



**BUCKLEY CITY COUNCIL MEETING AGENDA**  
**June 25, 2019**  
**Multi-Purpose Center, 811 Main Street**  
**City Council Meeting**  
**Opening 7:00 P.M.**

Call to Order  
Pledge of Allegiance  
Roll Call of Council Members

Next Ordinance #12-19  
Next Resolution #19-04  
Next Agenda Bill #AB19-059

**A. Citizen Participation**

*Time Limit of Three Minutes* (Citizens wishing to speak are encouraged to sign up at City Hall by Wednesday prior to the Council Meeting)

**B. Staff Reports**

**C. Main Agenda**

1. ORD Amending & Replacing BMC 14.05 - Cross Connection Control Pg. 7
2. RES Amending Personnel and Policy Manual (19<sup>th</sup> Revision) Pg. 94
3. Project Award –Buckley Community Hall Siding Repairs Pg. 100
4. Purchase Authorization – WTP Sodium Hydroxide Pump Panel Rebuild Pg. 103

**D. Consent Agenda**

5. A. Approve Minutes of June 11, 2019 Pg. 106
- B. Claims
- C. Transfer Voucher
- D. Payroll

**E. Committee Reports**

7. Mayor's Report Johnson
8. Administration, Finance & Public Safety Tremblay
9. Transportation & Utilities B. Burkett
10. Community Services S. Burkett
11. Council Member Comments & Good of the Order

*Council may add and take action on other items not listed on this agenda*



CITY OF BUCKLEY ♦ PO BOX 1960 ♦ BUCKLEY, WA 98321  
360-829-1921 ♦ Fax 360-829-2659 ♦ <http://www.cityofbuckley.com>

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## CITY OF BUCKLEY MEETING LIST

### June 2019

June 10	10:30 AM	Buckley Hall Board (City Hall)
June 11	9:30 AM	Admin/Finance/Public Safety (City Hall)
June 11	7:00 PM	City Council
June 17	7:00 PM	Planning Commission
June 18	7:00 PM	Transportation & Utilities (City Hall)
June 20	1:00 PM	Community Services (City Hall)
<del>June 25</del>	<del>9:30 AM</del>	<del>Admin/Finance/Public Safety (City Hall)</del> <b>CANCELLED</b>
June 25	7:00 PM	City Council

The above meetings will be held in the Multi-Purpose Center located at 811 Main Street unless otherwise noted.  
*Last Revised June 20, 2019*



# June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>7:00 Planning Commission</i>	4 <i>7:00 City Council Study Session</i>	5	6	7	8
9	10 <i>10:30 Buckley Hall Board</i>	11 <i>9:30 A/F/PS 7:00 City Council</i>	12	13	14	15
16	17 <i>7:00 Planning Commission</i>	18 <i>7:00 Transp. &amp; Utilities</i>	19	20 <i>1:00 Community Services</i>	21 	22 <i>Buckley Jr. Log Show</i>
23	24	25 <i>9:30 A/F/PS 7:00 City Council</i>	26	27	28	29 <i>Buckley Log Show</i>
30 <i>Buckley Log Show</i>						

## A. CITIZEN PARTICIPATION

## B. STAFF REPORTS

## C. MAIN AGENDA



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>ORD No. ___-19: Amending &amp; Replacing BMC 14.05 - Cross Connection Control</b>	<b>Agenda Date: June 25, 2019</b>		<b>AB19-059</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts	X	X
	City Engineer – Dominic Miller	X	X
	City Clerk – Treva Percival		
	Finance Dept – Sheila Bazzar		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks	X	X
<b>Attachments:</b> Memorandum, CCC Program and Ordinance			
<p>SUMMARY STATEMENT: The purpose of this ordinance is to amend the City’s Cross Connection Control regulations to meet Washington State Department of Health requirements.</p> <p>It’s currently a Washington Department of Health requirement that water purveyors establish and/or maintain a cross connection control program in compliance with State law. The City’s current cross connection control program was adopted in 2003 and is outdated and has not kept pace with changes to WAC 246-290-490.</p> <p>In order to meet new requirements City staff are presenting a new amended BMC 14.05 and updated Cross-Connection Control Program that meets the requirements of WAC 246-290-490.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: T/U 5/21/19			
<b>RECOMMENDED ACTION: MOTION to approve Ordinance No. ___-19 Amending &amp; Replacing BMC 14.05 and Adopting a new Cross Connection Control Program.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

**MEMORANDUM**

TO: CITY OF BUCKLEY CROSS CONNECTION  
CONTROL PROGRAM FILE  
CHRIS BANKS  
CITY OF BUCKLEY

FROM: DOMINIC MILLER, P.E. 

DATE: MAY 7, 2019

SUBJECT: REVIEW OF CITY OF BUCKLEY CROSS  
CONNECTION CONTROL PROGRAM  
CITY OF BUCKLEY, PIERCE COUNTY,  
WASHINGTON  
G&O #19204.00

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WAC 246-290-490 requires ten elements for a complete cross connection control program is sections. Those ten elements are listed herein with an evaluation of the City of Buckley's compliance with each element:

**ELEMENT 1: INSTRUMENT OF LEGAL AUTHORITY TO IMPLEMENT PROGRAM.**

City of Buckley's legal authority is encoded in Buckley City Code Chapter 14.05 *Cross Connection Control Program*. The code appears to be consistent with the Washington State Department of Health Drinking Water Program cross connection control regulations, WAC 246-290-490.

**ELEMENT 2: PROCEDURES AND SCHEDULES FOR EVALUATING SERVICE CONNECTIONS.**

The City of Buckley's cross connection control ordinance Section 14.05.030 *Prevention of contamination* states:

The customer's plumbing system, starting from the termination of the purveyor's water service pipe, shall be considered a potential high health hazard requiring the isolation of the customer's premises by a purveyor/DOH approved, customer installed and maintained reduced pressure backflow assembly (RPBA) or detector derivative (RPDA) thereof. The RPBA or RPDA shall be located at the end of the purveyor's water service pipe (i.e., at the service connection and immediately downstream of the meter). Water shall only be supplied to the customer through a purveyor and Washington DOH approved, customer installed and maintained RPBA or RPDA.



Notwithstanding the aforesaid, the purveyor, upon an assessment of the risk of contamination and the degree of hazard posed by the customer's plumbing system and use of water, may allow:

- (1) Any customer, as a minimum, to be supplied through a purveyor/DOH approved, customer installed and maintained double check valve assembly (DCVA) or double check detector assembly (DCDA); or
- (2) A single-family or duplex residential customer to connect directly to the water service pipe, i.e., without a purveyor/DOH approved RBPA or DCVA; and that
- (3) Any customer, other than a single-family or duplex residential customer to connect directly to the water service pipe without a purveyor/DOH approved DCVA or RPBA; provided, that the customer signs the purveyor's water service agreement and installs and maintains backflow preventers at the point of hazard, commensurate with the degree of hazard as assessed by the purveyor. (Ord. 05-03 § 2, 2003).

