entirely separate and apart from the customer's installation for general water service. Such service shall include a detector check valve and appropriate backflow protection in accordance with GRU standards.

1. APPLICATION

A letter of application signed by the customer requesting a standby fire line connection shall be submitted to GRU for approval. Within 30 days, GRU shall provide the customer with an estimate of all costs to be paid for by the customer associated with the installation of the fire line connection. System improvements to accommodate fire service are part of the standard cost determination process. Specifically, COG Code Appendix A provides for fire line connection charges.

The submitted application shall include at minimum: a legal description of the property, indicate the street address, lot and block number, and the street frontage of the site, along with the proposed usage. The applicant shall have connected to or have requested to be connected to the GRU water system to be eligible for a standby fire line connection. No standby fire line connection shall be provided until all charges including charges for

IV. WATER SYSTEMS

meters, backflow preventers, water main taps, pavement and/ or sidewalk repairs, and other charges incidental to supplying the water service have been paid for in full by the customer (COG Code §27-131).

2. DESIGN

All fire systems shall be designed to satisfy the fire support requirements established by the COG Code, the W/WW/RCW Standards Manual, and the GRU Cross-Connection Control Policy. Peak potable water, peak fire line demand, and ISO fire flow requirements shall be provided to GRU during the plan review process in order to ensure adequate off-site capacity exists.

Connections, temporary or otherwise, are prohibited between the customer's installation for general water service and the fire support system that is supplied through a standby fire sprinkler connection.

3. LOCATION

GRU shall install a standby fire line connection located in non-traffic, readily accessible area. This location will be on private property adjacent to the public right-of-way or easement line. GRU retains the right to establish the exact point of connection along the public right-of-way or easement line.

4. MAINTENANCE REQUIREMENTS

GRU shall be responsible for maintenance only to the point of connection for the fire service system, i.e. the line cutoff valve. Water facilities including, but not limited to, service lines, backflow prevention devices, valves and fire sprinkler systems shall be the responsibility of the customer.

5. MATERIALS SPECIFICATIONS

Within the GRU maintained portion of the fire service system, only fire mains, fire hydrants, fittings, valves, and other items and materials meeting the W/WW/RCW Standards shall be permitted for use. All system components must adhere to potable water system standards upstream of backflow prevention devices.

6. CROSS CONNECTION

The City water distribution system shall be protected against contamination from customers' fire sprinkler systems by installation of backflow preventers as specified in the Manual of Cross Connection Control (see Appendix). The customer shall be responsible for installing, testing, and maintaining the backflow preventer.

D. CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION

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Cross connection control and backflow prevention refers to efforts to safeguard the City potable water distribution from contamination due to operations conducted past the customer's point of service. GRU adopted and enforces a program to address these hazards. GRU customers shall comply with City Ordinance Section 27-135 and the Manual of Cross Connection Control.

Upon installation of a backflow preventer, the customer shall have the backflow preventer tested by a certified tester approved by GRU and the results of the test shall be submitted to GRU within 30 days of installation. The customer shall be responsible for ensuring that the test results along with information identifying the backflow preventer are submitted to GRU. Information identifying the backflow preventer shall include the manufacturer, type, model, size, serial number, and type of hazard.

Water service to any customer may be disconnected by GRU if a required backflow preventer is not installed, tested and maintained as required in the Manual of Cross Connection Control or has been removed or bypassed or if unprotected cross connections exist on the customers premises and there is inadequate backflow protection at the service connection. The customer shall be responsible for all costs of installing, operating and maintaining backflow preventers.

Contact the Environmental Programs Coordinator at (352)393-1698 for further information.

V. WASTEWATER SYSTEMS

V.WASTEWATER SYSTEMS

A.WASTEWATER SERVICE POLICIES

1. CLASSES OF WASTEWATER SERVICE
2. RESPONSIBILITY FOR WASTEWATER SERVICE
3. SERVICE LATERAL MATERIALS AND CONSTRUCTION
4. CONNECTIONS TO WASTEWATER LINES
5. FLOOD PROTECTION REQUIREMENTS
6. WASTEWATER LATERAL MAINTENANCE
7. PRIVATE LIFT STATIONS
8. GRU LIFT STATIONS

B.INDUSTRIAL PRETREATMENT PROGRAM

1. GENERAL REQUIREMENTS
2. DISCHARGE OF WASTEWATER CONTAINING FATS, OILS, OR GREASE
3. DISCHARGE OF SEPTAGE
4. MOTOR HOME WASTEWATER
5. LINT TRAPS
6. OIL/WATER AND SEDIMENT TRAPS

V. WASTEWATER SYSTEMS

A. WASTEWATER SERVICE POLICIES

1. CLASSES OF WASTEWATER SERVICE

This service covers wastewater discharges from the use of water in faucets, sinks, baths, toilets, urinals, and other similar fixtures or appurtenances producing normal strength wastewater in residential and commercial establishments. Wastewater containing excess strength contaminants is addressed in following sections.

2. RESPONSIBILITY FOR WASTEWATER SERVICE

GRU shall be responsible for operating and maintaining all dedicated and accepted wastewater collection/transmission facilities.

GRU shall provide a service connection located at the Public Utility Easement (PUE) line or customer property line for private connection. GRU will not be responsible for performing any work on the customers (private) property.

The customer shall be responsible for the construction of the service lateral from the structure to the point of service. GRU may inspect the service connection for proper grade and materials used in the construction of private service laterals.

3. SERVICE LATERAL MATERIALS AND CONSTRUCTION

All gravity service laterals shall be in accordance with the GRU W/WW/RCW Standards Manual.

4. CONNECTIONS TO WASTEWATER LINES

No unauthorized person shall tamper with, work on, uncover, make connection with, or in any other way alter or damage any part of the GRU wastewater system. No connection shall be made without written approval from GRU. Furthermore, no unauthorized person shall knowingly cause stormwater, ground water, or any other unsuitable water or material to enter the wastewater system including, but not limited to, waste collected from septic tanks, trucked waste, or other remote facilities. Prohibited activities include, but are not limited to, directing downspout or air conditioning condensate, boiler blowdown, or cooling water into the wastewater system, opening manhole lids to allow for drainage, dumping garbage, refuse or other wastes into manholes, draining swimming pools into the wastewater collection lines, or allowing any substance not considered domestic wastewater or not legally paid for as wastewater to enter the wastewater system. The offending person(s) shall pay the total costs which, in GRU's opinion, are attributable to such tampering and be subject to all penalties as may be provided by law.

5. FLOOD PROTECTION REQUIREMENTS

V. WASTEWATER SYSTEMS

Customers desiring a connection to the GRU wastewater system shall meet all applicable standard plumbing codes, Flood Control codes contained in the COG Code, and GRU W/WW/RCW Standards as applicable.

6. WASTEWATER LATERAL MAINTENANCE

The customer is responsible for the operation, maintenance and repair of any private lateral connected to GRU's wastewater system. GRU is responsible for operating, maintaining, repairing and/or replacing its wastewater facilities located within the public right-of-way or a public utility easement. Refer to COG Code 27-178.

Property owners may be charged for all costs including, but not limited to, clearing obstructions, such as grease, foreign materials, and debris, which in GRU's opinion, originated from a customer's business or residence.

7. PRIVATE LIFT STATIONS

A privately owned and maintained individual lift station may be required where property elevation is insufficient for a gravity flow connection to GRU's wastewater collection system. Direct connections to force mains are prohibited unless expressly approved by GRU.

GRU shall require submittal of design calculations (i.e. system head curves, pump curves, etc) to evaluate and approve the design of any individual lift station to be connected to the GRU wastewater system. All costs including, but not limited to, connection fees, electrical service, construction, operation, monthly service billings, and maintenance shall be borne by the customer.

8. GRU LIFT STATIONS

New lift stations shall be designed to minimize the total number of lift stations in the collection system. Re-pumping of wastewater should be avoided if possible. Proposed GRU force mains should connect directly to an existing GRU force main, if possible. New force mains shall be a minimum of 4" in diameter.

B. INDUSTRIAL PRETREATMENT PROGRAM

The purpose of this section is to establish policies that eliminate interference with the City wastewater collection system caused by customers' discharge of substances harmful to the wastewater collection system and to establish policies to recover costs incurred by GRU in mitigating the effects of such discharges. Some policies specified in this section may also be found in Section 27-180 of the City Ordinance.

V. WASTEWATER SYSTEMS

1. GENERAL REQUIREMENTS

Customers who are considered significant industrial users are required to apply for and obtain an industrial wastewater discharge permit from GRU before connecting to the City wastewater collection system or, in the case of a customer moving into an existing facility, before beginning operations. A significant industrial user includes:

- Any industrial user subject to Categorical Pretreatment Standards
- Any industrial user that discharges an average of twenty-five thousand (25,000) gallons per day or more of process wastewater to the City wastewater collection system or contributes five percent (5%) or more of the dry weather hydraulic or organic capacity of the City wastewater collection system.
- Any industrial user designated significant by GRU on the basis that the industrial user has a reasonable potential for adversely affecting the City wastewater collection system or for violating any federal, state, or local discharge limit or standard.

GRU reserves the right to require commercial customers that are not considered significant industrial users to apply for and obtain an industrial wastewater discharge permit before beginning operations or before connecting to the City wastewater collection system. Such non-significant industrial users may include but are not limited to dewatering projects preceding new construction and groundwater remediation of petroleum contaminated sites.

No trucked or hauled wastewater shall be discharged to the City wastewater collection system except by written agreement with GRU. GRU may also require such customers to apply for and obtain an industrial wastewater discharge permit.

Customers shall not discharge into the City wastewater collection system stormwater, air conditioner condensate, swimming pool water, cooling tower or boiler blowdown water or similar water without written permission from GRU.

Authorized representatives of GRU shall have access to and the right to inspect any customer's facility and to take samples of any process wastewater within the facility. GRU representatives shall have the right to copy

V. WASTEWATER SYSTEMS

facility records pertaining to any substance used or stored on-site and to remove such records if copying equipment is not available on-site.

GRU reserves the right to require customers, whether or not they are required to obtain an industrial wastewater discharge permit, to install pretreatment equipment as specified by GRU for any wastewater to be discharged into the City wastewater collection system. Such pretreatment equipment may include but is not limited to grease, oil, sand or lint traps or interceptors, flow equalizing devices, and flow monitoring and sampling devices. The customer is responsible for all costs associated with installation and maintenance of pretreatment equipment.

GRU reserves the right to prohibit the discharge of or require pretreatment for any wastewater that, because of its nature, may cause interference with the wastewater collection system or represent a hazard to GRU employees or public health.

GRU reserves the right to monitor and to require customers to monitor wastewater characteristics of their facility and to submit periodic reports with data pertaining to the customer's wastewater characteristics. Customers are responsible for all costs associated with such monitoring whether performed by GRU or the customer.

GRU reserves the right to immediately disconnect service without notice if, in GRU's judgment, a customer's discharge represents an imminent hazard to public health, GRU employees, or to the City wastewater collection system.

A customer who discharges a substance into the City wastewater collection system which causes damage to or interference with the City wastewater collection system shall be responsible for all costs incurred by GRU for damage or in mitigating the effect of the substance.

GRU may assess excess strength charges according to Appendix A of the City Ordinance to customers discharging wastewater into the City wastewater collection system. GRU shall determine excess strength in a manner representative of customers' wastewater characteristics over a period of time (e.g. one month) and for parameters for which normal strength limits have been established by GRU.

The Enforcement Response Plan (provided upon request) defines the range of enforcement actions in instances of customers' non-compliance with Section 27-180 of the City Ordinance and any provision in this section.

V. WASTEWATER SYSTEMS

Contact the Environmental Programs Coordinator at (352)393-1698 for further information.

2. DISCHARGE OF WASTEWATER CONTAINING FATS, OIL, OR GREASE (FOG)

Some policies specified in this section may also be found in Section 27-180.2 of the City Ordinance and the Oil and Grease Management Manual (see Appendix).

Residential and food service business wastewater discharges contain FOG which builds up in the wastewater collection system and can cause damage to the wastewater collection system as well as endanger public health and safety and can also cause adverse environmental impact. GRU educates residential customers about the hazards associated with discharging FOG into their plumbing systems.

All new commercial customers whose operations involve food service are required to obtain a grease trap permit from GRU before connecting to the wastewater collection system. A Grease Trap/Interceptor Permit application needs to be submitted during plan review for new construction or at the time of change in ownership or modification to the establishment that requires a building permit from the City or County. The application can be found in the Oil and Grease Management Manual (see Appendix F). GRU will use the information from the permit application to determine if a grease trap or interceptor is required and the size. Customers shall install a grease trap or interceptor of a design and size as specified by GRU.

Existing commercial customers whose business involves food service are required to obtain a grease trap permit from GRU whenever there is a change in ownership or a change in operations including but not limited to a change in menu or modification of an existing facility.

Automotive-related facilities including but not limited to car washes and automotive repair shops, which may contribute petroleum-based oil to the collection system, shall be required to install a GRU approved oil/water separator.

Commercial customers shall have their grease interceptors pumped clean with no return of wastewater at a frequency of every 30 days by a licensed septic tank hauler. GRU may grant a different cleaning frequency to a customer depending on the nature of the customer's operation.

Commercial customers may clean small under-the-sink grease traps provided that the FOG is properly disposed of in a sanitary landfill or sent off-site for recycling and no FOG is returned to the wastewater collection

V. WASTEWATER SYSTEMS

system and provided that GRU has not required the grease trap to be cleaned by a licensed septic tank hauler.

Commercial customers shall keep records of the previous 12 months of maintenance of grease traps and interceptors on-site and shall make the records available for inspection by GRU.

The use of chemicals or hot water to dissolve FOG thereby bypassing the grease trap or interceptor and allowing it to flow into the wastewater collection system is strictly prohibited.

Once removed, wastewater containing FOG shall not be returned to the wastewater collection system downstream of the grease trap or interceptor. Wastewater containing FOG as well as waste oil and grease shall be properly disposed of in a permitted Biosolids Management Facility (BMF) or transferred to a Class I solid waste landfill. The hauler of such wastewater shall make available to GRU all records pertaining to the disposal of the wastewater within 10 days of the pump out being performed. Records must be entered in GRU's Grease Trap Haulers Online Database.

A customer who discharges wastewater containing FOG into the City wastewater collection system which damages or interferes with the City wastewater collection system shall be responsible for all costs for damage to the City wastewater collection system and all other costs incurred by GRU due to the discharge.

GRU may discontinue water and/or wastewater service for non-compliance with any provision herein, and any provision of Chapter 27 of the City Ordinance or the Oil and Grease Management Manual.

GRU may assess excess strength charges according to Appendix A of the City Ordinance for customers discharging wastewater containing FOG into the City wastewater collection system. GRU shall determine excess strength in a manner representative of customers' wastewater characteristics over a period of time (e.g. one month) and for parameters for which normal strength limits have been established by GRU.

3. DISCHARGE OF SEPTAGE

GRU reserves the right to prohibit the discharge of septage due to lack of capacity, due to the potential to cause interference with the wastewater collection system, or if such discharge represents a hazard to GRU employees or public health, or if the septage exceeds the limit of any parameter for which a discharge limit has been determined by GRU.

V. WASTEWATER SYSTEMS

Septage which contains wastewater from grease traps, interceptors, oil water separators, sediment traps, or industrial wastewater is prohibited from being discharged into the City wastewater collection system except by written permission from GRU.

Septage shall not be discharged into the City wastewater collection system without prior written approval from GRU. GRU may also require customers discharging septage to apply for and obtain an industrial wastewater discharge permit.