City of Buckley Cross Connection Control Program, under Element 2, includes detailed priorities and schedules for evaluating cross connections within new and existing water service connections.

**ELEMENT 3: PROCEDURES AND SCHEDULES FOR ELIMINATING AND CONTROLLING CROSS CONNECTIONS.**

The City of Buckley's cross connection control ordinance Section 14.05.040 Part (6) states,

- (6) At the time of application for service, if required by the purveyor, the customer agrees to submit:
  - (a) Plumbing plans; and/or
  - (b) A cross-connection control survey of the premises conducted by a purveyor approved and Department of Health certified cross-connection control specialist (CCS).



The survey shall assess the cross-connection hazards and list all approved backflow preventers provided within the premises. The results of the survey shall be submitted prior to the purveyor turning on water service to a new customer. The cost of the survey shall be borne by the customer.

City of Buckley Cross Connection Control Program, under Element 3, includes a framework for detailed priorities and schedules for eliminating cross connections within new and existing water service connections.

**ELEMENT 4: QUALIFIED PERSONNEL TO IMPLEMENT PROGRAM.**

Element 4 of the City of Buckley Cross Connection Control Program states, in part,

“The purveyor will employ or have on staff at least one person certified by DOH as a cross-connection control specialist (CCS) to implement the CCC program. As an alternative, or when no staff or employee are properly qualified, the purveyor may retain a properly certified CCS on contract to provide the necessary expertise and services.”

City of Buckley water system operators Chris Banks, John Dansby, Rick Rice, and Dale Steinmetz are all certified Cross-Connection Control Specialists. The City of Buckley does not have a certified Backflow Assembly Tester (BAT). Owners of cross connection control devices are required to hire a backflow assembly tester approved by the City and licensed by the State of Washington, at their own expense and submit a satisfactory test report to the City on an annual basis.

**ELEMENT 5: ENSURE THAT APPROVED BACKFLOW OPERATING CORRECTLY.**

The City of Buckley’s cross connection control ordinance Section 14.05.040 Part (5)(a) states,

- (5) The customer agrees to have all backflow prevention assemblies installed to protect the purveyor’s water system:
  - (a) To be tested upon installation, annually thereafter or when requested by the purveyor, after repair and after relocation all RPBA or DCVA installed to protect the purveyor’s distribution system.



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Element 5 of the City of Buckley Cross Connection Control Program identifies details of the testing requirements, including the following sections:

1. Inspection and Testing of Backflow Preventers.
2. Responsibility for Inspection and Testing.
3. Approved Test Procedures.
4. Notification of Inspection and/or Testing.
5. Enforcement.

**ELEMENT 6: ENSURE THAT BACKFLOW PREVENTERS ARE TESTED PROPERLY.**

The City of Buckley's cross connection control ordinance Section 14.05.040 Part (5), cited in Element 5 above, continues in parts (b) through (d) as follows:

(The customer agrees to)

- (b) To have the testing done by a purveyor approved and State Department of Health currently certified backflow assembly tester (BAT); and
- (c) To have the RPBA or DCVA tested following the procedures approved by the DOH; and
- (d) To submit to the purveyor the results of the test(s) on the purveyor supplied test report form within the time period specified by the purveyor.

The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA or DCVA or derivative thereof installed to protect the purveyor's distribution system.

Element 6 of the City of Buckley Cross Connection Control Program identifies details of the backflow prevention assembly testing quality control assurance program. Sections include the following:



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1. List of Certified CCS and BAT.
2. Listing Qualifications.
3. Quality Assurance.

**ELEMENT 7: PROCEDURES FOR RESPONDING TO BACKFLOW INCIDENTS.**

If a contaminant has entered the distribution system through a cross-connection, the City's Cross Connection Control ordinance provides the following authority in Section 14.05.040 Parts (10) through (12)

- (10) The customer agrees to immediately notify the purveyor and the local health department of any backflow incident occurring within the premises, (i.e., entry into the potable water of any contaminant or pollutant) and shall cooperate fully with the purveyor to determine the reason for the backflow incident.
- (11) The customer acknowledges the right of the purveyor to discontinue water supply within 72 hours of giving notice, or a lesser period of time if required to protect the public health if:
  - (a) The customers fails to cooperate with the purveyor in the survey of premises, or in the installation, maintenance, repair, inspection or testing of backflow prevention assemblies or air gaps required by the purveyor; or
  - (b) It is necessary in the purveyor's effort to contain a contaminant or pollutant that is detected in the customer's system.
- (12) The purveyor may install a reduced pressure backflow assembly (RPBA) on the service pipe to provide premises isolation in lieu of discontinuing water service. The customer acknowledges the right of the purveyor to recover all costs associated with the installation and subsequent maintenance and repair of the assembly, appurtenances and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of service in accordance with the purveyor's water billing policies.



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Element 7 of the City of Buckley Cross Connection Control Program identifies details of the response procedures, including the following:

1. Backflow Incident Response Plan.
2. Technical Resource.

Under Technical Resource it is stated that “*The purveyor will use the manual BACKFLOW INCIDENT INVESTIGATION PROCEDURES, First Edition, 1996, published by the PNWS-AWWA as a supplement.*” We have searched the PNWS-AWWA and the DOH web sites and find no current reference to this document. Therefore, we conclude that this document is now out of print. We recommend that this reference be replaced by reference to the *CROSS CONNECTION CONTROL ACCEPTED PROCEDURE AND PRACTICE MANUAL, Seventh Edition (2012)* published by the PNWS/AWWA.

#### **ELEMENT 8: CONSUMER EDUCATION.**

Element 8 of the City of Buckley *Cross Connection Control Program* document includes the following:

1. Customer Education
  - The purveyor will distribute with water bills, at regular intervals, information brochures describing the cross connection hazards in homes and the recommended devices that should be installed by the homeowner to reduce the hazard. The education program will emphasize the responsibility of the customer in preventing the contamination of his/her water supply.

Information distributed will include, but not limited to, the following subjects:

- Cross-connection hazards in general;
- Irrigation system hazards and corrective actions;
- Fire sprinkler cross-connection hazards;
- Importance of annual inspection or testing of backflow preventers; and
- Thermal expansion in hot water systems when backflow preventers are installed.



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The purveyor shall distribute information brochures to all customers every two to three years, and to every new customer at the time of signing of a service agreement.