GRU shall determine rates for the discharge of septage. Rates shall be subject to change without notice. Customers discharging septage are also subject to excess strength charges according to Appendix A of Chapter 27 of the City Ordinance.

GRU reserves the right to sample and analyze or require the customer to sample and analyze septage designated for discharge before discharge into the City wastewater collection system. The customer shall be responsible for all costs associated with such monitoring whether performed by GRU or the customer.

GRU shall designate the time, discharge point, and manner in which septage is discharged.

Customers discharging septage into the City wastewater system shall retain and make available to GRU information on wastewater discharged to the City wastewater collection system including but not limited to the amount of septage discharged, number of loads, date, time, and origin of the septage.

4. MOTOR HOME WASTEWATER

The discharge of motor home wastewater shall be allowed only in a manner and at discharge points as designated by GRU.

5. LINT TRAPS

No commercial laundry shall connect to the City wastewater collection system without installing a lint trap. Customers required to have lint traps shall clean the lint trap at least every 30 days or as directed by GRU.

6. OIL/WATER AND SEDIMENT TRAPS

A customer operating a commercial car wash shall discharge to the City wastewater collection system only with pretreatment through an oil/water separator and sediment trap of a size and design acceptable to GRU.

V. WASTEWATER SYSTEMS

A commercial customer engaged in the business of automotive maintenance that does not have a separate waste oil collection system shall discharge wastewater to the City wastewater collection system only with pretreatment through an American Petroleum Institute approved oil/water separator.

Unless otherwise approved in writing by GRU, commercial customers shall have oil/water separators and sediment traps cleaned at a minimum frequency of every 6 months by a licensed hazardous waste operator.

Contact the Environmental Programs Coordinator at (352)393-1698 for further information.

VI. RECLAIMED WATER SYSTEMS

A. AVAILABILITY OF RECLAIMED WATER

B. NEW DEVELOPMENT AVAILABILITY

C. PROHIBITION OF POTABLE WATER IRRIGATION METERS IN AREAS SERVED WITH RECLAIMED WATER

D. IRRIGATION OF COMMON AREAS UNDER THE CONTROL OF GRU

E. GRU SUBSIDIES FOR RECLAIMED WATER PROJECTS TO MEET REGULATORY REQUIREMENTS

VI. RECLAIMED WATER SYSTEMS

GRU shall designate a Reclaimed Water Service Area (RCWSA). The intent of the RCWSA designation is that all new development within the RCWSA shall be served with reclaimed water except in limited cases where it is not feasible. Areas outside the designated RCWSA may also be served on a case by case basis. Reclaimed water is intended to replace the use of potable water for irrigation, water features, etc., in accordance with FDEP Rule 62-610, F.A.C.

A. RECLAIMED WATER EXTENSION POLICY

1. **DESIGNATION OF RECLAIMED WATER SERVICE AREA**
GRU shall designate a Reclaimed Water Service Area (RCWSA) with defined geographical boundaries. These boundaries may be adjusted from time to time in order to provide efficient expansion of the RCW system.
2. **EXTENSION OF RCW TRANSMISSION MAINS**
GRU shall be responsible for extending RCW transmission mains within the RCWSA in order to facilitate connection of developer installed RCW distribution piping to the RCW system. GRU may accomplish this via GRU crews, contractors, or through oversizing. In general, distribution piping refers to lines constructed to serve properties within a development. Transmission mains refers to larger diameter pipelines (typically 12" or larger) constructed in order to transmit RCW from GRU treatment and storage facilities to feed RCW distribution systems.
3. **AVAILABILITY OF RCW FOR NEW DEVELOPMENT**
GRU shall evaluate the feasibility of providing RCW for proposed development inside the RCWSA. GRU may also identify and evaluate proposed developments outside the RCWSA for feasibility of RCW service on a case-by-case basis. If a development is deemed feasible for RCW service, the developer will be responsible for constructing RCW distribution to serve areas within the irrigated area of development. This includes service to individual lots, common areas, and other irrigated areas.
4. **DEVELOPMENTS THAT ARE NOT FEASIBLE TO SERVE WITH RCW**
GRU may deem RCW service to a development (either inside or outside the RCWSA) to be infeasible based on factors including, but not limited to:
 - a. The development shall have minimal or no irrigation. The following items shall be required to support this:
 - Deed restrictions and homeowners association covenants (if applicable) banning installation of in-ground irrigation systems and/or,

VI. RECLAIMED WATER SYSTEMS

- Development meets Florida Water Star requirements for outdoor use, and has deed restrictions that require continued water star certification, or connection to reclaimed water.
- b. Installation of lines will be infeasible due to engineering factors which may include inability to secure connection without adverse environmental impacts, inability to obtain necessary land rights, or any other factor that results in excessive cost to extend.
- c. Determination by GRU that inadequate capacity exists to serve the development or GRU does not intend to make reclaimed water available to the development presently or in the foreseeable future due to engineering or economic considerations.

5. RCW DISTRIBUTION SYSTEM DESIGN, PERMITTING AND CONSTRUCTION

The developer will be responsible for design, permitting and construction of RCW distribution piping within the development. This also includes off-site extensions to connect to existing RCW lines, if existing RCW lines with adequate capacity exist within $\frac{1}{4}$ mile of the development at the time of construction.

If there is not an existing RCW line with adequate capacity located within $\frac{1}{4}$ mile of the development at the time of construction, then GRU may allow the developer to temporarily connect the RCW distribution system to the potable water system or some other alternative water source. In such cases, GRU will extend a RCW transmission line to the development at a later date and remove the temporary connection(s) to the potable system and connect the distribution system to the RCW transmission line at that time. The timing at which GRU will make this future RCW transmission main extension will be at GRU's discretion.

During the period in which the development RCW distribution system is connected to the GRU potable water system, the customers will be charged GRU's potable water rates for irrigation meters.

6. PROHIBITION OF POTABLE WATER IRRIGATION SYSTEMS IN AREAS SERVED WITH RECLAIMED WATER

On properties in which reclaimed water is available, irrigation systems connected to the GRU potable water system shall be prohibited.

Reclaimed water is considered available to a property if:

- The property is already served by reclaimed water,
- There is an existing reclaimed water line adjacent to the property suitable for connection, or

VI. RECLAIMED WATER SYSTEMS

- GRU, at its discretion and cost, extends RCW to the property or the cost to extend RCW to the property is within the GRU contribution amount per item 7 or 8 below.

7. RCW REIMBURSEMENT POLICY

For developments which GRU determines are feasible to serve (both inside and outside the RCWSA) and who install RCW distribution systems, GRU shall reimburse the developer for costs associated with construction of the RCW distribution piping. This reimbursement applies only to distribution facilities which shall be deeded to GRU (not privately maintained facilities).

In order to receive reimbursement, the developer must do the following:

1. Receive approval from GRU as part of W/WW/RCW facilities plan review and approval process,
2. Provide signed and sealed cost estimates prior to Utility Construction Permit issuance and construction,
3. Receive GRU written approval of estimated costs prior to initiating construction,
4. Submit to GRU, for review and approval, actual construction costs signed and sealed by a professional engineer, contractor certified costs, and copies of contractor invoices to the developer marked paid.

8. EXTENSION OF RCW TO EXISTING DEVELOPMENT

RCW service is also available to existing developed lots and other properties within GRU's RCWSA on a voluntary basis. Customers desiring reclaimed water service must make application to GRU New Services Division. GRU shall develop a cost estimate for extending RCW from the nearest suitable existing RCW line to the customer's property. GRU shall also calculate a maximum GRU contribution toward the extension. If the cost estimate for extending is greater than the maximum GRU contribution amount, then the customer must pay for this cost difference prior to GRU making the extension. GRU shall design and construct the RCW connection to the property line and install a meter.

The customer shall be responsible for plumbing modifications on the customer's property which include, but are not limited to, connecting the customer's irrigation system to the RCW meter, eliminating any connection between the customer's irrigation system and the potable water system, and installing a backflow preventer on the customer's potable service in accordance with the latest revision of the GRU Water and Wastewater Department Cross Connection Control Manual. The customer is prohibited from interconnecting RCW lines and potable water lines.

VI. RECLAIMED WATER SYSTEMS

9. NON-PRESSURIZED RCW SERVICE

For golf courses and other large scale irrigation uses, GRU shall determine on a case-by-case basis if it can provide pressurized service to meet RCW demands. If GRU cannot provide adequate pressurized service to meet the user's needs, the user shall have to construct privately operated and maintained storage and repumping facilities. GRU shall provide non-pressurized service at a lower usage rate (\$/Kgal) than pressurized service.

GRU shall also consider customers who desire non-pressurized service on a case-by-case basis.

10. AESTHETIC WATER FEATURES

Properly designed and located aesthetic water features can provide significant benefits to GRU by providing consistent baseload RCW capacity with minimal pressure requirements and achieve environmentally beneficial aquifer recharge.

Projects that are considered "baseload" capacity projects may be eligible to receive RCW free of charge. GRU, at its discretion, shall determine if a proposed water feature provides "baseload" capacity. Criteria GRU shall consider in determining if a project is a baseload use and eligible for free RCW include:

- RCW shall be used almost entirely for aquifer recharge
- Demands shall be consistent – i.e. not susceptible to significant peaks, and shall provide capacity under wet weather conditions,
- The project meets all applicable regulatory requirements,
- Service can be interruptible. GRU retains the ability to interrupt service to the project periodically to improve pressures in the RCW distribution system.

GRU may participate in the capital cost and also operation and maintenance costs on a case-by-case basis. Conditions under which GRU may participate in costs include:

- Project provides baseload capacity as described above,
- The property is permanently dedicated for use as a water feature (via easement, fee simple transfer, etc.)
- The project meets all current regulatory requirements and foreseeable future regulatory requirements.

11. IRRIGATION OF COMMON AREAS UNDER THE CONTROL OF GRU

GRU may elect to provide reclaimed water in agricultural, recreational, or commercial areas by spray irrigation. GRU may pay for part or all of the cost to install, operate, and maintain a spray irrigation system at GRU's discretion, based on the value to GRU of the beneficial reuse.

VI. RECLAIMED WATER SYSTEMS

The spray irrigation site must meet the following criteria to qualify for this program:

- GRU shall maintain the distribution piping and spray irrigation system only. The applicant is required to maintain all mowing, landscaping, fencing, or any other maintenance items specified by GRU on the site for the life of the reclaimed water application.
- GRU shall maintain sole ownership of the spray irrigation facilities. The applicant shall not connect to the spray irrigation system without prior written approval from GRU. The applicant agrees there will be no compensation of any kind for future connections to the spray irrigation system.
- GRU, at its sole discretion, may reduce, interrupt, or terminate the reclaimed water application,
- The applicant shall grant GRU an easement over the area where reclaimed water is used.

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

A. NEW DEVELOPMENT POLICIES

1. ON-SITE WATER DISTRIBUTION, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS
2. OFF-SITE WATER DISTRIBUTION, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS
3. FACILITIES OVERSIZING REIMBURSEMENT
4. WATER, WASTEWATER AND/OR RECLAIMED WATER SERVICE TO INDIVIDUAL LOTS
5. DESIGN APPROVAL FOR WATER, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS
6. STANDARD SPACE ALLOCATION FOR UTILITIES
7. CONSTRUCTION STANDARDS FOR WATER, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS
8. EASEMENTS

B. NEW DEVELOPMENT PROCEDURES

1. APPROVAL PROCESS FOR WATER, WASTEWATER, AND RECLAIMED WATER UTILITY CONSTRUCTION PERMIT
2. PROCEDURES AFTER UCP IS ISSUED

C. CONSTRUCTION REQUIREMENTS

1. CONTRACTOR REGISTRATION
2. UTILITY CONSTRUCTION PERMIT
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4. PRECONSTRUCTION CONFERENCE
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6. TEMPORARY FACILITIES
7. NOTIFICATION REQUIREMENTS OF THE DEVELOPER
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10. AUTHORITY OF GRU
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14. CERTIFIED COSTS
15. REAL ESTATE REQUIREMENTS

D. ACCEPTANCE REQUIREMENTS

1. GENERAL REQUIREMENTS FOR ACCEPTANCE OF ANY SYSTEMS

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

2. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF WASTEWATER COLLECTION SYSTEMS
3. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF WATER DISTRIBUTION SYSTEMS
4. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF RECLAIMED WATER DISTRIBUTION SYSTEMS
5. LETTER OF COMPLETION
6. WARRANTY
7. CORRECTION OF WORK AFTER ACCEPTANCE BY GRU
8. DEVELOPER APPLICATION FOR INDIVIDUAL SERVICE

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

A. NEW DEVELOPMENT POLICIES

The following policy shall cover developer-installed utilities proposed for connection to the City of Gainesville water, wastewater and/or reclaimed water system. The developer shall be required to enter into a Utility Agreement, obtain a GRU Permit to Construct, and adhere to procedures in this section prior to initiating construction of any water, wastewater or reclaimed water facility proposed for connection to the GRU system or operated and maintained by GRU.

1. ON-SITE WATER DISTRIBUTION, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS

The developer shall be responsible for the costs associated with the design and construction of the potable water distribution, wastewater collection/transmission (lift station/force main), and/or reclaimed water distribution systems. All plans for such systems must be submitted to and approved by GRU through the plan review process.

The developer, at his / her expense, shall construct the on-site potable or reclaimed water distribution system and/or wastewater system sized to provide adequate fire protection, domestic water, irrigation and/or wastewater service to the proposed project. The developer must meet all requirements as defined in this policy and all applicable local, state and federal regulations. For systems to be operated and maintained by GRU, the developer shall convey to the City an unencumbered legal title for those systems upon completion in accordance with procedures set forth in this policy. GRU will inspect and charge any applicable fees prior to accepting the system.

2. OFF-SITE WATER DISTRIBUTION, WASTEWATER AND/OR RECLAIMED WATER EXTENSIONS

Developers requesting participation by GRU in the construction of utility extensions to service developer installed facilities shall make application to GRU. Prior to GRU initiating an extension, the developer and GRU shall enter into a formal agreement.

GRU shall review and approve the design and construction of all off-site water or reclaimed water transmission/distribution systems and/or wastewater collection extensions to serve developer installed facilities.

All off-site extensions resulting in a commitment to GRU in excess of fifty thousand dollars (\$50,000) will require CC approval prior to commencement of construction. Extensions may require CC approval. The General Manager of GRU or his / her designee has approval authority for any projects not requiring CC approval.

3. FACILITIES OVERSIZING SYSTEMS REIMBURSEMENT

GRU may require the oversizing of any water, wastewater and/or reclaimed water system component and will pay the oversizing cost. Oversizing may

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

relate to a component diameter, length, depth, horsepower, etc. The oversizing cost shall be reviewed and approved by GRU and an oversizing agreement executed prior to the construction of the oversized system. In the event of a discrepancy between the oversizing cost estimate furnished by the developer and GRU's estimate, GRU's estimate shall govern.

4. WATER, WASTEWATER AND/OR RECLAIMED WATER SERVICE TO INDUSTRIAL INDIVIDUAL LOTS

The developer shall provide water, wastewater and/or reclaimed water service to each individual lot in accordance with GRU water, wastewater and reclaimed water standards.

5. DESIGN APPROVAL FOR WATER AND/OR WASTEWATER SYSTEMS

Concurrent with the submittal of construction plans to GRU for review and approval, the developer shall address all applicable Site Plan Requirements for the applicable City and/or County Planning Agencies.