DOH has available on their web site five different educational brochures regarding cross connection control, which may be helpful in implementing this element. Printouts of these brochures are enclosed with this memo, and PDFs of the brochures may be obtained at the following links:

[https://www.doh.wa.gov/Portals/1/Documents/4200/cross\\_connection.pdf](https://www.doh.wa.gov/Portals/1/Documents/4200/cross_connection.pdf)

<https://www.doh.wa.gov/portals/1/documents/4200/contamination.pdf>

[https://www.doh.wa.gov/portals/1/documents/4200/lawn\\_irrigation.pdf](https://www.doh.wa.gov/portals/1/documents/4200/lawn_irrigation.pdf)

[https://www.doh.wa.gov/portals/1/documents/4200/water\\_heater.pdf](https://www.doh.wa.gov/portals/1/documents/4200/water_heater.pdf)

[https://www.doh.wa.gov/Portals/1/Documents/4200/sprinkler\\_systems.pdf](https://www.doh.wa.gov/Portals/1/Documents/4200/sprinkler_systems.pdf)

#### **ELEMENT 9: CROSS-CONNECTION CONTROL RECORD KEEPING.**

Element 9 of the City of Buckley *Cross Connection Control Program* document includes the following:

1. Types of Records and Data to be Maintained

The purveyor will maintain records of the following types of information:

- Service connections/customer premises information including:
  - a) Assessed degree of hazard; and
  - b) Required backflow preventer to protect the public water system.
- Backflow preventer inventory and information including:
  - a) Air gap location, installation and inspection dates, inspection results and person conducting inspection;



- b) Backflow assembly location, assembly description (type, manufacturer, make, model, size and serial number), installation, inspection and test dates, test results, and person performing the test; and
- c) Information on AVBs used for irrigation system applications, including manufacturer, make, model, size, dates of installation and inspections, and person performing inspections.

The foregoing information will also be maintained for backflow preventers, installed for in-premises protection, that are relied upon by the purveyor to protect the public water system.

By inter-agency agreement, the purveyor will maintain the foregoing information for backflow preventers required by the LAA, but which are not relied upon by the purveyor for protection of the water system.

2. Reports to be prepared and submitted

The Purveyor will prepare the following reports as required by DOH:

- Cross-connection control program activities for the calendar year, to be sent to DOH when requested;
- Cross-connection control program summary information, when required, or when there are significant policy changes;
- Backflow incident reports, to DOH; and
- Documentation when exceptions to mandatory premises isolation are granted.

The purveyor's CCS will prepare or review the reports for correctness.

Copies of cross connection control device testing records from 2014, 2015, and 2016, are included in Appendix O of the City's 2017 Draft Water System Plan. The records indicate that the number of backflow prevention devices increased from 79 in 2014 to 85 in 2016.



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DOH provides several standardized forms for cross connection control program reporting and record keeping. Copies of the forms are included with this memo. WORD documents of these forms can be accessed from the DOH web site by the following links:

Backflow Incident Report Form:

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-457-F.doc>

Public Water System Cross Connection Control Activities Annual Summary Report Form:

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-155-F.docx>

Backflow Prevention for Severe Health Hazard Facility Annual Summary Report Form:

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-434-F.docx>

Cross Connection Control Program Annual Summary Report

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-154-F.docx>

Exceptions to High-Health Hazard Premises Isolation Requirements Annual Summary Report Form

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-156-F.docx>

Exception Cancellation Form for Annual Summary Report High-Hazard Premises Isolation Requirements Form

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/331-571-F.docx>

In addition the following guidance documents are available on the DOH web site:

Frequently asked questions about CCC Annual Summary Reports

<https://www.doh.wa.gov/Portals/1/Documents/4200/ASR-FAQ-2017.docx>

Annual Summary Report Help Guide:

<https://www.doh.wa.gov/Portals/1/Documents/4200/Helpfiles.doc>



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Common Annual Summary Report Errors:

<https://www.doh.wa.gov/Portals/1/Documents/4200/CommonErrors.doc>

Medical Category Annual Summary Report Information:

<https://www.doh.wa.gov/Portals/1/Documents/4200/MedCatTabRes.doc>

List of Certified Backflow Assembly Testers:

[http://grcc.greenriver.edu/wacertservices/bat/bat\\_publiclist.asp](http://grcc.greenriver.edu/wacertservices/bat/bat_publiclist.asp)

#### **ELEMENT 10: ADDITIONAL REQUIREMENTS IF RECLAIMED WATER IS USED.**

At this time, the City of Buckley Water System does not receive or distribute reclaimed water. In the event that reclaimed water use is proposed within the System service area, all cross-connection control requirements mandated by the Permitting Authority in accordance with Chapter 90.46 RCW will be made part the CCC program and be complied with.

#### **CONCLUSIONS AND RECOMMENDATIONS**

The City's cross connection control ordinance and written program summary appear to be consistent with current regulations and guidance from DOH. The City is keeping track of cross connection control devices and the testing of those devices. With this report we are providing up-to-date cross connection control educational brochures, and record keeping and reporting forms. DOH may update these forms from time to time and it is recommended that the City cross connection control program staff check annually to see if any of the forms have been revised.

In addition we recommend that City of Buckley revise Element 7 of their Cross Connection Control Program to reference *CROSS CONNECTION CONTROL ACCEPTED PROCEDURE AND PRACTICE MANUAL, Seventh Edition (2012)* published by the PNWS/AWWA.

#### **ATTACHMENTS**

CCC Customer Education Brochures  
CCCP Annual Summary Report Forms

DM/sp

# CITY OF BUCKLEY CROSS CONNECTION CONTROL PROGRAM



**MAYOR PAT JOHNSON**

**City Council**

**Ron Smith  
Luke Wilbanks  
John Leggett  
Sandy Burkett**

**Connie Bender  
Beau Burkett  
Milt Tremblay**

**MAY, 2019**



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**Ordinance No. 03-05**

**An Ordinance of the City Council of the City of Buckley, Pierce County, Washington repealing BMC 14.05 related to Cross-Connection Control and Backflow Prevention and adopting a new Cross Connection Control Program in compliance with Washington State Department of Health Regulation and WAC 246-290-490.**

**Whereas**, it is the responsibility of a water purveyor to provide water to the customer at the end of the service connection or meter that meets State water quality standards; and

**Whereas**, it is the water purveyor's responsibility to prevent the contamination of the public water system from the consumer's water system, which begins at the downstream end of the service connection or water meter; and

**Whereas**, cross connections within the customer's plumbing system pose a potential source for the contamination of the public water supply system, and

**Whereas**, it is a requirement of the Washington Department of Health for the purveyor to establish and/or maintain a cross connection control program satisfactory to the Department of Health; and

**Whereas**, the City has determined that the current Cross-Connection Control and Backflow Prevention Regulations are outdated and have not kept pace with changes to WAC 246-290-490; and

**Whereas**, the City desires to adopt a new Cross-connection Control Program that meets the requirements of WAC 246-290-490;

Now therefore be it resolved that:

**Section 1:** Chapter 14.05 of the Buckley Municipal Code entitled “Cross-connection and Backflow Prevention” is hereby repealed, in its entirety:

**Section 2:** A new Chapter 14.05 is hereby adopted entitled “Cross-connection Control Program and shall read as follows:

**14.05.010 Purpose.**

The City of Buckley, hereinafter referred to as the Purveyor, establishes the following Ordinance to protect the Purveyor-owned water system from the risk of contamination due to backflow through service connections to customers water systems. For public health and safety, this policy shall apply equally to all new and existing customers.

**14.05.020 Definitions, Acronyms, and Abbreviations.**

**AG** - air gap;

**AVB** - atmospheric vacuum breaker;

**AWWA** - American Water Works Association;

**BAT** - backflow assembly tester;

**CCS** - cross-connection control specialist;  
**DCDA** - double check detector assembly;  
**DCVA** - double check valve assembly;  
**DOH** – Washington State Department of Health;  
**IAPMO** - International Association of Plumbing and Mechanical Officials;  
**PVBA** - pressure vacuum breaker assembly;  
**RPBA** - reduced pressure backflow assembly;  
**RPDA** - reduced pressure detector assembly;  
**SVBA** - spill resistant vacuum breaker assembly;  
**UPC** - Uniform Plumbing Code;  
**WAC** - Washington Administrative Code;

**"Approved air gap"** means a physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the department, the separation must be at least:

- Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and:
- Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

**"Approved atmospheric vacuum breaker"** means an AVB of make, model, and size that is approved by the department. AVBs that appear on the current approved backflow prevention assemblies list developed by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research or that are listed or approved by other nationally recognized testing agencies (such as IAPMO, ANSI, or UL) acceptable to the local administrative authority are considered approved by the department.

**"Approved backflow preventer"** means an approved air gap, an approved backflow prevention assembly, or an approved AVB. The terms "approved backflow preventer," "approved air gap," or "approved backflow prevention assembly" refer only to those approved backflow preventers relied upon by the purveyor for the protection of the public water system. The requirements of WAC 246-290-490 do not apply to backflow preventers installed for other purposes.

**"Approved backflow prevention assembly"** means an RPBA, RPDA, DCVA, DCDA, PVBA, or SVBA of make, model, and size that is approved by the department. Assemblies that appear on the current approved backflow prevention assemblies list developed by the University of Southern California

Foundation for Cross-Connection Control and Hydraulic Research or other entity acceptable to the department are considered approved by the department.

**"Backflow"** means the undesirable reversal of flow of water or other substances through a cross-connection into the public water system or consumer's potable water system.

**"Backflow assembly tester"** means a person holding a valid BAT certificate issued in accordance with chapter 246-292 WAC.

**"Backpressure"** means a pressure (caused by a pump, elevated tank or piping, boiler, or other means) on the consumer's side of the service connection that is greater than the pressure provided by the public water system and which may cause backflow.

**"Backsiphonage"** means backflow due to a reduction in system pressure in the purveyor's distribution system and/or consumer's water system.

**"Closed system"** means any water system or portion of a water system in which water is transferred to a higher pressure zone closed to the atmosphere, such as when no gravity storage is present.

**"Combination fire protection system"** means a fire sprinkler system that:

- Is supplied only by the purveyor's water;
- Does not have a fire department pumper connection; and
- Is constructed of approved potable water piping and materials that serve both the fire sprinkler system and the consumer's potable water system.

**"Customer"** means any person receiving water from a public water system from either the meter, or the point where the service line connects with the distribution system if no meter is present. For purposes of cross-connection control, "consumer" means the owner or operator of a water system connected to a public water system through a service connection.

**"Customer's water system,"** as used in WAC 246-290-490, means any potable and/or industrial water system that begins at the point of delivery from the public water system and is located on the consumer's premises. The consumer's water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the consumer.

**"Contaminant"** means a substance present in drinking water that may adversely affect the health of the consumer or the aesthetic qualities of the water.

**"Cross-connection"** means any actual or potential physical connection between a public water system or the consumer's water system and any source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow.

**"Cross-connection control program"** means the administrative and technical procedures the purveyor implements to protect the public water system from contamination via cross-connections as required in WAC 246-290-490.

**"Cross-connection control specialist"** means a person holding a valid CCS certificate issued in accordance with chapter 246-292 WAC.

**"Cross-connection control summary report"** means the annual report that describes the status of the purveyor's cross-connection control program.

**"Department of Health"** means the Washington State Department of Health (DOH) or health officer as identified in a joint plan of operation in accordance with WAC 246-290-030(1).

**"Down stream"** means on the customer's side of the meter or service connection or on the outlet side of a backflow preventer.

**"Flow-through fire protection system"** means a fire sprinkler system that:

- Is supplied only by the purveyor's water;
- Does not have a fire department pumper connection;
- Is constructed of approved potable water piping and materials to which sprinkler heads are attached; and
- Terminates at a connection to a toilet or other plumbing fixture to prevent the water from becoming stagnant.

**"High health cross-connection hazard"** means a cross-connection, which could impair the quality of potable water and create an actual public health hazard through poisoning or spread of disease by sewage, industrial liquids or waste.

**"In-premises protection"** means a method of protecting the health of consumers served by the consumer's potable water system, located within the property lines of the consumer's premises by the installation of an approved air gap or backflow prevention assembly at the point of hazard, which is generally a plumbing fixture.

**"Intertie"** means an interconnection between public water systems permitting the exchange or delivery of water between those systems.

**"Local administrative authority"** means the local official, board, department, or agency authorized to administer and enforce the provisions of the Uniform Plumbing Code as adopted under chapter 19.27 RCW.

**"Low health cross-connection hazard"** means a cross-connection that could cause an impairment of the quality of potable water to a degree that does not create a hazard to the public health, but does adversely and unreasonably affect the aesthetic qualities of such potable waters for domestic use.

**"Potable"** means water suitable for drinking by the public.

**"Premises isolation"** means a method of protecting a public water system by installation of approved air gaps or approved backflow prevention assemblies at or near the service connection or alternative location acceptable to the purveyor to isolate the consumer's water system from the purveyor's distribution system.

**"Public water system"** is defined and referenced under WAC 246-290-020.

**"Purchased source"** means water a purveyor purchases from a public water system not under the control of the purveyor for distribution to the purveyor's consumers.

**"Purveyor"** means an agency, subdivision of the state, municipal corporation, firm, company, mutual or cooperative association, institution, partnership, or person or other entity owning or operating a public water system. Purveyor also means the authorized agents of such entities.

**"Reclaimed water"** means effluent derived in any part from sewage from a wastewater treatment system that has been adequately and reliably treated, so that as a result of that treatment, it is suitable for beneficial use or a controlled use that would not otherwise occur, and it is no longer considered wastewater.

**"Service connection"** means a connection to a public water system designed to provide potable water to a single-family residence, or other residential or nonresidential population.

**"Unapproved auxiliary water supply"** means a water supply (other than the purveyor's water supply) on or available to the consumer's premises that is either not approved for human consumption by the health agency having jurisdiction or is not otherwise acceptable to the purveyor.