All proposed water, wastewater and/or reclaimed water systems submitted for review and approval shall be signed and sealed by a Professional Engineer registered in the State of Florida and designed in accordance with the Florida Department of Environmental Protection, Alachua County Department of Health, the Insurance Services Office, and GRU Standards, Rules and Regulations.

All water, wastewater and/or reclaimed water plans submitted for plan review shall include the Plan Review Submittal Requirements, which includes the Water and Wastewater Engineering Sufficiency Review Checklist (the Checklist) within the Plan Review Application found in the W/WW/RCW Standards Manual, Appendix A. The developer shall make application and obtain a Utility Construction Permit (UCP) from GRU prior to the start of construction.

Construction of on-site utilities must proceed in a continuous and progressive manner according to the time period specified on the construction permit. For the purposes of this policy, continuous and progressive construction shall include storage of necessary materials on-site, mobilization of equipment and construction personnel to perform work, notification to GRU requesting an inspector, and a determination by the GRU inspector that construction has begun and is continuing in a progressive manner. Should the developer fail to begin construction in the specified time he / she shall resubmit plans for GRU review and approval and be subject to any changes in these Policies and Procedures or COG Code.

Prior to GRU issuing a UCP for wastewater collection/transmission and/or water/reclaimed water distribution system, the developer or his / her consulting engineer shall furnish the specified number of engineering

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

drawings signed and sealed by a Professional Engineer licensed by the State of Florida and one disk with final submission drawings in an electronic format (AutoCAD -2004 or later) to GRU. No construction of wastewater collection/transmission and/or water/reclaimed water distribution systems shall take place until the drawings have been approved by GRU. Upon completion of construction, the developer shall furnish a certified construction costs breakdown on forms found in the W/WW/RCW Standards Manual, Appendix D and record drawings with annotations of discrepancies from the approved plans submitted above.

6. STANDARD SPACE ALLOCATION FOR UTILITIES

GRU adopted standard utility space allocations, prepared in cooperation with the City Arborist, Tree Advisory Board, and GRU Operating Divisions. The location of utilities and appurtenances shall conform to these requirements as described in Appendix C of the W/WW/RCW Standards Manual. Variations from these requirements require written approval from GRU.

7. CONSTRUCTION STANDARDS FOR WATER, WASTEWATER AND/OR RECLAIMED WATER SYSTEMS

All construction shall conform to the requirements of this policy and with the requirements of GRU W/WW/RCW Standards Manual.

8. EASEMENTS

Water, wastewater and/or reclaimed water facilities shall be installed under the provisions outlined in this policy and will not be accepted by GRU for operation and maintenance unless located in a public right-of-way or public utility easement (PUE).

Unless otherwise specified, all easements shall be a minimum of thirty fifteen (15) feet on each side of the centerline for gravity wastewater facilities and ten (10) feet on each side of the centerline for force main, water and reclaimed water facilities. Unless covered by a written agreement with GRU and under extenuating circumstances, conveyance of easements shall be at no cost to GRU. The developer shall be responsible for providing GRU with a legal description and/or copy of the recorded plat. Easements shall be posted on a form provided by GRU. (See the easement form in Appendix A for conveyance of easements to the City.)

B. NEW DEVELOPMENT PROCEDURES

This type of service consists of a development where the developer installs all internal water, wastewater and/or reclaimed water facilities. Such construction requires an approved utility construction permit and inspection by GRU. The developer shall follow the requirements stated in the GRU W/WW/RCW Design Standards Manual Section 1.

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

1. Approval Process for Water, Wastewater and Reclaimed Water Construction Permit:
 - a. The developer shall contact the Utility New Services Coordinator Department at (352) 393-1459 and schedule a Project Meeting to discuss utility service. Plan review submittal requirements including the Sufficiency Review Checklist discussed at the project meeting are found in the W/WW/RCW Design Standards Manual Appendix A.
 - b. The developer's engineer shall submit four (4) complete sets of plans to GRU New Services Department located in the GRU Administration Building, 301 SE 4th Avenue (P.O. Box 147117), Mail Station A-111, Gainesville, Florida 32614-7117. Hardcopy and electronic documents must conform to GRU format standards as addressed in the W/WW/RCW Design Standards Manual Section 1.C.
 - c. The developer's engineer shall include with the plans an engineering report detailing average daily potable water demand, peak domestic water demand, needed fireflow, ISO calculations, average daily wastewater generation, peak wastewater generation, and the respective method(s) of calculation and references used. GRU shall review the information submitted for the purpose of assessing fees and system size determination.
 - d. GRU shall review the developer's preliminary construction drawings. Comments will be marked in red and returned with a Request for Additional Information (RAI) to the developer's engineer for correction.
 - e. Modifications to construction drawings shall be made by the developer's engineer. GRU plan review staff will indicate the number of plan sets that shall be resubmitted for subsequent review along with the marked-up set. GRU will check the drawings to make sure that all changes have been made. If comments are not satisfactorily addressed or new issues arise due to revision, another RAI will be issued. The process will continue in an iterative fashion until all issues are addressed satisfactorily. An approved reproducible set of drawings along with the specified number of signed and sealed copies of the plans and an electronic AutoCAD file of the approved drawing set shall be provided to GRU by the developer prior to issuance of the UCP by GRU.
 - f. Before the Water, Wastewater and Reclaimed Water UCP is signed and issued, the following permits and approvals shall be required:
 - An FDEP permit for pipes larger than ten (10) inches and larger in diameter.

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- A Well-field Protection Permit if the subject property is located within a well-field protection district.
- A state or county road permit or any other right of way permit for construction within a dedicated right-of-way.
- All off-site and on-site easements as required by GRU must be legally executed and received.
- If any of the water, wastewater and/or reclaimed water facilities is to be oversized, an oversizing agreement, which is found in the W/WW/RCW Design Standards Manual Appendix D, shall be attached to the Utility Agreement. The developer must submit two estimates to GRU. One estimate shall include a breakdown of the costs for installing a system sized to serve only the project and the other estimate shall include a breakdown for installing the oversized system as specified by GRU. GRU shall evaluate the submitted estimates and determine the amount of oversizing costs to be reimbursed to the developer following project completion. All construction cost sharing shall be approved by GRU prior to the developer commencing any construction.
- If any of the water, wastewater and/or reclaimed water facilities installed by the developer is not deeded to GRU for ownership and maintenance, the Water and/or Wastewater Private or Partial Ownership Agreement which is found in the Appendix W/WW/RCW Design Standards Manual, Appendix D shall be attached to the Utility Agreement.
- If the developer qualifies for Lift Station or Force Main Rebates, a Lift Station/Force Main Agreement found in the Appendix W/WW/RCW Design Standards Manual, Appendix B shall be attached to the Utility Agreement.
- If a grease trap/interceptor and/or other pre-treatment system is required as part of the wastewater system, a Grease Trap/Interceptor Permit application must be submitted to GRU's Environmental Programs Coordinator to obtain a permit.
- Any other applicable federal, state, or local permits.

After all applicable permits, approvals, agreement forms, and pertinent information are received; GRU shall issue a UCP.

2. Procedures after UCP is issued:

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

- a. Construction must begin within six (6) months of the permit approval dates or the permit will expire.
- b. Notify GRU Water and Wastewater Engineering at (352) 393-1633 forty-eight (48) hours prior to construction Monday through Friday, 8:00am through 5:00pm.
- c. Taps, valves, fittings, or other work required to be constructed by GRU will be scheduled after receipt of payment from the developer.
- d. A request for inspection form found in the Appendix must be completed and delivered to GRU's utility inspector at least seven (7) days prior to the date of inspection requested. The utility inspector will make inspections as necessary to ensure materials and methods of installation conform to GRU's W/WW/RCW Design Standards Manual. Main line valves, manholes, bends, reaction blocks, pipe, and all other appurtenances shall not be back filled until all work has been inspected and approved by the utility inspector. Work performed without proper notification and inspection is subject to rejection and may require open trench inspection and/or additional testing prior to acceptance by GRU.

C. CONSTRUCTION REQUIREMENTS

1. CONTRACTOR REGISTRATION

GRU may implement a registration / pre-qualification program that applies to contractors desiring to construct water, wastewater and / or reclaimed water facilities to be conveyed to the city.

2. UTILITY CONSTRUCTION PERMIT

Developers proposing to construct water, wastewater and/or reclaimed water facilities conveyed to the City of Gainesville must first obtain a UCP as described above.

Utility construction shall conform to the latest edition of the GRU W/WW/RCW Standards Manual. An electronic version on CD is available for a \$10.00 fee from: Water & Wastewater Engineering, GRU Administration Building, 301 SE 4th Avenue, Gainesville, FL 32601 or call (352) 393-1610. The manual is also available on the web at www.GRU.com/WWWStandards/index.jsp. These requirements shall be subject to periodic revisions which are found at the website. It shall be the contractor's responsibility to ensure that he / she has the latest edition.

3. DRAWINGS AND CONSTRUCTION STANDARDS

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

The developer shall keep a copy of the approved drawings, applicable permits, and the W/WW/RCW Standards Manual at the work site and available for inspection.

4. PRECONSTRUCTION CONFERENCE

Prior to beginning construction, GRU may schedule a preconstruction conference with the developer. The engineer of record and contractor are required to attend this conference.

The developer is required to furnish items including, but not limited to, the following:

- Confirmation of approved drawings and proper notification of the project start date.
- List of addresses for correspondence, emergency home telephone numbers, pager numbers and cell numbers of the superintendent and foremen.
- Procedures for processing field changes, requests for information and estimates of work completed.
- Identify services provided by others, such as field-testing and laboratory certification.
- Identify how and where to obtain additional approved drawings and construction standards.
- Identify engineering and survey services utilized.
- Applicable permits required for construction, and possession of all licenses and permits for off-site work.
- Identify staging areas.
- Submit a project schedule indicating significant milestones which may affect GRU.
- Provide a list of materials and a schedule of certified costs covering utility work to GRU in a timely manner.
- Safety requirements of OSHA and FDOT, including the Trench Safety Act.
- Discuss flushing and testing requirements.

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- Discuss erosion/sedimentation control and restoration requirements.
- Discuss payment schedule and other fees.
- Discuss requirements for final inspection, including testing, walk-through and letter of completion.

5. CONSTRUCTION SCHEDULE

The developer shall deliver to GRU an estimated construction progress schedule in a form satisfactory to GRU, showing the proposed dates of commencement and completion of each of the various divisions of the work.

6. TEMPORARY FACILITIES

The developer shall furnish, at his / her own expense, all temporary facilities necessary to construct the project. If GRU utilities are used, the contractor shall obtain all proper permits and pay all applicable fees in accordance with GRU's policies and procedures.

7. NOTIFICATIONS REQUIRED OF THE DEVELOPER

The developer shall call the following numbers forty-eight (48) hours in advance of any digging, boring or blasting:

- Sunshine One Call for underground utility locations. (800) 432-4770 or 811.
- Water/Wastewater Utility Inspection (352) 393-1633.

Failure to provide requested notifications will result in rejection of the work. GRU may require all work installed to be exposed for inspection to assure compliance with design, construction, and material standards.

8. DEVELOPER'S RESPONSIBILITY FOR WORK

The developer shall be responsible for any and all damages the work may sustain prior to GRU acceptance. The developer shall therefore rebuild, repair, restore and make good, at his / her own expense, all damage to any portion of the work by the action of the elements or from any cause whatsoever prior to its acceptance by GRU.

9. INSPECTION OF FACILITIES BY GRU

The developer shall at all times provide proper facilities for access and inspection of the work by representatives of GRU, and other agencies as may be designated by GRU as having jurisdiction to inspect work.

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

GRU shall inspect the connection of all water, wastewater and/or reclaimed water facilities connected to GRU existing systems.

The inspector shall have the authority to place the developer on notice for work that is unacceptable and/or order the work temporarily suspended, if in his / her judgment, such action is necessary. Work temporarily suspended shall be for a period reasonably necessary for notification of the engineer and developer, and to allow them time to determine how the work will proceed in accordance with approved drawings and GRU W/WW/RCW Design Standards Manual.

GRU's inspection of the work shall in no way relieve the developer from conformance to the GRU W/WW/RCW Design Standards Manual. GRU assumes no liability or responsibility for any construction that does not comply with its standards.

10. AUTHORITY OF GRU

GRU shall have the final decision on any issues that may arise as to the quality and acceptability of materials furnished and installed. GRU shall also have the final decision on the interpretation of the approved drawings and construction standards which impact the acceptability of the completed work.

11. FINAL INSPECTION

Upon completion of the project the developer shall make a request for GRU to perform a final inspection. GRU shall retain the sole right to determine the final acceptability of the developer's work. GRU shall inspect all constructed facilities and perform or observe such tests as are required or deemed necessary by GRU to ensure that all water, wastewater and/or reclaimed water facilities have been constructed in accordance with GRU's standards. All deficiencies, identified by GRU, shall be corrected by the developer to GRU's satisfaction. Testing shall be repeated to ensure compliance with GRU standards. All costs associated with return trips for final inspection will be charged to the developer (this inspection charge applies to repeated trips for inspection and does not apply under any other circumstances). This charge shall be paid in full to GRU by the developer prior to acceptance of any domestic wastewater into the wastewater system or transport of water throughout distribution piping and prior to receipt of final inspection approval.

12. CONNECTION TO EXISTING FACILITIES

The developer shall not connect to an existing sanitary sewer until he / she has received approval from GRU. The developer shall coordinate all opening and/or closing of valves on water construction projects with the inspector.

13. FINAL RECORD DRAWING SUBMISSION

The developer shall, upon completion of the work, furnish to GRU one complete set of up-to-date Record Drawings showing the work as actually

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

completed. The format of such drawings will conform to GRU requirements as stated in the W/WW/RCW Design Standards Manual Section 1.IV.

14. CERTIFIED COSTS

For any project which is conveyed to the City, the developer shall furnish a Certified Cost that includes materials and installation costs for all installed facilities on the forms which are provided in the W/WW/RCW Design Standards Manual Appendix. The certified costs shall be submitted to GRU with the Record Drawings and a completed original hard copy of the UCP for review and approval.

15. REAL ESTATE REQUIREMENTS

Real estate requirements pertaining to developer projects are defined in the Utility Agreement.

D. ACCEPTANCE REQUIREMENTS

1. GENERAL REQUIREMENTS FOR ACCEPTANCE OF ANY SYSTEMS

- a. The developer shall complete installation of the approved domestic wastewater, potable water, and/or reclaimed water system (s).
- b. The developer shall have a final inspection completed by a GRU utility inspector.
- c. The developer shall provide the utility inspector applicable approvals from other City, County, or State agencies.
- d. Completed Certified Costs forms, Record Drawings, completed Utility Construction Permit, and other applicable forms are delivered to the utility inspector.
- e. The developer shall obtain a Letter of Completion from GRU.

2. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF WASTEWATER COLLECTION SYSTEMS

The domestic wastewater system will not be considered complete, and application for service will not be accepted, until these wastewater system specific items have been completed by the developer:

- a. Final inspection consists of satisfactory completion of all required T.V. and smoke testing, pressure testing and tracing of force mains, and complete inspection of Lift Stations, including startup. See Permit to Construct-Record of Inspections found in the Appendix A.

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

- b. The developer shall complete all adjustment of clean outs to grade as required by GRU after final inspection has been approved.

3. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF WATER DISTRIBUTION SYSTEMS

The water distribution system will not be considered complete, and application for service will not be accepted until these water system specific items have been completed by the developer:

- a. Final inspection consists of satisfactory completion of the flushing of the mains and laterals and testing in accordance with GRU standards. See Permit to Construct-Record of Inspections found in the Appendix A.
- b. The developer shall complete all adjustment of fire hydrants or services as required by GRU and after final inspection has been approved.

4. MINIMUM REQUIREMENTS FOR ACCEPTANCE OF RECLAIMED WATER DISTRIBUTION SYSTEMS

Final inspection consists of satisfactory completion of flushing the mains and laterals and pressure and tracer wire testing (See Permit to Construct-Record of Inspections which is found in the Appendix A).

5. LETTER OF COMPLETION

Upon satisfactory completion of final inspection and approval by the Utility Inspector, submittal of Record Drawings, payment of fees, issuance of land right agreements, and all other applicable documents required to complete the project, GRU will issue a Letter of Completion to the developer certifying the work and approving the system (See Letter of Completion in Appendix).

6. WARRANTY

All work shall be guaranteed by the developer for a period of one (1) year from the date of the Letter of Completion issued by GRU.

7. CORRECTION OF WORK AFTER ACCEPTANCE BY GRU

Acceptance by GRU shall not relieve the developer of the responsibility for negligence or faulty materials or workmanship within the extent and period provided by law, and upon written notice, the developer shall remove any defects due thereto and pay for any damage due to other work resulting therefrom, which shall appear within one (1) year after date of completion and written acceptance by GRU.

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

In the event any repairs or changes are required of the developer's work, which, in the opinion of GRU, is rendered necessary as a result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with W/WW/RCW Standards, the developer, at his / her own expense, shall complete the following:

- Place in satisfactory condition all such guaranteed work and correct all defects therein.
- Make good all damage to the building or site, or equipment or contents thereof, as determined by GRU, to be the result of the use of materials, equipment or workmanship which are inferior, defective or not in compliance with GRU standards.
- Make good any work or material, or the equipment and contents of building, structure or site which are disturbed while fulfilling such warranty work.
- GRU shall have the authority to perform work not corrected within three (3) days after notification of the developer. GRU may immediately make repairs to defects that pose threats to the health and welfare of the public or GRU personnel, or defects that affect the proper function of any GRU system. In either case, the bond company or developer shall be required to pay for the corrections performed.
- In the event an item of work is corrected during the one (1) year period, the warranty period shall be extended for an additional one (1) year for that particular item.

8. DEVELOPER APPLICATION FOR INDIVIDUAL SERVICE

The developer may make application for individual service upon receipt of the Letter of Completion. It shall be unlawful for any person to use GRU water, wastewater or reclaimed water service without first making written application to GRU for service in accordance with the COG Code and paying all other incidental charges associated with the application. Such applications shall constitute an agreement by the customer with the City to abide by the rules, regulations and policies of GRU and COG Code in regard to its service. Individuals requesting service must furnish the following:

- Name of applicant
- Complete mailing address including zip code
- Phone number
- Complete service location address including apartment number, suite etc.
- Size and number of water meter(s) requested

VII. DEVELOPER INSTALLED WATER, WASTEWATER AND RECLAIMED WATER UTILITIES

The application fees for individual service will be paid at the New Services Department located at the GRU Administration Building. Every effort shall be made by GRU to install water meters within ten (10) working days after payment of fees.

GRU shall not be obligated to provide any service until all work has been completed to GRU's satisfaction. It shall be the responsibility of the developer to ensure that the information provided is accurate.

VIII. APPENDIX A

Date

EOB NAME
EOB ADDRESS

Subject:

Dear [NAME]:

Per your request, we have reviewed the availability of reclaimed water to the referenced project. The reclaimed water system currently has facilities located at **XX and XX**, which is located **X** miles from the referenced project site.

The reclaimed water system currently has facilities located at **XX and XX**.

- GRU deems the project feasible for RCW service and will make RCW available to the project
Project owner will be required to install RCW distribution piping
GRU reimbursement policies apply

- GRU deems the project infeasible for RCW service, based on (check all that apply)
 - Project is outside GRU Reclaimed Water Service Area (RCWSA)
 - RCW pipeline extension to project is infeasible
 - Project has minimal irrigation demands
 - Deed restrictions banning irrigation and/or requiring Florida Water Star requirements

These facilities are located **X** miles from the referenced project site.

At this time, the GRU capital budget **[does / does not]** include plans to extend the reclaimed water system nearer the referenced project site.

If you have any additional questions about GRU reclaimed water, please contact us at **393-1291**.

Sincerely,

Strategic Planning

cc: Rick Hutton
Ron Herget
David Richardson

VIII. APPENDIX A

Date

EOB Address

Subject:

Dear EOB NAME:

You requested that we review the referenced project and determine if GRU has sufficient capacity available to provide water and wastewater service to the various phases. You provided GRU the projected water and wastewater usage for the project by phase as follows:

Phase	Completion Date	Potable Water Demand	Wastewater Generation
Total			

Based on current demand projections, existing facilities, budgeted capital improvements, and anticipated facilities beyond the 6 year capital budget horizon, excess capacity by date is as follows:

Date	Surplus Water Treatment Capacity	Surplus Wastewater Treatment Capacity

Please note that the surplus capacity listed takes into account projected flows from all development within GRU's service area including the connections that would be anticipated from the proposed development. **The surplus capacity listed by date [is less than /exceeds] the demand projected from the referenced project.** Based on the information provided, GRU will have **[inadequate / adequate]** capacity to provide water and wastewater service to all phases of development of **INSERT NAME.** **Construction of water distribution and wastewater collection facilities will be required. Our current extension policies require the developer to pay for the extension costs.**

VIII. APPENDIX A

This letter does not constitute a reservation or guarantee of capacity. Extension of facilities to serve [INSERT NAME] and associated connection charges will be subject to policies and ordinances in place at the time of extension or connection as applicable. Major extensions may require City Commission approval.

If you have any questions about water and wastewater capacity availability, please contact us at 393-1291.

Sincerely,

Strategic Planning

cc: Rick Hutton
Ron Herget
David Richardson

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VIII. APPENDIX B

**PERMIT TO CONSTRUCT
WATER/WASTEWATER UTILITY**

Permit number:
Issue date: xx/xx/2009

Project Name:
Location:

GRU Project Numbers
W: WW: RCW: W: RCW:

General Conditions

1. This utility construction permit is hereby granted for the above referenced project. The permit expires six (6) months from the issue date show above.
2. GRU's Water & Wastewater Engineering Department must be notified forty-eight (48) hours prior to commencement of construction. Notification may be made by telephone at (352) 393-1633. GRU's voice mail system will record the time and date of your notification. Regular office hours are Monday-Friday, 8:00 am to 5:00 pm.
3. All utility work shall be in accordance with applicable GRU Approved Construction Drawings, GRU Construction Standards, and GRU Approved Materials Manual. Construction of utility facilities shall be performed during regular GRU working hours. Special approvals or exceptions for inspection outside regular working hours shall require written approval from GRU.
4. Payment for taps, extensions, crossings, etc. installed by GRU must be made four (4) weeks in advance to allow for scheduling.
5. As-Built drawings, certified cost forms and the completed utility permit shall be submitted to the Utility Inspector upon completion of all Utility Systems.
6. Land rights and easements must be recorded prior to completion of the work in order to receive a Letter of Acceptance. A Letter of Acceptance will be written after all systems have been inspected and found to be free from all deficiencies. Payment for water meters shall be made to GRU's Customer Service Department. Allow two (2) weeks for scheduling meter installations from the date of the Letter of Acceptance.

Record of Inspections					
Water			Wastewater		
	Inspector	Date		Inspector	Date
Pressure Test			TV Inspection		
Mains Flushed			Pressure Test (FM)		
Bacteriological Test			Final Inspection (FM)		
Final Inspection					
Reclaimed Water			Lift Station		
	Inspector	Date		Inspector	Date
Pressure Test			Startup		
Final Inspection			Final inspection		

This form shall be initialed by the Utility Inspector as inspections are completed and shall be returned to GRU attached to the As-Built drawings and Certified Cost forms at the completion of the project.

Revised: 7/10/07

VIII. APPENDIX C

Date:

Subject: Letter of Completion

<u>Utility</u>	<u>GRU Job Numbers</u>	<u>Completion Date</u>	<u>Maintenance Arrangement</u>
----------------	------------------------	------------------------	--------------------------------

It appears as if the Water, Wastewater, and Reclaimed Water (if applicable) (W/WW/RCW) utility system(s) for the referenced project have been installed in accordance with Gainesville Regional Utilities' (GRU) Approved Construction Standards for W/WW/RCW Systems. The utility systems shall be maintained in accordance with the executed Utility Agreement, relevant attachments, and indications on the GRU-approved construction drawings for which the Utility Construction Permit (UCP) is issued.

GRU Maintained W/WW/RCW Utility Systems

The system(s) described above as "GRU Maintained" is hereby conveyed to the City of Gainesville and accepted for perpetual operation and maintenance. This system(s) is hereby placed under a one-year warranty period for materials and workmanship effective from the date of completion. During the one-year warranty period you will be responsible for all costs associated with any deficiencies in the system.

Privately Maintained W/WW/RCW Utility Systems

The system(s) described above as "Privately Maintained" is owned, operated, and maintained by the developer or the property owner's organization. The system(s) owner must assume responsibility to operate and maintain the system(s) in accordance with the Water and/or Wastewater Private or Partial Ownership Agreement (Attachment 2 of the Utility Agreement, incorporated by reference) and prevailing local, state, and federal guidelines/regulations.

GRU Partially Maintained and Privately Maintained W/WW/RCW Systems

The system(s) described above as "GRU Partially Maintained" contains portions of the system(s), which are maintained by GRU. The remaining portions of the system(s) are "Privately Maintained" by the Owner. The "GRU Maintained" and "Privately Maintained" portions are identified on the approved construction drawings and described within Attachment 2 of the Utility Agreement.

W/WW Facilities Oversizing and/or Reclaimed Water Reimbursement

If a W/WW Facilities Oversizing and/or Reclaimed Water Reimbursement Agreement was executed during the permitting phase, you have six months from the completion letter issuance date to submit a reimbursement request signed and sealed by a Professional Engineer licensed in Florida in accordance with the terms and conditions of the executed agreement. The request shall include the original written invoice(s) from the contractor to the developer. The invoice(s) must agree with the contractor's certified costs to guarantee reimbursement funds upon review and approval. Failure to properly submit a request for reimbursement in the allotted time frame is viewed as forfeiture of reimbursement.

The W/WW/RCW utility facilities are available for service. Please contact the GRU New Services Division at (352) 393-1414 to apply for service and pay fees associated with this project. Thank you!

Sincerely,

Water/Wastewater Utility Construction Inspector

xc: Tim McKenzie and Will Matchett, ACPWD, P.O. Box 1188, Gainesville, FL 32602-1188
 BXC: Water Facilities Administrator, Florida Dept of Environmental Protection - Jacksonville Office
 GRU New Services, Box A-111
 Project File
 John Worley, GRU Water & Wastewater Engineering, email electronic copy
 Pam Andreu, GRU Water Distribution, email electronic copy
 Carol Janelle, GRU Real Estate, email electronic copy
 Jose Pena, GRU Utility Accounting (w/ Certified Costs), email electronic copy

P.O. Box 147117, Station A122, Gainesville, Florida 32614-7117, Phone: (352) 334-3400 ext. 1610 Fax: (352) 334-2752

VIII. APPENDIX D

Force Main Rebate Policy

Section 27-102 Gainesville Code of Ordinances

1. Calculate rebate for each developer installed force main. Force main rebates will have two components, on-site force main rebate and off-site force main rebate.
2. Unit Rebate Amount = Developers Cost/Total Force Main Capacity (units).
 - A. Force Main capacity will be determined by GRU and will be equal to the capacity determined for the associated pump station.
 - B. Capacity will be based on GRU's system conditions at the time the force main is installed and the capacity determined for the associated pump station.
 - C. As part of the capacity determination, GRU shall equate the pumping capacity with an equivalent number of residential units based on peak flow hour.
 - D. The rebate amount will be determined based on an equivalent residential unit basis (\$/unit).
 - E. Current flow assumptions are 300 gpd per residential unit. A peak to average ration of 2.5:1 is used to account for peak hour flow rate.
 - F. Residential development shall pay the per unit rebate charge.
 - G. Non-residential development flow estimates will be converted to equivalent residential units as determined by GRU.
 - H. Unit rebate amount (\$/Unit) when originally determined shall be fixed throughout the rebate period for the force main.

3. Rebate amount due from subsequent projects shall be calculated as follows:

On-site FM Rebate = Developers on-site FM Cost/Total Capacity (Units)

Off-Site FM Rebate = Developers off-site FM Cost/Total Capacity (Units)

Subsequent development projects that connect to the pump station via gravity without the aid of mechanical devices/force mains shall pay the full on-site FM Rebate and the full off-site FM Rebate.

Subsequent development projects that include a new pump station and connect to the on-site force main shall pay ½ of the on-site FM rebate and ½ the off-site FM rebate.

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Subsequent development projects that include a new pump station and connect to the off-site force main shall pay ½ of the off-site FM rebate.

Maximum rebate amount = Original Developers Cost – (Original Developers Units) (On-site Rebate + Off-site Rebate)

- A. New force mains shall connect to force mains abutting the related development if capacity is available. Off-site force main extensions for the purpose of avoiding rebate charges will not be allowed. GRU shall determine the point of connection for all force main connections.
- B. In the event that the total cost (including applicable rebates) to connect to a rebate force main exceeds the cost of alternative methods of connecting to GRU, GRU may reduce the rebate amount so that the total cost equals the lowest cost alternative meeting GRU's design standards. Alternative methods must be feasible to construct as determined by GRU.
- C. The force main rebate charge shall be paid by any subsequent developer connecting to a rebate force main prior to receiving service for the total number of units within the phase or phases included in the application for service.
- D. Rebates apply only to units connecting directly to a rebate force main, or to the pump station from which a rebate force main emanates.
- E. GRU may require oversizing of a force main as it deems necessary for overall system purposes.
- F. In the event that a subsequent developer is required to upgrade a portion of the rebate force main, any force main rebate amount for which the subsequent developer is responsible will be reduced by the subsequent developer's upgrade cost. Rebates from the upgraded portion of the force main will be calculated on the upgrade cost and all future rebates collected for connecting to the upgraded portion of the force main will be paid to the developer that pays for the upgrade.
- G. GRU retains final authority to resolve any disputes arising out of the application of this policy.
- H. The rebate period shall be 10 years.
- I. GRU will keep track of the Force Main Rebate Charges due on particular segments of force main and will collect total rebate charges prior to connecting subsequent developers to the system.
- J. GRU shall disburse force main rebate charges to the person or entity specified in the developers' agreement within 30 working days of receipt. It shall be the responsibility of the originating developer to designate and keep GRU informed as to the person or entity to which rebate amounts shall be paid. GRU may require reasonable documentation of any change in the identity or form of entity to receive the payments. Any

VIII. APPENDIX D

rebates that cannot be disbursed will become property of the State of Florida as required by law.

- K. GRU will collect/disburse rebates based on best available information and will be held harmless in the event of a dispute between GRU and developers and between individual developers.
- L. In the event GRU, as part of a utility system improvement or replacement project, chooses to connect to a rebate force main for the purpose of conveyance of existing and future wastewater flows, GRU shall not be required to pay any rebate charges.
- M. On-site force mains shall be defined as a force main located within the proposed project being bounded on both sides by the project boundary. Out parcels and other properties owned by the developer shall not be considered part of the project for delineation of the on-site/off-site force main.