**"Up stream"** means on the Purveyor's side of the water meter or on the inlet side of a backflow preventer.

**"Uniform Plumbing Code"** means the code adopted under RCW 19.27.031(4) and amended under chapter 51-46 WAC. This code establishes statewide minimum plumbing standards applicable within the property lines of the consumer's premises.

**"Used water"** means water which has left the control of the purveyor.

#### **14.05.030 Prevention of Contamination.**

The customer's plumbing system, starting from the termination of the Purveyor's water service pipe, shall be considered a potential high health hazard requiring the isolation of the customer's premises by a Purveyor / DOH approved, customer

installed and maintained reduced pressure backflow assembly (RPBA) or detector derivative (RPDA) thereof. The RPBA or RPDA shall be located at the end of the Purveyor's water service pipe (i.e., at the service connection and immediately downstream of the meter). Water shall only be supplied to the customer through a Purveyor and WA DOH approved, customer installed, and maintained, RPBA or RPDA.

Notwithstanding the aforesaid, the Purveyor, upon an assessment of the risk of contamination and the degree of hazard posed by the customer's plumbing system and use of water, may allow;

- any customer, as a minimum, to be supplied through a Purveyor / DOH approved, customer installed and maintained double check valve assembly (DCVA) or double check detector assembly (DCDA); or
- a single family or duplex residential customer to connect directly to the water service pipe, i.e., without a Purveyor / DOH approved RBPA or DCVA; and that
- any customer, other than a single family or duplex residential customer to connect directly to the water service pipe without a Purveyor / DOH approved DCVA or RPBA provided that the customer signs the purveyor's water service agreement and installs and maintains backflow preventers, at the point of hazard, commensurate with the degree of hazard, as assessed by the purveyor.

**14.05.040 Conditions for Providing Service.**

Water service is provided based on the following terms and limitations:

- 1) The customer agrees to take all measures necessary to prevent the contamination of the plumbing system within his premises and the Purveyor's potable water system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any back pressure or backsiphonage condition, including the disruption of supply from the Purveyor's system that may occur by during routine system maintenance or during emergency conditions, such as a water main break.
- 2) The customer agrees to install, operate and maintain at all times his plumbing system in compliance with the current edition of the City of Buckley Plumbing Code as it pertains to;
  - the prevention of contamination, and
  - protection from thermal expansion due to a closed system that could occur with the present or future installation of backflow preventers at the customer's service connection and/or at plumbing fixtures.
- 3) For cross connection control or other public health related surveys, the customer agrees to provide free access for the employees or agents of the Purveyor

to all parts of the premises during reasonable working hours of the day for routine surveys, and at all times during emergencies.

4) Where agreement for free access for the purveyor's is denied, water service will only be supplied after premises isolation is provided by a Purveyor / DOH approved reduced pressure backflow assembly (RPBA) All required RPBA shall be installed, tested and maintained at the owners expense.

5) The customer agrees to install all backflow prevention assemblies requested by the Purveyor, and to maintain those assemblies in good working order. The assemblies shall be of a type, size and make approved by the Purveyor and the Department of Health. The assemblies shall be installed in accordance with the Purveyor's backflow assembly installation standards and specifications.

6) The customer agrees to have all backflow prevention assemblies installed to protect the purveyor's water system;

- to be tested upon installation, annually thereafter or when requested by the Purveyor, after repair and after relocation all RPBA or DCVA installed to protect the Purveyor's distribution system; and
- to have the testing done by a Purveyor approved and State Department of Health currently certified Backflow Assembly Tester (BAT); and
- to have the RPBA or DCVA tested following the procedures approved by the DOH; and
- to submit to the Purveyor the results of the test(s) on the Purveyor supplied test report form within the time period specified by the Purveyor.

7) The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA or DCVA or derivative thereof installed to protect the Purveyor's distribution system.

- plumbing plans; and/or
- a cross connection control survey of the premises conducted by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS).

The survey shall assess the cross connection hazards and list all approved backflow preventers provided within the premises. The results of the survey shall be submitted prior to the Purveyor turning on water service to a new customer. The cost of the survey shall be borne by the customer.

8) All customers, other than single-family residences, when required by the Purveyor, agree to submit a cross connection control re-survey of the premises by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS). The Purveyor may require the re-survey to be performed in response to changes in customer's plumbing, or performed periodically (annually or less frequently) where the Purveyor considers the customer's plumbing system to be

complex or subject to frequent changes in water use. The cost of the re-survey shall be borne by the customer.

9) Residential customer shall agree to complete and submit to the Purveyor a "Water Use Questionnaire" within 30 days of a request by the Purveyor, for the purpose of surveying the health hazard posed by the customer's plumbing system on the Purveyor's water system. Further, the residential customer agrees to provide within 30 days of a request by the Purveyor a cross connection control survey of the premises by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS).

10) The customer agrees to obtain the prior approval from the Purveyor for all changes in water use and any alterations or additions to the plumbing system; and shall comply with any additional requirements imposed by the Purveyor for cross connection control.

11) The customer agrees to immediately notify the Purveyor and the local health department of any backflow incident occurring within the premises, (i.e., entry into the potable water of any contaminant or pollutant) and shall cooperate fully with the Purveyor to determine the reason for the backflow incident.

12) The customer acknowledges the right of the Purveyor to discontinue water supply within 72 hours of giving notice, or a lesser period of time if required to protect the public health if;

- the customer fails to cooperate with the Purveyor in the survey of premises, or in the installation, maintenance, repair, inspection or testing of backflow prevention assemblies or air gaps required by the Purveyor; or
- it is necessary in the Purveyor's effort to contain a contaminant or pollutant that is detected in the customer's system.

13) The Purveyor may install a reduced pressure backflow assembly (RPBA) on the service pipe to provide premises isolation in lieu of discontinuing water service. The customer acknowledges the right of the Purveyor to recover all costs associated with the installation and subsequent maintenance and repair of the assembly, appurtenances and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of service in accordance with the Purveyor's water billing policies.

14) The Purveyor shall require premise isolation for a customer that falls within any category for "Mandatory Premises Isolation" established by the Department of Health regulations (Table 9, found in WAC 246-290-490 (4)(b)).

15) The customer acknowledges his obligation to comply with the other cross connection control regulations having jurisdictions (e.g., plumbing code requirements) when;

- the Purveyor imposes mandatory premise isolation in compliance with Department of Health regulations; or
- the Purveyor agrees to the customer's voluntary premises isolation through the installation of a reduced pressure backflow assembly immediately downstream of the Purveyor's water meter.

16) Although the Purveyor's requirements for installation, testing and repair of backflow prevention assemblies may be limited to the approved backflow prevention assemblies used for premises isolation, the customer agrees to the other terms herein as a condition of allowing a direct connection to the Purveyor's service pipe.