VIII. APPENDIX D

PUMP STATION FINANCING OPTIONS REBATE SYSTEM

Site specific Rebate/Site Specific Rebate Charge

1. Calculate rebate for each developer installed pump station.
2. Rebate amount = Developers Cost/Pumping Capacity.
 - A. Pumping capacity will be determined by GRU
 - B. Pumping capacity will be based on facilities paid for by developer (e.g. pump size, force main size, wet well size).
 - C. Pumping capacity will be based on GRU's existing system conditions and minimum pump capacity at the time application for service is made.
 - D. As part of the pumping capacity determination, GRU shall equate the pumping capacity with an equivalent number of residential units based on peak hour flow.
 - E. The rebate amount will be determined based on an equivalent residential unit basis (\$/equivalent residential unit).
 - F. Current flow assumptions are 300 gpd per residential unit. A peak to average ration of 2.5:1 is used to account for peak hour flow rate.
 - G. Residential development shall pay the per unit rebate charge.
 - H. Non-residential development flow estimates will be converted to equivalent residential units as determined by GRU.
 - I. Rebate amount when originally determined shall be fixed throughout the rebate period for the pump station.
 - J. Developers cost = total pump station cost less GRU funded oversizing.
3. Pump Station Rebate Charge is equal to the rebate amount for each specific pump station.
4. Maximum amount rebated = Developers Cost – (Developers Units) (Pump Station Rebate Charge).
5. Abandon Primary Pump Station Charge (\$111 per non-exempt unit) and Relay Pump Station Charge (\$ 48 per unit).
6. Institute Pump Station Charge (\$115) payable by builder as connection is made. Revenues from this charge to be used for pump station improvements that provide additional capacity to accommodate growth, oversizing, relay pump

VIII. APPENDIX D

- station upgrades to provide additional capacity, etc. All wastewater connections pay Pump Station Charges except as described in item 21. The Pump Station Charge shall be calculated so that pump station capital expenditures made to accommodate new connections are recovered. Capital budget expenditures will be reviewed periodically and the pump station charge will be adjusted as appropriate.
7. The Pump Station Rebate Charge shall be paid by any subsequent developer prior to receiving service for the total number of units within the phase or phases included in the application for service.
 8. Rebates apply only to gravity flow to a pump station.
 9. Only developers connecting to a rebate pump station pay Pump Station Rebate Charges.
 10. GRU oversizes wet well diameter and depth
 11. GRU determines pump requirements.
 12. Rebate amounts based on original pump installation
 13. GRU pays for future pump station upgrades
 14. GRU pays for gravity sewer stubbed to property boundaries
 15. Developer grants easements for stub-outs in mutually agreeable locations
 16. If a rebate pump station is abandoned, no further rebates will be paid
 17. GRU has final authority to resolve any disputes
 18. Rebate period is limited to 10 years
 19. GRU will keep track of the Pump Station Rebate Charge due on a particular pump station and collect total rebate charges prior to accepting system
 20. GRU shall disperse pump station rebate charges in a timely manner. It shall be the responsibility of the originating developer to designate and update the person or entity to which rebate amounts shall be paid.
 21. The rebate system shall apply at an effective date after which the Pump Station Charge shall be implemented and the existing Relay Pump Station Charge and the Primary Pump Station Charge shall be discontinued. To facilitate transition to the new system, units currently exempt from the PPSC that connect to pump stations accepted by GRU between 1994 and the effective date of the proposed pump station policy shall pay a reduced Pump Station Charge.

The effected pump stations are:

LS 148 (Victoria Station)

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LS 149 (Mount Clair)
LS 151 (South Gate)
LS 152 (Jockey Club)
LS 153 (Kensington)
LS 154 (Fletchers Mill)
LS 155 (SW 40th Blvd)
LS 156 (Tower Square)
LS 157 (Capri)

The deduct applied to the Pump Station Charge shall be \$ 67 per unit. The deduct will be applied to the then current Pump Station Charge at the time connection charges are paid. The \$67 deduct applied to the proposed Pump Station Charge of \$ 115 results in a reduced Pump Station Charge of \$ 48. The \$ 67 deduct shall be applicable for an 8 year period from the effective date of this policy after which there shall be no deducts or exemptions from the Pump Station Charge.

MANUAL OF CROSS CONNECTION CONTROL

PREPARED BY:

GAINESVILLE REGIONAL UTILITIES

Created October 1982.

Supplement to Ordinance No. 2785

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1.0 INTRODUCTION

1.1 Protecting Our Water Supply Against Backflow

GRU is committed to protecting the health and safety of its customers. GRU is responsible for the quality of the potable water supply from the Murphree Water Treatment Plant to each customer's service connection.

The potable water distribution system is designed so that water routinely flows from the distribution system to the customer's water service piping. Under certain conditions water flows in the **opposite direction**, from the customer's service connection back into the City distribution system. This is called **backflow**. In the event of backflow, any potable or non-potable substance within the customer's piping can be drawn back into the distribution system without a properly installed and maintained backflow prevention assembly.

There are two types of backflow called **backsiphonage** and **backpressure**.

Backsiphonage occurs during abnormal hydraulic conditions, such as unusually high water usage or a broken water main, causing a drop in distribution system water pressure. In this event, water could flow from the customer's service piping into GRU's distribution system. If the customer's piping is connected to hazardous material and backsiphonage occurs, the distribution system could become contaminated unless a properly installed and maintained backflow preventer is present.

Backpressure occurs when a water line is attached to a container or pipes holding pressurized material. If the pressurized material is under more pressure than the pressure in the distribution system then the material can be "pumped" back into the potable water system if a properly installed and maintained backflow preventer is not present. Backpressure may occur through a cross-connection such as a make-up water line that is connected to a recirculating system containing soap, acid, antifreeze or any non-potable substance.

During a backsiphonage or backpressure condition, **any substance** that is in contact with the water on the downstream side of the customer's service connection could be drawn into the City water supply without proper backflow prevention measures. Because of these potential dangers to our customers, it is necessary to control backflow and **protect** the quality of the City drinking water.

1.2 REGULATORY REQUIREMENTS

The Florida Administrative Code (F.A.C.), Rule 62-555.360(2), requires permitted drinking water and reclaimed water utilities, such as GRU, to operate effective cross

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connection control programs to insure the potable nature of water supplies and protect human health.

In accordance with 62-555.360(1),F.A.C., direct connections between the City's potable water system and non-potable systems are prohibited. GRU is responsible for eliminating cross connections between the City's potable water system and non-potable systems. Upon discovery of a prohibited direct connection GRU shall insure that the direct connection is eliminated either by installation of an appropriate backflow preventer or by termination of service until the contaminant source is eliminated. The customer shall be responsible for all costs to bring the service connection into compliance.

The policies described in this manual may also involve the cooperation of other City and County departments including the City of Gainesville Building Inspection Department, the Alachua County Building Inspection Department and the Alachua County Health Department.

2.0 DEFINITIONS

Air-Gap - The unobstructed vertical distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tap, plumbing fixture, or other device and the flood level rim of the water-holding vessel. An approved air-gap shall be at least double the diameter of the supply pipe, measured vertically, above the top of the rim of the vessel; and, in no case less than one inch.

Approved – Describing an assembly, device, design, installation, or agreement acceptable to Gainesville Regional Utilities.

Auxiliary Water Supply - Any water supply on or available to the premises other than the City potable water supply. These auxiliary waters may include water from another purveyor's public potable water or any natural source(s) such as well, spring, river, stream, harbor, etc., or "used waters" or "individual fluids". These waters may be polluted or contaminated or they may be objectionable and constitute an unacceptable water source over which the water purveyor does not have sanitary control.

Backflow - The flow of water or other liquids, mixtures or substances under pressure into the distribution pipes of a potable water supply system from any source or sources other than its intended source.

Backpressure - A condition in which the customer's system water pressure is greater than the City potable water system pressure.

Backsiphonage - The flow of water or other liquids, mixtures or substances into the distribution pipes of a potable water supply system from any source other than its intended source caused by the sudden reduction of pressure in the potable water supply system.

Backflow Preventer – An assembly, device or means designed to prevent backflow.

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Certified Backflow Prevention Tester - A person who has successfully completed training, acceptable to the Assistant General Manager for Water/Wastewater or his/her representative, in testing backflow preventers.

City - The City of Gainesville, doing business as Gainesville Regional Utilities (GRU).

Contamination – An impairment of the quality of the potable water system by sewage, industrial fluids, liquid wastes, pesticides, auxiliary water sources, or other compounds or materials which creates a hazard or potential hazard to the public health through poisoning, aesthetic degradation, or through the spread of disease.

Cross Connection - Any physical connection or arrangement of piping or fixtures between otherwise separate piping systems, one of which contains potable water and the other non-potable water or industrial fluids of questionable quality, through which, or because of which, backflow or back-siphonage may occur into GRU's potable water distribution system and a customer's water distribution system. Types of cross-connections include connectors such as swing connections, removable sections, four-way valves, spools, dummy sections of pipe, swivel or change-over devices, sliding multiport tubes, solid connections, etc.

Customer - The person responsible for payment of water service used at a specific location, and further defined as that person who signed the application requesting that services be made available at the specific location and thereby agreeing to pay for all usage of such service occurring at the location.

Customer's Water System - All pipes, shutoffs, valves, fixtures, appliances, or apparatus of any kind used in connection with or forming a part of an installation for utilizing water service. The customer's water system is located on the customer's side of the "point of delivery", whether such installation is owned outright by the customer or is used by the customer under lease or otherwise.

Double Check Valve Assembly (DC or DCVA) - An assembly of two independently-operating check valves in series with shut off valves on each side of the check valves, and properly located test cocks for the testing of each check valve.

Double Check Valve Detector Assembly (DCDA) - Two double check valve assemblies installed in parallel in which one assembly is smaller than the other, contains a flow meter and is installed as a protected by-pass around the larger assembly. The detector check is designed to detect small unauthorized flows which cannot be detected by less-sensitive meters installed on the larger line upstream.

Hazard - A potential threat of contamination to the City's potable water system to such a degree or intensity that there could be a danger to public health.

Imminent Hazard - A threat of contamination that presents a danger to the public health with consequences of illness or death.

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Industrial Fluids System - Any system containing fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a public health, pollution or plumbing hazard if introduced into GRU's water distribution system. This may include, but not be limited to: polluted or contaminated waters; all types of process waters and "used waters" originating from the public potable water system which may have deteriorated in sanitary quality; chemicals in fluid form; plating acids and alkalis, circulated cooling waters connected to an open treated or stabilized with toxic substances; contaminated natural waters such as from wells, springs, streams, rivers, bays, harbors, seas, irrigation canals or systems, etc.; oils, gases, glycerin, paraffin, caustic and acid solutions and other liquids and gaseous fluids used in industrial or other purposes or for fire-fighting purposes.

Maintenance – Any repair including cleaning or replacement of parts or of the entire device or assembly.

Nonpotable Water - Water which is not safe for human consumption or of questionable or unknown nature.

Point of Delivery - The point where the City's water meter is connected with the pipe of the customer, and where water service to the customer begins.

Pollutant - Any foreign substance (organic, inorganic, or biological) in water which tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water to a degree which does not create an actual hazard to the public health but which does adversely and unreasonably affect such waters for domestic use.

Potable Water - Any water which, according to recognized standards, is safe for human consumption.

Pressure Vacuum Breaker (PVB)- An assembly containing a spring loaded check valve and an independently operated air inlet valve located on the discharge side of the check or checks. The assembly includes shut-off valves on each side of the check valves and properly located test cocks for the testing of the check valve(s).

Reduced Pressure Principle Assembly (RP) - An assembly of two independently-operating check valves in series with an automatically operating differential relief valve between the two check valves, shut-off valves on either side of the check valves, plus properly located test cocks for the testing of the check and relief valves. The assembly shall operate to maintain the pressure in the zone between the two check valves at a level less than the pressure on the public water supply side of the assembly. At cessation of normal flow, the pressure between the two check valves shall be less than the pressure on the public water supply side of the assembly. In case of leakage of either of the check valves the differential relief valve shall operate to maintain the reduced pressure in the zone between the check valves by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open to the atmosphere. To operate properly the assembly must be installed in a location where no part of the assembly will be submerged.

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Reduced Pressure Detector Check Assembly (RPDA) - Two reduced pressure principle assemblies installed in parallel in which one assembly is smaller than the other, contains a flow meter and is installed as a protected by-pass around the larger assembly. The detector check is designed to detect small unauthorized flows which cannot be detected by less-sensitive meters installed on the larger line upstream.

Residential Dual Check (RDC) - A device consisting of two (2) spring loaded, independently operating check valves without shut-off valves. RDCs must be replaced at least once every five years.

Testable Residential Dual Check - A device consisting of two (2) spring loaded, independently operating check valves with three test cocks but without shut-off valves. Testable RDCs must be field tested at least annually.

Used Water - Any water supplied by a water purveyor from a public potable water system to a consumer's water system after it has passed through the point of delivery and is no longer under the sanitary control of the water purveyor.

Water Purveyor - The owner or operator of the public potable water system supplying an approved water supply to the public. As used herein, the terms water purveyor and Gainesville Regional Utilities may be used synonymously.

Water Service Connection - The terminal end of a service connection from the public potable water system; i.e., where the water purveyor loses jurisdiction and sanitary control over the water at its point of delivery to the customer's water system. If a meter is installed at the end of the service connection, then the service connection shall mean the downstream end of the meter. There should be no unprotected takeoffs from the service line ahead of any meter or backflow prevention assembly located at the point of delivery to the customer's water system. Service connections shall also include water service connections from a fire hydrant and all other temporary or emergency water service connections from the public potable water systems.

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2.1 REFERENCE DOCUMENTS

The following documents are incorporated by reference:

- a) City of Gainesville Code of Ordinances, Chapter 27, Utilities
- b) American Water Works Association (AWWA) *Manual of Practice M-14, Recommended Management Practices for Cross Connection Control*, Third Edition.
- c) TREEO Center, University of Florida, *Backflow Prevention, Theory and Practice*, most current edition.
- d) American Society of Sanitary Engineering, *List of Approved Backflow Preventers*
- e) The Florida Administrative Code, 62-555.360.
- f) University of Southern California, Foundation for Cross Connection Control and Hydraulic Research, *Cross-Connection Control Manual*, most current edition.

3.0 FACILITIES REQUIRING BACKFLOW PREVENTION

3.1 NON-RESIDENTIAL CUSTOMERS

Gainesville Regional Utilities shall review all new service connections and modifications to existing service connections to determine the contamination risk. Based on the risk assessment, GRU shall require the installation of appropriate backflow prevention assemblies. The assemblies shall be installed by the customer requesting service prior to GRU making a water service connection. See Appendix A for a partial list of facilities and operations from which the City water distribution system shall be protected.

GRU reserves the right to require appropriate backflow prevention at any existing facility as a condition of providing water service.

Any existing backflow preventer shall be allowed to continue in service unless the degree of hazard is such as to supercede the effectiveness of the present backflow preventer, or result in an unreasonable risk to the public health. Where the degree of hazard has increased any existing backflow preventer shall be upgraded to the appropriate type of backflow preventer as determined by the Assistant General Manager for Water/Wastewater Utilities or his/her representative. The customer shall notify GRU if the nature of property use changes so as to increase the degree of hazard.

Backflow prevention assemblies shall be specified by GRU in accordance with the Florida Administrative Code 62-555.360, the AWWA *Manual of Practice #14 Recommended Management Practices for Cross Connection Control* (Third Edition), the Foundation for Cross Connection Control and Hydraulic Research (FCCC & HR) at the University of Southern California, The American Society of Sanitary Engineering , and other nationally

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recognized standards setting agencies.

The customer shall be responsible for all costs associated with installation and maintenance of backflow preventers and inspections for cross connections.

3.2 RESIDENTIAL CUSTOMERS

The City potable water supply to any lawn irrigation system shall be protected from backflow by a pressure vacuum breaker or a reduced pressure backflow preventer. Where chemicals are introduced into the irrigation system, a reduced pressure backflow preventer is required.

The City potable water supply to a customer provided with reclaimed water for irrigation purposes shall be protected by a backflow preventer of a type specified by GRU. Customers with an irrigation meter who will be provided with reclaimed water are required to complete an agreement form (Appendix B).

The customer shall be responsible for all costs associated with the installation and maintenance of backflow preventers and inspections for cross connections.

3.3 AUXILIARY WATER SUPPLY

The City potable water supply to a customer with access to an auxiliary water supply (e.g. well) shall be protected against backflow by a reduced pressure backflow preventer. This requirement may be waived if the well has been abandoned in accordance with Chapter 40C-3, Florida Administrative Code (abandonment by a licensed well driller by filling the well shaft with grout).

Customers with an auxiliary water supply applying for City water service are required to complete an agreement form (Appendix B).

3.4 FIRE SPRINKLER SYSTEMS

All unmetered fire sprinkler systems without booster facilities or chemical additives shall have a double check detector check assembly as the minimum containment assembly.

All unmetered fire sprinkler systems with a booster facility or chemical additive (food-grade glycerin is the only substance allowed) shall have a reduced pressure principle-detector assembly as a minimum containment assembly.

A registered professional engineer or certified fire-protection system contractor must certify the adequacy of the hydraulics of a fire sprinkler system before the approved backflow prevention assembly is installed.

4.0 INSTALLATION OF BACKFLOW PREVENTION ASSEMBLIES

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4.1 GENERAL

The customer shall install backflow preventers in a manner approved by GRU. Installation specifications may be obtained from GRU upon request.

The customer shall only install backflow preventers that are approved by GRU. All backflow prevention assemblies shall be those approved by The American Society of Sanitary Engineering (A.S.S.E.) and adhere to applicable ANSI and ASTM standards.

All installations shall comply with applicable state and local plumbing codes.

The customer shall not install a by-pass around any backflow preventer unless there is a backflow preventer of the same type on the bypass. Customers who cannot shut down operation for testing of the assembly(s) must supply additional assemblies necessary to allow testing to take place.

The customer must be aware that installation of a residential dual check valve results in a potential closed plumbing system within his/her facility. As such, the customer must make provisions, at the customer's expense, for thermal expansion within his/her closed loop system, i.e., the installation of thermal expansion devices and/or pressure relief valves.

4.2 INSTALLATION BELOW GRADE

All backflow prevention assemblies shall be installed above ground with the following exception:

A double check valve assembly (DCVA) may be installed below ground if it is installed in a vault capable of withstanding all dead and live loads imposed by direct burial. The vault shall have drainage to free atmosphere. If positive drainage cannot be accomplished, the DCVA shall be installed above ground. If the DCVA is installed in a vault, it must be easily accessible for testing and maintenance. The length and width shall be so that the entire assembly may be removed. There shall be a minimum of 12" + 3 x pipe diameter clearance on each side of the DCVA. The DCVA shall be installed with a minimum of 12" and a maximum of 30" clearance between the bottom surface of the body and the gravel base. The vault shall be open bottom and shall have enough sidewall to contain 6" of gravel base. Standard construction details are provided in Appendix C.

5.0 HAZARDOUS CONDITIONS

The customer shall immediately notify GRU if there is reason to believe that backflow has occurred from the customer's private water system to the City potable water system.

The customer shall inform GRU of any existing cross-connections between a customer's private water system and the City potable water system of which the customer is aware and may not be known by GRU.

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If GRU determines that a customer's water system poses an imminent hazard to the City potable water system, the customer shall install a backflow prevention assembly of a type specified by GRU within 24 hours after notification. If the customer fails to take corrective measures in a timely manner or refuses to install the specified backflow preventer, the customer's water service may be terminated. If GRU is unable to give notice to the customer within 24 hours after the determination that an imminent hazard exists despite reasonable efforts to provide notice, GRU may terminate water service to the customer until the specified corrective measures are taken.

GRU reserves the right to immediately terminate City water service to a customer whose private water system poses a serious threat to the public health.

6.0 SURVEY AND INSPECTION OF CUSTOMER FACILITIES

6.1 GENERAL

If in the opinion of the Assistant General Manager for Water/Wastewater or his/her representative a customer's facility constitutes a possible risk to contaminate the City potable water system, GRU shall retain the right to make an on-site cross connection control survey and inspection. Appropriate notice shall be given to the customer and such inspections shall be during normal business hours. Refusal of a customer to provide reasonable access to the premises by GRU staff shall be treated as non-compliance and subject to the provisions of Section 8.

Upon completion of an inspection, the customer shall be made aware of any corrective measures that may be required. Written notification shall also be sent to the customer indicating the corrective measures to be completed. Corrective measures (including installation of a backflow preventer) shall be made within 30 calendar days of the date of inspection.

Should the installation of a backflow prevention assembly be required, Gainesville Regional Utilities will arrange a meeting to discuss the installation requirements. Construction drawings of the proposed installation may be required at the discretion of the Assistant General Manager for Water/Wastewater or his/her representative. Standard construction details are provided in Appendix C. The customer shall have 30 calendar days from the date GRU issued the notification to complete the required modifications. Additional time may be granted by the Assistant General Manager for Water/Wastewater or his/her representative if in his/her opinion more time is warranted.

6.2 RECLAIMED WATER

Gainesville Regional Utilities shall perform a detailed site inspection of all customers provided with reclaimed water in accordance with applicable regulations contained in FAC 62-610. This may include, but is not limited to, operation of irrigation systems or excavation of service connections.

7.0 FIELD TESTING AND MAINTENANCE OF BACKFLOW PREVENTION ASSEMBLIES

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7.1 CUSTOMER RESPONSIBILITY

Backflow prevention assemblies that are required by GRU for **residential** and **non-residential** customers shall be maintained and tested **annually**. GRU may require more frequent testing in cases where there is a history of test failure or due to the degree of hazard involved. The customer shall be responsible for the testing and maintenance of required backflow prevention assemblies, including the payment of any testing fees, past the point of connection at the water meter, and shall be performed as specified by GRU at no cost to GRU.

Backflow preventers that are required by GRU but are not in-line testable (e.g. RDC) shall be replaced by the customer at a frequency as specified by GRU. The customer shall be responsible for the cost of replacement of such backflow preventers.

For required backflow assemblies, GRU shall provide a Test and Maintenance Form (see Appendix B) to customers to insure compliance with its tests and maintenance procedures. Upon completion of the test, the customer shall insure that the completed and signed form is furnished to GRU. Failure on the part of a customer to provide a completed form shall be treated as noncompliance in accordance with Section 8.

Any required backflow preventer which fails during a periodic test shall be repaired or replaced. When repairs are necessary, upon completion of the repair the assembly shall be re-tested at the customer's expense to insure correct operation. High hazard operations with a failed backflow prevention assembly shall not be allowed to continue until the backflow prevention assembly has been repaired or replaced and retested. In all other cases, the failed backflow prevention assembly shall be repaired or replaced, and retested within thirty (30) days. Parallel installations of two (2) assemblies is an effective means of the customer insuring uninterrupted water service during testing or repair of assemblies and is strongly recommended when the owner desires uninterrupted service.

7.2 TESTER RESPONSIBILITY

Testing and maintenance of required backflow prevention assemblies shall be performed by a certified master plumber, certified backflow prevention tester or other individual with equivalent training acceptable to the Assistant General Manager for Water/Wastewater or his/her representative, as approved in writing. Testers shall keep certifications and skills current and shall provide proof of certification to GRU.

Minimum training for testers shall include successful completion of a course, acceptable to the Assistant General Manager for Water/Wastewater or his/her representative, in testing backflow preventers. The course must include at least 32 hours of training, and a written and a practical exam. Testers shall also successfully complete a recertification exam every 2 years.

Gainesville Regional Utilities reserves the right to require testers, on an individual basis, to demonstrate knowledge of test procedures and maintenance or repair methods

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through written and hands-on field tests. Approved testing procedures for each type of backflow prevention assembly shall be made available for certified testers by Gainesville Regional Utilities.

GRU will maintain and provide a list of certified testers to customers with the notice of testing. Certified testers who wish to be included on the list must request in writing to be included in the list and provide proof of certification and contact information. A tester may be suspended from the list without notice at the discretion of the Assistant General Manager for Water/Wastewater or his/her representative. Testers may be suspended for reasons including, but not limited to, falsifying data, performing work for which the tester is not licensed, and for using the name of the City or GRU to promote their testing services in violation of Gainesville City Ordinance 27-3.

(City of Gainesville Code of Ordinances 27-3, "It shall be unlawful for any firm, person, business or organization to use the name of the city, of Gainesville Regional Utilities, or the city's fictitious names, logos, service marks or trademarks in the promotion, advertisement or guarantee of its business or activity of performing conservation audits or other utility related services without the permission of the general manager for utilities or his/her designee.")

Testing of required assemblies shall be performed in accordance with the procedures found in the *AWWA Manual of Practice #14, Recommended Management Practices for Cross Connection Control, Third Edition*.

Testers shall submit to GRU the results of annual calibrations of field testing equipment.

Testing of backflow preventers that are part of a fire protection system shall be tested by those licensed by the State of Florida to perform such testing in accordance with Florida Statute 633.541.

Testers shall report on the GRU test form any defects or non-standard installation of backflow prevention assemblies. Testers shall provide GRU with information on conditions which may be hazardous to the City water distribution system including information on existing unprotected cross connections and untested backflow prevention assemblies.

Prior to leaving the site, testers shall insure that a weather-proof identification tag including the date tested, identity of the tester, and result of the test (passed or failed) is attached to the backflow prevention assembly.

8.0 NOTIFICATION OF TESTING

Gainesville Regional Utilities shall maintain records of testing and maintenance of required backflow prevention assemblies and shall issue notices and test forms to customers for required testing. The customer shall have 30 days to complete the required testing and submit the completed test form.

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8.1 NON-COMPLIANCE

Should a customer fail to test or maintain a required backflow prevention assembly within the specified time, GRU shall issue a non-compliance notice. The customer shall have 30 days to provide GRU with completed test results that indicate acceptable performance of the backflow prevention assembly.

Should a customer fail to respond to the non-compliance notice, GRU shall issue a final notice. The customer shall have 30 days to;

- a) provide GRU with completed test results that indicate acceptable performance of the backflow prevention assembly or
- b) respond to GRU in writing with a reason, acceptable to GRU, why the assembly has not been tested or
- c) provide GRU with confirmation that the customer will attend a Show Cause Hearing on the date specified in the non-compliance notice

Should a customer fail to respond to the final notice, GRU may, in lieu of the provisions of Section 8.2, perform the required testing and maintenance or arrange to have the work performed by a certified tester. The customer shall pay for the cost of the testing and maintenance including labor, materials, and administrative charges. In instances of non-payment, GRU may assess appropriate charges against the customer's utility bill.

8.2 SHOW CAUSE HEARING FOR NON-COMPLIANCE

Should a customer in non-compliance fail to take satisfactory corrective measures under section 8.1, the customer shall be expected to attend a Show Cause Hearing before the Assistant General Manager for Water/Wastewater or his/her representative at the date and time specified in the non-compliance notice to show cause why the customer's service should not be disconnected for causing or suffering violation of the ordinance or other applicable law or regulation. If GRU seeks to suspend service, GRU shall notify the customer of the nature of the violation for which suspension of service is sought with sufficient specificity as to the character of the violation and the dates at which such violation occurred to enable the customer to prepare his/her defense. Such notice shall be sent to the customer by certified mail, return receipt request, or personally delivered at least 10 (ten) days prior to the scheduled hearing date.

Following review of the hearing proceedings and evidence submitted, the Assistant General Manager for Water/Wastewater or his/her representative may issue an order to the customer indicating a specified time, which is dependent on the severity of the violation, when water service may be discontinued unless satisfactory corrective action to permanently remove the offending connection from the public water system is taken by the customer.

Any customer aggrieved by such an order may appeal it to a court of competent jurisdiction within 10 (ten) days from the date the order is delivered by certified mail

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unless such connection is in the opinion of GRU a direct threat to public health, welfare or safety. In such a case GRU shall retain the right to immediately discontinue service.

9.0 CORRESPONDENCE

Address all correspondence (including completed test forms) to the following address:

Gainesville Regional Utilities
Cross Connection Control Program
P.O. Box 147117
Interoffice Box A-122
Gainesville, FL 32614-7117
Fax: 352-334-2752
Phone: 352-393-1698

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APPENDIX A		
Operations from which the City water distribution system shall be protected		Protection Type¹
1	Aircraft or Automotive Repair or Manufacturing	RP
2	Any facility for which it cannot be determined whether or not a cross connection exists due to the complexity of the operation or due to access for inspection being denied	RP
3	Auxiliary Water System (whether inter-connected or not with the City water distribution system)	RP
4	Beverage bottling plant, brewery, carbonation system	RP
5	Booster pump	RP
6	Centralized heating and air conditioning systems using make-up water from the City water distribution system	RP
7	Car wash	RP
8	Chemical use (any operation using hazardous chemicals)	RP
9	Cooling tower	RP
10	Commercial Laundry	RP
11	Dairy or cold storage plant	RP
12	Dye works (whether or not the dye represents a health hazard)	RP
13	Film processing	RP
14	Fire hydrant (temporary connection)	RP
15	Fire sprinkler system ²	DCDA or RPDA
16	Fire sprinkler system containing food-grade glycerin as anti-freeze ³	RP
17	Food processing, restaurant, convenience store, cannery, packing house, reduction plant	RP
18	Hospital, mortuary, medical, dental, veterinary	RP
19	Irrigation system (including residential)	RP or PVB
20	Irrigation system with chemical injection	RP
21	Laboratory	RP
22	Manufacturing	RP
23	Multi-story building (residential or non-residential) in which the expected backpressure (as determined by GRU) from the highest level of the building is equal to or greater than 20 psi	RP
24	Oil or gas storage or production	RP
25	Paper production	RP
26	Pressurized system (operation using liquids or gases under pressure)	RP
27	Radioactive material handling or processing	RP
28	Reclaimed water (single family residence with access to reclaimed water)	RP or RDC
29	Reclaimed water (facility or operation with access to reclaimed water)	RP
30	Sand or gravel plant	RP
31	Sewage or storm drainage system	RP
32	Sewage ejector	RP
33	School, College	RP
34	Solar hot-water system	RP
35	Steam boiler system	RP
36	Swimming pool	RP
37	Water storage including water hauling equipment and portable or non-portable spraying/cleaning unit	RP
38	Waterfront facility with developed use of auxiliary water source	RP
Notes:		
(1)	Type of protection required unless otherwise authorized by the Assistant General Manager for Water/Wastewater or his/her representative. An air gap may be substituted for an RP for any operation if it is feasible to do so.	
(2)	The Assistant General Manager for Water/Wastewater or his/her representative may require RPDA instead of DCDA.	
(3)	Food-grade glycerin is the only substance allowed to be used for freeze protection in a fire sprinkler system.	