17) The customer agrees to indemnify and hold harmless the Purveyor for all contamination of the customer's plumbing system or the Purveyor's distribution system that results from an unprotected or inadequately protected cross connection within the customer's premises. This indemnification shall pertain to all backflow conditions that may arise from the Purveyor's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the customer to provide adequate facilities to collect, store and pump water for his premises.

18) The customer agrees that, in the event legal action is required and commenced between the Purveyor and the customer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all its costs and expenses including but not limited to reasonable attorney's fees as determined by the Court.

19) The customer acknowledges that the Purveyor's survey of a customer's premises is for the sole purpose of establishing the Purveyor's minimum requirements for the protection of the Purveyor's water system, commensurate with the Purveyor's assessment of the degree of hazard.

*It shall not be assumed by the customer, or any regulatory agency, that the Purveyor's water use survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by Purveyor personnel constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross connections therein.*

20) The customer acknowledges the right of the Purveyor, in keeping with changes to State regulations, industry standards, or the Purveyor's risk management policies, to impose retroactive requirements for additional cross connection control measures.

21) The Purveyor shall record the customer's agreement to the above terms for service on an "Application for Water Service", "Application for Change of Water Service" or other such form prepared by the Purveyor and signed by the customer.

**14.05.050 Implementation of the Cross Connection Control Program.**

- 1) The Purveyor shall engage the services of a Department of Health certified cross-connection control specialist (CCS) to implement and be in responsible charge of the City of Buckley Water System's cross-connection control program.
- 2) The Purveyor, under the direction of the Purveyor's CCS, shall prepare written cross-connection control operating policies for the day to day operation of the Purveyors' cross-connection control program in order to implement the requirements of this ordinance. The operating policies shall be consistent with this ordinance and shall comply with the requirements of Chapter 246-290 WAC (Group A Drinking Water Regulations).
- 3) The Purveyor shall use the following publications as references and technical aids in the development and implementation of the cross-connection control program:
  - a) *"Cross Connection Control, Accepted Procedures and Practice Manual"*, Seventh Edition, (2012) published by the Pacific Northwest Section, American Water Works Association, or latest edition thereof.
  - b) *"Manual of Cross-Connection Control"*, Ninth Edition, December 1993, published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, or latest edition thereof.
- 4) The Purveyor shall incorporate the written cross-connection control program into the Water System Plan and shall submit the program for approval by the Department of Health when requested.
- 5) The Purveyor, in consultation with the Purveyor's CCS, shall have the authority to make reasonable decisions related to cross-connections in cases and situations not provided for in the ordinance or written cross-connection control operating policies.
- 6) The Purveyor, under the direction of the Purveyor's CCS, shall prepare the written cross-connection control program. The written program shall be a description of the cross-connection control program and be included in the water system plan as required under WAC 246-290-100.

**Section 3: Severability.**

If any provision in this ordinance, or in the written cross-connection control program is found to be invalid or ineffective and/or less stringent than or inconsistent with the Drinking Water Regulations (Chapter 246-290 WAC), or other State statutes or rules, the State statute, rule, or regulation shall apply.

**Section 4: Effective.**

This Ordinance shall be in full force and effect five days from and after its passage, approval and publication as provided by law.

**Introduced, passed, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2019.**

\_\_\_\_\_  
Pat Johnson, Mayor

ATTEST:

\_\_\_\_\_  
Dave Schmidt, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
\_\_\_\_\_, City Attorney

PUBLISHED: \_\_\_\_\_

**Cross-Connection Control Program  
For City of Buckley Water System**

**A. REQUIREMENT FOR PROGRAM**

The *City of Buckley*, [PWS ID No. 09000K], hereinafter referred to as the Purveyor, has the responsibility to protect the public water systems from contamination due to cross connections.

The requirements for the Purveyor's cross-connection control (CCC) program are contained in WAC 246-290-490 of the Drinking Water Regulations. The required elements of the CCC program are as follows:

1. Establishment of legal authority and program policies;
2. Evaluation of premises for cross-connection hazards;
3. Elimination and/or control of cross-connections;
4. Provision of qualified personnel;
5. Inspection and testing of backflow preventers;
6. Quality control of testing process;
7. Response to backflow incidents;
8. Public education for consumers;
9. Record keeping for CCC program;
10. Special requirements for reclaimed water use.

Other requirements of a CCC program include:

1. Coordination with the Local Administrative Authority (LAA) regarding CCC activities;
2. Prohibition of the return of used water into the Public Water System (PWS) distribution system; and
3. Inclusion of a written CCC program in a Water System Plan (WSP).

**B. PROGRAM OBJECTIVES**

The objectives of the cross connection control program are to:

1. Reasonably reduce the risk of contamination of the public water distribution system;
2. Reasonably reduce the Purveyor's exposure to legal liability arising from the backflow of any contaminant originating from the customer's plumbing system and then supplied to other customers; and
3. Cooperate with the local administrative authority (LAA) by joint operation of program administrative tasks.

**C. SUMMARY OF PROGRAM DECISIONS**

The following table summarizes the major policy and program decisions adopted for the City of Buckley water system. The items in the table represent CCC program areas that have more than one acceptable approach or option.

Decision Item	Decision
<u>1. Type of Program [General, WAC 246-290-490(2)(e)]</u>	
<b><u>a. Premises Isolation Only</u></b>	
<b><u>b. Premises Isolation and In-premises protection (Combination Program)</u></b>	X
<u>2. Extent of Coordination with Local Administrative Authority [-290(2)(d)]</u>	
a. Information Exchange	
b. Interaction	
c. Joint Program	X
<u>3 Relationship with Customer [Element 1]</u>	
<b><u>a. Signed service agreement or contract</u></b>	X
<b><u>b. Ordinance/Ordinance; implied service agreement</u></b>	X
<u>4. Enforcement of Corrective Action [Element 1]</u>	
a. Rely upon shut-off of water service	X
b. Rely upon purveyor installed premises isolation	
<u>5. Assessment and Re-Assessment of Hazard [Element 2]</u>	
a. By purveyor’s staff or equivalent	X
b. By CCS employed by customer, report reviewed by purveyor’s CCS	X
<u>6. Location and Ownership of Premises Isolation Assembly [Element 3]</u>	
<b><u>a. On purveyor’s service line</u></b>	
<b><u>b. On customer’s service line</u></b>	X
<u>7. CCS Option – Purveyor’s Program Management [Element 4]</u>	
a. Purveyor’s staff member certified	X
b. Inter-agency agreement of use other agency’s CCS	
c. Contract with consultant CCS	
<u>8. Testing of Assemblies [Element 5]</u>	
a. By purveyor’s staff or purveyor employed BAT	
b. By customer employed (contractor) BAT	X
<u>9. Cost Recovery [WAC 246-290-100(4)(h) ]</u>	
<b><u>a. Borne by all customers (general water rates)</u></b>	X
<b><u>b. Assessed to specific class (commercial meters)</u></b>	
<b><u>c. Each customer directly bears cost</u></b>	

**D. REQUIRED ELEMENTS OF PROGRAM**

**Element 1: Adoption of a written legal instrument authorizing the establishment and implementation of a CCC program.**

The City of Buckley Water System has adopted an ordinance (Ordinance No. 02-03), reproduced as Exhibit A which authorizes the Purveyor to implement the CCC program. The ordinance also authorizes the system to terminate water service to consumers who do not comply with the ordinance. However, the primary method for protection of the distribution system shall be the installation of a backflow preventer by the water system, and the cost thereof be billed to the consumer.