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APPENDIX B - FORMS

CERTIFICATE OF WELL ABANDONMENT OR ACCEPTANCE OF BACKFLOW PREVENTER

CERTIFICATE OF IRRIGATION METER ABANDONMENT AND ACCEPTANCE OF RECLAIMED WATER FOR IRRIGATION USE

TEST AND MAINTENANCE FORM

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**CERTIFICATE OF WELL ABANDONMENT OR
ACCEPTANCE OF BACKFLOW PREVENTER**

NAME: _____

PHYSICAL ADDRESS: _____

CITY: _____

I, _____ (print name), certify that I am the owner of the property named above and agree to abandon the well on my property in a manner acceptable to GRU.

I, _____ (print name), certify that I am the owner of the property named above and wish to operate a private well on the property as an additional water source to water service provided by GRU. I agree to have a backflow preventer installed on my side of the water meter according to GRU specifications and I agree to be responsible for all costs of installation. Once the backflow preventer is installed I will, as the owner of the backflow preventer, maintain the device in working order according to GRU specifications or, if determined by a certified tester or GRU, to replace the device with a device that is of a type and model specified by GRU. I agree to be responsible for continued maintenance and/or replacement of the device and associated costs. I agree to have the device tested or replaced by a certified tester at a frequency as required by GRU and I agree to pay all costs associated with such testing or replacement.

Owner Signature: _____ Date: _____

GRU Rep Signature: _____ Date: _____

GRU Rep Printed Name: _____

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CERTIFICATE OF IRRIGATION METER ABANDONMENT

NAME: _____

PHYSICAL ADDRESS: _____

CITY: _____

I, _____ (print name), certify that I am the owner of the property named above and agree to allow GRU to remove and abandon the irrigation meter and irrigation connection that serves my property in accordance with GRU procedures. Check one box below which is applicable.

I understand that I am forfeiting all rights to my irrigation connection and will now receive reclaimed water for irrigation purposes in accordance with the current City of Gainesville Ordinance. I certify that I have no hose bibs or other attachments that allow direct physical access to my irrigation system and that my irrigation system is not connected to my water service system. I agree and take responsibility for adherence to all State and local regulations and ordinances including use of the water, the identification of reclaimed water pipes and for displaying sign(s) designating the water as reclaimed. I agree to install as close as possible on my side of my potable water meter a backflow preventer of a type as specified by GRU.

I understand that I am forfeiting all rights to my irrigation connection and wish to use water from my private well for irrigation. I agree to install as close as possible on my side of my potable water meter a backflow preventer of a type as specified by GRU.

Once the backflow preventer is installed I will, as the owner of the backflow preventer, maintain the device in working order according to GRU specifications or, if determined by a certified tester or GRU, to replace the device with a device that is of a type and model specified by GRU. I agree to pay all costs associated with initial installation. I agree to be responsible for continued maintenance and/or replacement of the device and associated costs. I agree to have the device tested or replaced by a certified tester at a frequency as required by GRU and I agree to pay all costs associated with such testing or replacement.

Owner Signature: _____ Date: _____

GRU Rep Signature: _____ Date: _____

GRU Rep Printed Name: _____

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Gainesville Regional Utilities
TEST & MAINTENANCE REPORT
 Backflow Prevention Assemblies

File # _____

Physical Address		Mailing Address	
Name _____	Name _____	Address _____	
Address _____	Address _____	City _____ State _____ Zip _____	
City _____ State _____ Zip _____	City _____ State _____ Zip _____	Phone# _____ Ext _____ Fax# _____	
Contact _____	Phone# _____	Ext _____ Fax# _____	
Location _____			
Manufacturer _____	Model # _____	Serial # _____	Size _____
Device Type _____	Water Meter # _____	Installation # _____	

(Please correct any of the above information that is incomplete, incorrect, or out of date.)

Type of Service: Process Fire Domestic Irrigation Other _____

INIT. TEST	CHECK VALVE #1 _____ psi	CHECK VALVE #2 _____ psi	DIFFERENTIAL PRESSURE RELIEF VALVE OPENED AT _____ psi	PRESSURE VACUUM BREAKER OPENED AT _____ psi
	CLOSED TIGHT <input type="checkbox"/>	CLOSED TIGHT <input type="checkbox"/>	OPENED AT _____ psi	DID NOT OPEN <input type="checkbox"/>
	LEAKED <input type="checkbox"/>	LEAKED <input type="checkbox"/>	DID NOT OPEN <input type="checkbox"/>	CHECK VALVE _____ psi
				LEAKED <input type="checkbox"/>
R E P A I R S	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED <input type="checkbox"/> RUBBER PARTS KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> DISK <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED <input type="checkbox"/> RUBBER PARTS KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> DISK <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED <input type="checkbox"/> RUBBER PARTS KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> DISK <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER	<input type="checkbox"/> CLEANED <input type="checkbox"/> REPLACED <input type="checkbox"/> RUBBER PARTS KIT <input type="checkbox"/> CV ASSEMBLY <input type="checkbox"/> DISK <input type="checkbox"/> O-RINGS <input type="checkbox"/> SEAT <input type="checkbox"/> SPRING <input type="checkbox"/> STEM/GUIDE <input type="checkbox"/> RETAINER <input type="checkbox"/> LOCK NUTS <input type="checkbox"/> OTHER
FINAL TEST	CHECK VALVE #1 _____ psi	CHECK VALVE #2 _____ psi	OPENED AT _____ psi	OPENED AT _____ psi CHECK VALVE _____ psi

PASSED FAILED (ALL REPAIRS/REPLACEMENTS SHALL BE COMPLETED WITHIN TEN DAYS)

NEW INSTALLATION REPLACEMENT

REPLACEMENT INFORMATION: Manufacturer _____ Model _____

Type _____ Serial# _____ Size _____

Additional information, deficiencies or improper installation: _____

I CERTIFY THAT THIS DATA IS ACCURATE & REFLECTS THE PROPER OPERATION & MAINTENANCE OF THE UNIT.

INITIAL TEST BY _____ DATE _____ CERTIFIED TESTER # _____

REPAIRED BY _____ DATE _____

FINAL TEST BY _____ DATE _____ CERTIFIED TESTER # _____

PLEASE FORWARD A COPY OF THIS REPORT TO GAINESVILLE REGIONAL UTILITIES AT P.O. BOX 147117, STATION A122, GAINESVILLE, 32614-7117 OR FAX (352)334-2752 TELEPHONE (352)393-1698

OIL AND GREASE MANAGEMENT MANUAL

PREPARED BY:

GAINESVILLE REGIONAL UTILITIES

Supplement to Ordinance No. 0-03-78

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1.0 INTRODUCTION

Wastewater discharges containing high concentrations of oil and grease from food service facilities are the main cause of blockages and overflows in the City's wastewater collection system.

Overflows of wastewater into the stormwater collection system and natural bodies of water could be greatly reduced by controlling the discharge of oil and grease into the wastewater collection system. This source of pollution is also readily preventable by good management practices and proper maintenance at food service facilities. To address this issue, the City has developed an oil and grease management program.

The objectives of the oil and grease management program are to:

- Eliminate sewer system overflows.
- Reduce the amount of oil and grease discharged to the wastewater collection system.
- Reduce maintenance costs for the wastewater collection system.
- Improve operation of the wastewater collection system.
- Recover equitable costs for excessive loading of high strength wastewater (e.g. wastewater high in COD)

2.0 DEFINITIONS

Approved - Describing a method or design acceptable to GRU.

City - The City of Gainesville, doing business as Gainesville Regional Utilities (GRU).

Customer - The person responsible for payment of water service used at a specific location, and further defined as that person who signed the application requesting that services be made available at the specific location and thereby agreeing to pay for all usage of such service occurring at the location.

Food Service Facility - Any facility which prepares and/or packages food or beverages for sale or consumption, on or off-site, with the exception of private residences, including but not limited to food courts, food manufacturers, food packagers, restaurants, grocery stores, bakeries, lounges, hospitals, hotels, nursing homes, churches, schools.

Grease - A liquid or solid material, composed primarily of fats and oils from animal or vegetable sources.

Grease Hauler - A person who collects the contents of a grease interceptor or trap and transports it to an approved recycling or disposal facility.

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Grease Interceptor - A device, usually located underground and outside of a food service facility, designed to collect, contain, and remove food wastes and grease from the wastestream while allowing the remaining wastewater to be discharged to the wastewater collection system by gravity.

Grease Trap - A device, usually located inside the building and under a sink of a food service facility designed to collect, contain, and remove food wastes and grease from the wastestream while allowing the remaining wastewater to be discharged to the wastewater collection system by gravity.

Normal Strength Wastewater - Wastewater which does not exceed the concentration of any constituent for which a normal strength wastewater limit has been established by the general manager of utilities or his/her designee. A copy of the established normal strength wastewater limits shall be kept on file in the office of the general manager for utilities or his/her designee and made available on request. Customers discharging wastewater containing any constituent exceeding a normal strength wastewater limit may be charged for excess strength wastewater according to Appendix A of the Gainesville Code of Ordinances Chapter 27:

Oil/Water Separator - A device designed to remove oil (e.g. petroleum-based) from the wastestream while allowing the remaining wastewater to be discharged to the wastewater collection system by gravity.

3.0 GENERAL REQUIREMENTS

All nonresidential facilities that prepare, process or serve food as determined by the Assistant General Manager for Water/Wastewater Utilities or his/her designee are required to have a grease interceptor discharge permit issued by GRU and an approved grease interceptor or approved grease trap.

The grease trap/interceptor discharge permit for any facility shall be renewed whenever there is a significant change in operation including facility expansion, remodeling that requires a plumbing permit, or change in ownership.

Multifamily dwellings which are found by GRU to be contributing grease in sufficient quantities to cause main line stoppages, maintenance problems at lift stations, or increased maintenance in the collection system shall be required by the Assistant General Manager for Water/Wastewater Utilities or his/her designee to install an approved grease interceptor.

Automotive-related facilities including but not limited to car-washes and automobile repair shops, which may contribute petroleum-based oil to the collection system, shall be required by the Assistant General Manager for Water/Wastewater Utilities or his/her designee to install an approved oil/water separator.

Grease interceptors, grease traps, and oil/water separators shall be installed solely at the customer's expense. Proper operation, maintenance, and repair of grease interceptors, grease traps, and oil/water separators shall be done solely at the customer's expense.

4.0 DESIGN

Grease interceptors, grease traps and oil/water separators shall be designed and constructed in accordance with the provisions herein, the City Engineering Standards Manual, most current edition, and other applicable State and local regulations. Design and construction shall be approved by the Assistant General Manager for Water/Wastewater Utilities or his/her designee. Appendix C contains approved construction standards for grease interceptors.

Alternative oil and grease removal technologies shall be subject to written approval by the Assistant General Manager for Water/Wastewater Utilities or his/her designee.

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Grease interceptors shall be equipped with two 24-inch diameter traffic-bearing covers to allow for proper maintenance and inspection (see Appendix C).

Grease interceptors shall be equipped with a sampling port at the outlet of the interceptor.

5.0 CAPACITY

The capacity of the approved grease interceptor, grease trap or oil/water separator shall be determined by the Assistant General Manager for Water/Wastewater Utilities or his/her designee. Capacity shall be determined in accordance with criteria shown in Appendix B. The Assistant General Manager for Water/Wastewater Utilities or his/her designee may use other criteria determined on a case-by-case basis.

The minimum capacity of any grease interceptor shall be 1000 gallons. The maximum capacity of any grease interceptor shall be 1500 gallons. Where sufficient capacity cannot be achieved with a single interceptor, installation of grease interceptors in series shall be required.

6.0 INSTALLATION

Grease interceptors shall be installed in a location outside of the customer's facility, which provides easy access at all times for inspection, cleaning, and maintenance, including pumping.

Grease interceptors shall be located in the food service facility lateral sewer line between all fixtures which may introduce grease into the sewer system and the connection to the wastewater collection system. Such fixtures shall include but not be limited to sinks, dishwashers, garbage disposals, floor drains in food preparation and storage areas, and any other fixture which is determined to be a potential source of grease.

Wastewater from sanitary facilities shall not be introduced into the grease interceptor, grease trap, or oil/water separator under any circumstances.

Grease traps shall be equipped with a device to control the rate of flow through the unit. The rate of flow shall not exceed the manufacturers rated capacity recommended in gallons per minute for the unit.

The flow control device and the grease trap shall be vented in accordance with the Florida Plumbing Code current edition. The vent shall terminate not less than six (6) inches above the flood-rim level or in accordance with the manufacturer's instructions.

7.0 MAINTENANCE

Cleaning and maintenance of the grease interceptor, grease trap or oil/water separator shall be the responsibility of the customer.

It shall be the responsibility of the customer to inspect the grease interceptor, grease trap or oil/water separator during the pumping or maintenance procedure to ensure that the cleaning is done properly and that all fittings and fixtures inside the interceptor, trap, or separator are in working condition and functioning properly.

The customer shall be responsible for the cost and scheduling of all repairs to its grease interceptor, grease trap, or oil/water separator. Repairs required by the Assistant General Manager for Water/Wastewater Utilities or his/her designee shall be completed within 14 days after the date that the written notice is received by the customer, unless GRU approves a different completion date in writing.

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Cleaning shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids.

Grease interceptors shall be pumped out completely in accordance with the minimum frequencies outlined in Table 1, or more frequently as needed to prevent carry over of grease into the collection system. If the pump-out frequency is monthly there shall be a minimum period of three weeks between each required pumping.

Grease traps shall be cleaned a minimum frequency of once per week, or more often as necessary to prevent pass-through of grease into the collection system. GRU reserves the right to require any customer to have the grease trap periodically pumped clean by a private contractor.

Oil/water separators shall be cleaned out completely a minimum frequency of once every 6 months or more frequently as needed to prevent carry over of petroleum based products into the collection system.

Wastes removed from each grease interceptor, grease trap or oil/water separator shall be disposed at a facility permitted to receive such wastes. In no way shall the wastes be returned to any private or public portion of the collection system or the wastewater treatment plant without prior written approval from the Assistant General Manager for Water/Wastewater or his/her designee.

No additives may be used in a grease interceptor, grease trap or oil/water separator unless approved in writing by the Assistant General Manager for Water/Wastewater or his/her designee prior to introduction into the wastestream, interceptor, or separator. The use of additives shall not be considered as a substitute for the maintenance requirements set herein.

Flushing the grease interceptor or grease trap with water having a temperature in excess of 140°F is prohibited.

All costs associated with proper maintenance of the grease interceptor, grease trap, or oil/water separator shall be borne by the customer.

The return of gray water back into the grease interceptor from which the wastes were removed is prohibited unless approved in writing by the Assistant General Manager for Utilities or his/her designee.

8.0 Grease Cleaning Performance Requirements

GRU requires complete removal of solids and liquids from the grease interceptor without returning any liquid to the grease interceptor during routine cleanings. Grease haulers and disposal companies that meet this requirement will be listed in GRU's grease control brochure being distributed to new and existing customers.

GRU reserves the right to allow alternative grease interceptor cleaning methods if the following conditions are met:

- The entire contents of the grease interceptor must be removed prior to returning any liquid back to the grease interceptor. Decanting the top grease layer without removing the bottom solids is strictly prohibited.
- The alternative cleaning method must achieve 80% or greater removal efficiency for solids and grease. Proof of removal efficiency shall be as required by GRU and shall be conducted in the presence of GRU personnel.
- The determination of removal efficiency shall be as follows:

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Composite Chemical Oxygen Demand of Liquid Pumped from Grease Interceptor = COD_{out}
Composite Chemical Oxygen Demand of Liquid Returned to Grease Interceptor = COD_{back}

The alternative cleaning method is acceptable if, and only if:

$$\text{COD}_{\text{out}} \times 0.2 > \text{COD}_{\text{back}}$$

The alternative cleaning method must be approved in writing by the Assistant General Manager for Water/Wastewater or his/her designee. GRU reserves the right to increase the minimum pumping frequencies listed in Table 1 or assess excess strength charges according to City of Gainesville Code of Ordinances, Appendix A, Schedule of Fees, Rates, and Charges, for any customer using an alternative grease interceptor cleaning method.

9.0 DETERMINATION OF COMPLIANCE WITH MAINTENANCE REQUIREMENTS

A grease interceptor shall be considered out of compliance if any of the following conditions exist:

- The grease layer on top exceeds 6 inches in depth as measured by an approved dipping method or
- The solids layer on the bottom exceeds 8 inches in depth as measured by an approved dipping method or
- The total volume of captured grease and solid material displaces more than 25% of the capacity of the interceptor as calculated using an approved dipping method or
- The removal efficiency, as determined by sampling and analysis of COD or TSS, is less than eighty percent (80%).
- The grease interceptor is structurally deficient including but not limited to missing inlet or outlet tees, damaged baffle, incorrectly installed pass through, damaged walls, or insufficient access to all compartments.

10.0 VARIANCE PROCEDURE FOR GREASE INTERCEPTOR MAINTENANCE FREQUENCY

If a food service facility determines that the pumping frequency, as determined from Table 1, of their grease interceptor is unnecessary in order to remain in compliance with the criteria of section 9.0, the facility may make written application to GRU for a variance of the monthly pumping requirements by submitting the Variance Application form (see Appendix F) along with the variance application fee of \$300. GRU shall determine the variance based on inspection of the grease trap/interceptor and the nature of operations of the food service facility. Variances will only be considered for facilities that perform routine maintenance by the complete removal of solids and liquid without any return of wastewater to the grease interceptor.

GRU may determine the maintenance frequency using the following procedure:

- A GRU representative shall observe the pump-out procedure and inspect the interceptor on a specified date and time.
- After the pump-out and initial inspection when either the level of grease reaches 6 inches or the level of solids reaches 8 inches or the interceptor reaches any point of non-compliance with the criteria in section 8, the GRU representative shall use the number of days from the

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initial pumping date to the final re-inspection date to establish the pumping frequency requirement to be included in the variance granted.

11.0 ADMINISTRATIVE PROCEDURES

A maintenance log for grease interceptors, grease traps and oil/water separators shall be maintained on-site by the customer including data for at least the previous 12 months. The log shall include the date, time, maintenance performed, the volume removed each pump-out, and the name, signature, and contact information of the person who performed the maintenance. The customer shall provide the reports upon request during routine inspections by the Assistant General Manager for Water/Wastewater or his/her designee.

12.0 ENFORCEMENT

Grease interceptors, grease traps, and oil/water separators shall be inspected by GRU as necessary to assure compliance with the requirements herein. The Assistant General Manager for Water/Wastewater Utilities or his/her designee shall have the right to enter the premises of any non-residential facility at all reasonable times for the purpose of inspection, observation, records examination, measurement, sampling, and testing in accordance with the provisions included herein.

A notice of violation shall be issued to a customer for failure to:

- Obtain a grease trap/interceptor discharge permit
- Properly maintain the grease interceptor, grease trap or oil/water separator including failure to make necessary repairs
- Maintain records on-site of pump-outs for grease interceptors

Upon receiving a notice of violation for any structural deficiency, the customer shall have 14 days to complete corrective action and submit evidence of compliance to the Assistant General Manager for Water/Wastewater Utilities or his/her designee, unless GRU approves a different completion date in writing

The customer shall be responsible for cleaning a grease interceptor or grease trap that is out of compliance within 7 days after the date the customer receives written notice, unless GRU approves a different completion date in writing.

If upon inspection GRU determines that a customer has failed to maintain the required cleaning frequency in accordance with the provisions of this manual or the grease trap permit issued, GRU reserves the right to issue a compliance schedule to the customer. The conditions of the compliance schedule shall include the requirement that the customer submit proof of cleaning at periodic intervals (e.g. monthly) with corresponding due dates.

Notwithstanding any of the enforcement actions provided above, should a customer fail to properly maintain a grease interceptor, grease trap, or oil/water separator according to the provisions set herein the Assistant General Manager for Water/Wastewater Utilities or his/her designee may pursue one or more of the following actions:

- Issue a notice of violation to the customer
- Administer fines up to the maximum allowed in accordance with Gainesville Code of Ordinances Section 27-180.7(h) until compliance is achieved.

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- Perform maintenance on the grease interceptor, grease trap, or oil/water separator and charge the customer for the costs to perform the maintenance including administrative costs.
- Assess the customer excess strength charges including sampling, laboratory analysis, and administrative costs according to City of Gainesville Code of Ordinances, Appendix A, Schedule of Fees, Rates, and Charges.
- Terminate water and/or sewer service.
- Notify the Alachua County Health Department
- Notify Alachua County or City of Gainesville Codes Enforcement

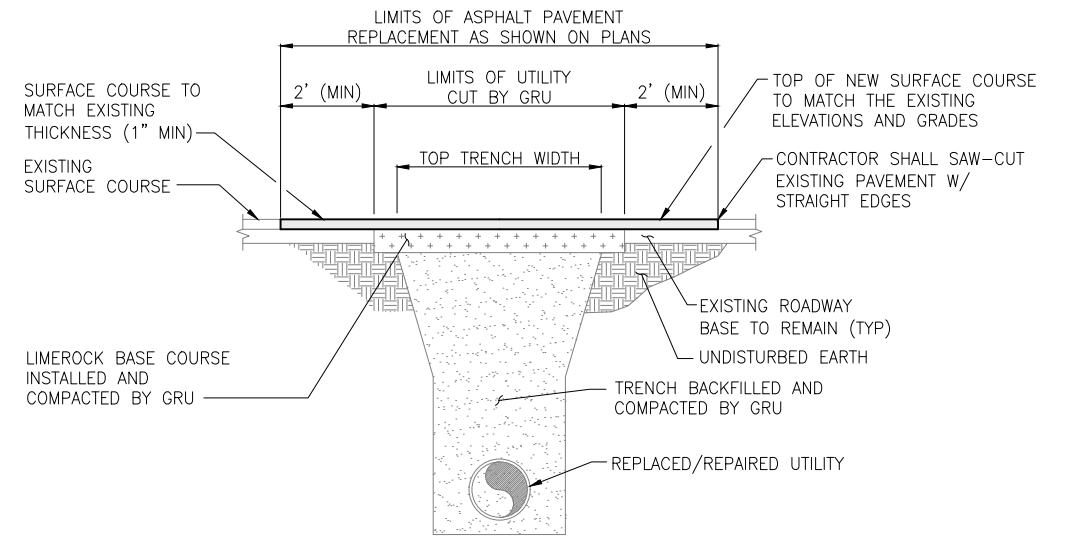
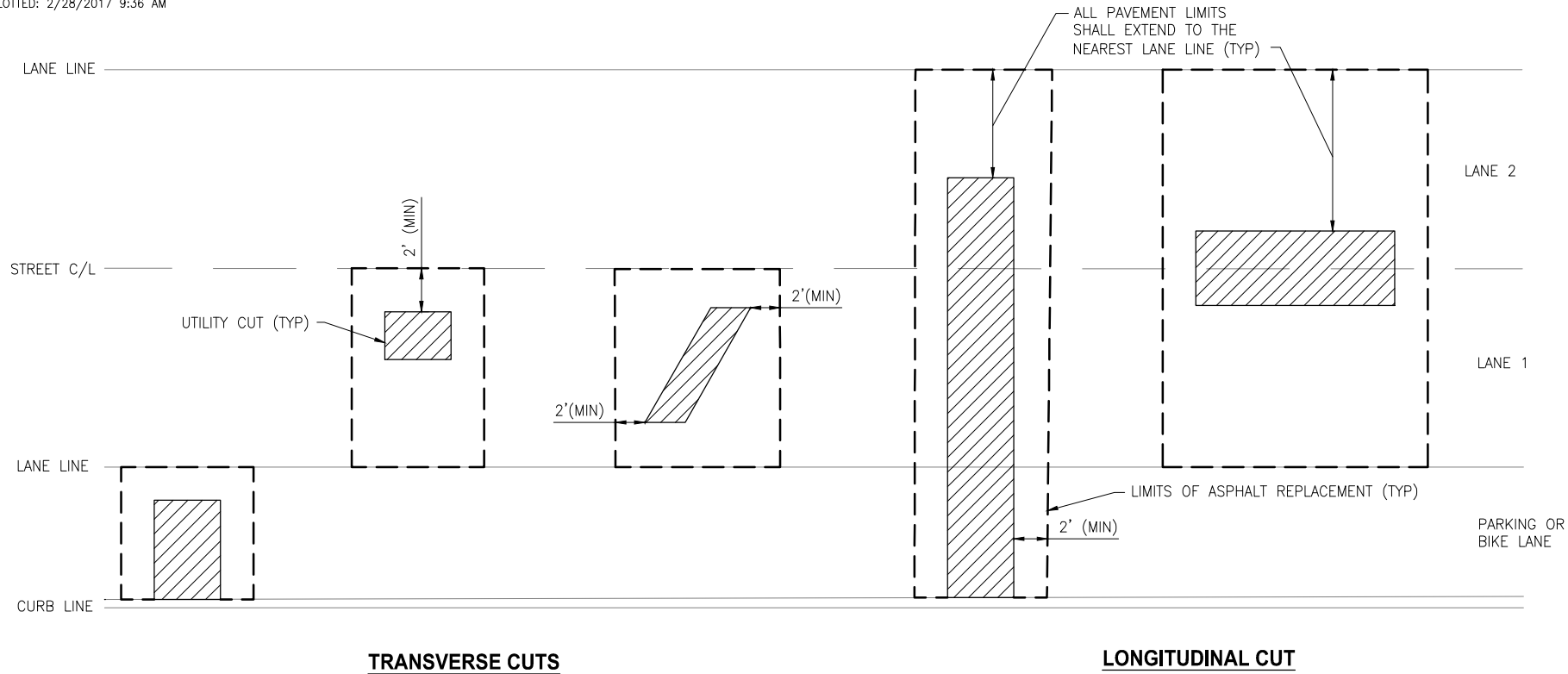
13.0 CORRESPONDENCE

Address all correspondence (including completed maintenance forms) to the following address:

Oil & Grease Management Program
Gainesville Regional Utilities
P.O. Box 147117
Interoffice Box A-122
Gainesville, FL 32614-7117
Fax: 352-334-2752
Phone: 352-393-1652, 393-1646 or 393-1698

X:\j0240\Personal Folders\INTERNS\Chris Cerreta\CAD\GRU Pavement Cut Policy\CADD\Drawings\PavementCutPolicy.dwg

SAVED: 9/9/2015 4:15 PM SIMMSFA



UTILITY CUT DETAIL

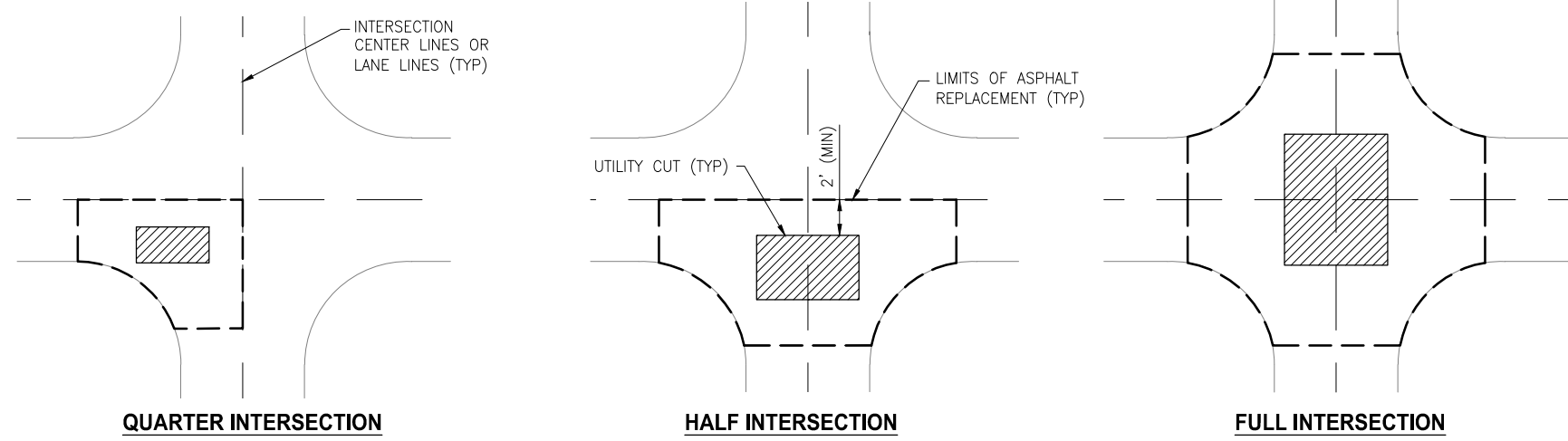
ROADWAY UTILITY CUTS

LEGEND:

- LIMITS OF PAVEMENT REPLACEMENT
- UTILITY CUT

NOTES:

1. THIS DOCUMENT SHALL SERVE AS A GUIDELINE FOR GRU HIRED ASPHALT PAVING CONTRACTORS WHILE RESTORING UTILITY CUTS FOLLOWING MAINTENANCE AND/OR REPAIR WORK ON UTILITIES BY GRU CREWS.
2. ALL PAVEMENT CUTS SHALL BE SAW CUT WITH STRAIGHT EDGES AND SHALL BE PERPENDICULAR OR PARALLEL TO THE LANE LINES. NO PATCHES SHALL HAVE ANGLED SIDES OR IRREGULAR SHAPES.
3. THE ASPHALT PATCH CROSS SLOPE AND GRADE MUST MATCH THE EXISTING PAVEMENT.
4. THE THICKNESS OF THE ASPHALT PATCH MUST MATCH THE EXISTING ASPHALT THICKNESS.
5. THERE SHALL BE NO ASPHALT PATCHES WITHIN AN EXISTING PATCH.
6. ALL ASPHALT PATCHES SHALL BE A "T-PATCH", WITH THE ASPHALT REPLACEMENT LIMITS A MINIMUM OF 2-FT BEYOND THE UTILITY CUT LIMITS.
7. THE FINISHED ASPHALT SURFACE SHALL BE TESTED WITH A 10-FT STRAIGHT EDGE PARALLEL TO THE CENTERLINE OR PERPENDICULAR TO THE CROSS SLOPE. VARIATIONS IN THE SURFACE SHALL NOT EXCEED 1/4-INCH.



INTERSECTION UTILITY CUTS

DESIGNED	_____			
DRAWN	_____			
CHECKED	_____			
LTR	DATE	REVISIONS	BY	APPRD



GAINESVILLE REGIONAL UTILITIES
WATER & WASTEWATER ENGINEERING
POST OFFICE BOX 147117
GAINESVILLE, FL 32614-7117
(904) 334-3400 EXT-1614

**WATER / WASTEWATER
UTILITY PAVEMENT CUT
POLICY**

APPENDIX G

APPROVED BY	DATE	NETWORK No.
_____	FEBRUARY 2017	_____
_____	SCALE	DWG No.