The attached service contract referred to in the ordinance shall be the primary enforcement authority for all new customers.

For customers supplied prior to the adoption of the attached ordinance, an implied service contract allows the Purveyor to protect the distribution system from contamination through a system-installed backflow preventer on a customer's service.

**Element 2: Development and implementation of procedures and schedules for evaluating new and existing service connections to assess the degree of hazard.**

**Cross Connection Hazard Surveys Procedures**

1. The procedures for evaluating the backflow prevention requirements for new and existing customers are as follows:
  - A. For all new non-residential services, the Purveyor will require that the customer submit with the application for water service an evaluation (performed at customer's expense) by a Department of Health (DOH) certified cross-connection control specialist (CCS) of;
    - i. the hazard posed by the proposed customers water system along with,
    - ii. the recommendations for the installation of an approved backflow preventer at the meter, or when acceptable in-premises backflow protection, commensurate with the assessed degree of hazard;
      - a. of a reduced pressure principle backflow assembly (RPBA);
      - b. or a double check valve assembly (DCVA).

The Purveyor may accept the recommendation or submit the recommendations to a CCS employed by the City for peer review and concurrence, before acceptance.

As an alternative to the above requirement for a survey by a CCS, the customer may agree to install and maintain an approved AG or RPBA for premise isolation as a condition of service

All required backflow preventers must be installed prior to service being provided.

- B. For all new residential services, the Purveyor will require that the customer submit with the application for water service a completed "Water Use Questionnaire", shown in Appendix B. If the customer's reply indicates special plumbing, such as a lawn sprinkler system, the Purveyor shall specify the backflow preventers required that are to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the water use is not of a type listed in table 9, WAC 246-290-490.

All required backflow preventers must be installed prior to service being provided.

- C. For all existing non-residential services, the Purveyor's CCS will survey the water use to determine the degree of hazard posed to the Purveyor's water system by the connection to the customer's water system within the following time frames;
  - i. Service connections of the type that may be considered to contain a water use that would be considered a high health hazard shall be surveyed within nine months of the date of the adoption of the City's adopting the CCC Ordinance.
  - ii. All other non-residential service connections shall be surveyed within twelve months of the date of the adoption of the City's adopting the CCC Ordinance.

The Purveyor's CCS shall specify the backflow preventer that are required to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the service connection is not to a premises of a type listed in table 9, WAC 246-290-490.

As an alternative to the above requirement for a survey by the Purveyor's CCS, the customer may agree to install an AG or RPBA for premises isolation within 90 days of the written agreement.

- D. For all existing residential services, the Purveyor will require the property owner or occupant to submit within four months of notification, a completed "Water Use Questionnaire". If the customer's reply indicates special plumbing, the Purveyor's CCS will survey the water use to determine the degree of hazard posed to the Purveyor's water system by the connection to the customer's water system within 4 months of receiving the completed "Water Use Questionnaire".

The Purveyor's CCS shall specify the backflow preventer that are required to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the water use is not of a type listed in table 9, WAC 246-290-490.

For existing services, should the customer fail to supply the required, completed, “Water Use Questionnaire”, the Purveyor may have the assessment made by a CCS employed by the Purveyor, require the installation of an RPBA for premises isolation, or take other such actions consistent with the previously stated policies.

• **SCHEDULE FOR INITIAL HAZARD ASSESSMENT:**

The schedule for initial hazard assessment is outlined in the table following. The schedule is based upon time after establishment of the program.

<b>Initial Assessment Task</b>	<b>Schedule</b>
Assessment of all new connections.	At time of application for water service
Identification and assessment of high hazard premises which are listed on Table 9.	Within 9 months
Identification and assessment of hazardous premises supplemental to Table 9 list.	Within 15 months
Identification of residential connections with special plumbing facilities.	Within 24 months

2. The procedures for reevaluating the backflow prevention requirements for all customers are as follows:

A. For residential services the Purveyor will require the customer to submit, within two months of Purveyor notification, a completed "Water Use Questionnaire". If the customer's reply indicates special plumbing, the Purveyor' CCS will survey the water use to determine the degree of hazard posed to the Purveyor's water system by the connection to the customer's water system within 4 months of receiving the completed "Water Use Questionnaire".

The Purveyor's CCS shall specify the backflow preventer that are required to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the water use is not of a type listed in table 9, WAC 246-290-490.

Should the customer fail to supply the required, completed, “Water Use Questionnaire”, the Purveyor may have the assessment made by a CCS employed by the Purveyor, require the installation of an RPBA for premises isolation, or take other such actions consistent with the previously stated policies.

The Purveyor's CCS shall specify the backflow preventer that are required to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the service connection is not to a premises of a type listed in table 9, WAC 246-290-490.

- B. For all commercial services, the Purveyor will require the customer to submit a reevaluation (at customer expense) of the hazard assessment by a DOH certified CCS.

The Purveyor’s CCS shall specify the backflow preventer that are required to be installed by the customer at the service connection. The Purveyor may allow the use of in-premises protection commensurate with the CCS assessed degree of hazard as a condition of service as long as the service connection is not to a premises of a type listed in table 9, WAC 246-290-490.

As an alternative to the above requirement for a survey by the Purveyor’s CCS, the customer may agree to install an AG or RPBA for premises isolation within 90 days of the written agreement.

- **SCHEDULE FOR HAZARD REASSESSMENT:**

The schedule for hazard reassessment is outlined in the table following. The schedule is based upon time after establishment of the program.

Type of Service	Frequency of Re-Evaluation
Any services with RPBA installed for premises isolation	None required as long as the RPBA passes tests and inspection
Commercial services with DCVA installed for premises isolation	Every 2 years and upon change in use or ownership
Commercial services when purveyor relies upon in-premises protection	Every 2 years and upon change in use, ownership, or plumbing system
Residential services with special plumbing and purveyor relies upon compliance with Uniform Plumbing Code	Every 2 – 3 years (questionnaire)
Residential services with DCVA installed for premises isolation.	Every 4 – 5 years (questionnaire)
Residential services with no known special plumbing	Every 4 – 5 years and upon change in use, ownership, or plumbing system (questionnaire)

The Purveyor will inform the customer that the water use survey, whether by a representative of the Purveyor or through the evaluation of a questionnaire completed by the customer, is for the sole purpose of establishing the Purveyor's minimum requirements for the protection of the public water supply system. All requirements for the customer to install backflow preventers shall be commensurate with the Purveyor's assessment of the degree of hazard.

It shall not be assumed by the customer, or any regulatory agency, that the Purveyor's water use survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or

other actions by Purveyor personnel constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross connections therein.

**Element 3: Development and implementation of procedures and schedules for elimination and/or control of cross-connections.**

Backflow Preventer Requirements

The following service requirements shall apply to all new and existing customers:

1. The Purveyor will require that water service to all non-residential customers, be isolated at the service connection by a Purveyor approved DCVA or RPBA. All customers described in Table 9 of WAC 246-290-490 shall be isolated with a RPBA. All other non-residential customers shall, as a minimum, be isolated with a DCVA.

In lieu of isolation at the service connection, all non-residential customers not of the type described in Table 9 of WAC 246-290-490, with the concurrence of the purveyor’s CCS, may install in-premises protection commensurate with the degree of hazard, as determined by the Purveyor’s CCS.

2. The Purveyor will require all residential customers with special plumbing described in Table 9 of WAC 246-290-490 be isolated with a RPBA installed at the service connection. Residential customers not required to be isolated with an RPBA at the service connection may install in-premises protection, with the concurrence of the purveyor’s CCS, may install in-premises protection commensurate with the degree of hazard, as determined by the Purveyor’s CCS.

• **SCHEDULE FOR BACKFLOW PREVENTER INSTALLATION:**

**THE SCHEDULE FOR BACKFLOW PREVENTER INSTALLATION IS OUTLINED IN THE TABLE FOLLOWING. THE SCHEDULE IS BASED UPON TIME AFTER NOTIFICATION OF INSTALLATION REQUIREMENTS.**

<b>Class of Service Connection</b>	<b>Minimum Backflow Protection</b>	<b>Schedule</b>
New Table 9 type service connections.	RPBA	Prior to water service connection
Existing Table 9 type service connections.	RPBA	Within 90 days
New non-residential high hazard service connections.	RPBA	Prior to water service connection
Existing non-residential high hazard service connections.	RPBA	Within 30 days
New non-residential low hazard service connections.	DCVA	Prior to water service connection

Existing non-residential low hazard service connections.	DCVA	Within 90 days
New residential service connections with high hazard special plumbing facilities.	RPBA	Prior to water service connection
Existing residential service connections with high hazard special plumbing facilities.	RPBA	Within 30 days
New residential service connections with low hazard special plumbing facilities.	DCVA	Prior to water service connection
Existing residential connections with low hazard special plumbing facilities	DCVA	Within 90 days

3. For all customers that have a written service contract with the Purveyor, the premises isolation DCVA or RPBA required above shall be:
  - Installed by the customer (at the customer's expense) immediately downstream of the service connection, or in a location acceptable to the Purveyor, in accordance with the Purveyor's installation standards described in the Purveyors Operating Policies;
  - Maintained, tested, and inspected in accordance with the Purveyor's standards described in the Purveyors Operating Policies;

All premises isolation DCVA or RPBA installed at a location other than immediately downstream of the service connection shall be pre-approved in writing by the purveyor and shall state the location and conditions for the alternate location.

For new customers, the Purveyor will not turn on water (except for testing purposes) at the meter until the customer complies with the above requirements.

The failure of the customer to comply with the above installation and maintenance requirements shall constitute the customer's breach of contract. The Purveyor may then proceed with corrective action provisions stipulated in the contract.

4. Customers without written contracts are considered to have an implied contract that requires the customer to bear all reasonable costs of service.
5. The premises isolation DCVA or RPBA required above shall be:
  - Installed by the customer (at the customer's expense) immediately downstream of the service connection, or in a location acceptable to the Purveyor, in accordance with the Purveyor's installation standards described in the Purveyors Operating Policies;
  - Maintained, tested, and inspected in accordance with the Purveyor's standards described in the Purveyors Operating Policies;

All premises isolation DCVA or RPBA installed at a location other than immediately downstream of the service connection shall be pre-approved in writing by the purveyor and shall state the location and conditions for the alternate location.

For new customers, the Purveyor will not turn on water (except for testing purposes) at the meter until the customer complies with the above requirements.

The failure of the customer to comply with the above installation and maintenance requirements shall constitute the customer's breach of contract. The Purveyor may then proceed with corrective action provisions stipulated in the CCC ordinance.

6. Approved Backflow Preventers and Installation:

All backflow preventers relied upon by the Purveyor to protect the public water system shall meet the definition of "Approved backflow preventer" as contained in WAC 246-290-010. The Purveyor will obtain and maintain a current list of assemblies approved for installation in Washington State from DOH.

All backflow preventers must be installed:

- In the orientation for which they are approved by the DOH;
- In a manner and location that facilitates their proper operation, maintenance, and testing or inspection. Installation shall conform to Purveyor's standards detailed in the CCC program Operating Policies;
- In a manner that will protect them from weather-related conditions such as flooding and freezing; and
- In compliance with applicable safety regulations.

7. Additional Premises Requiring Premises Isolation.

The Purveyors may require backflow preventers commensurate with the degree of hazard, as determined by the Purveyors CCS, to be installed for premises isolation for connections serving premises that have characteristics such as, but not limited to, the following:

- Complex plumbing arrangements or plumbing potentially subject to frequent changes that make it impracticable to assess whether cross-connection hazards exist;
- A repeated history of cross-connections being established or reestablished; or
- Cross-connection hazards are unavoidable or not correctable, such as, but not limited to, tall buildings.

Any customer's water system with three or more high hazard cross connections in a facility, or a combination of five or more high hazard and low hazard cross-connections shall be considered as complex plumbing arrangements.

Any customer's water system with multiple fluid and/or gas piping systems shall be considered as complex plumbing arrangements.

The Purveyor has no regulatory responsibility or authority over the installation and operation of the customer's plumbing system. The customer is solely responsible for compliance with all applicable regulations, and for prevention of contamination of his plumbing system from sources within his/her premises. Any action taken by the Purveyor to survey plumbing, inspect or test backflow prevention assemblies, or to require premises isolation (installation of DCVA or RPBA) is solely for the purposes of reducing the risk of contamination of the Purveyor's distribution system.

The Purveyor will inform the customer that any action taken shall not be construed by the customer to provide guidance on the safety or reliability of the plumbing system. The Purveyor will not provide advice to the customer on the design and installation of plumbing other than the general public education program discussed in Element 8.

Except for easements containing the Purveyor's distribution system, the Purveyor will not undertake work on the customer's premises.

**Element 4: Provision of qualified personnel, including at least one person certified as a CCS, to develop and implement the cross-connection control program.**

1. Program Administration

The responsibility for administration of the cross-connection control program rests with the City Council, either as a body or to a designee, hereinafter referred to as the Local Administrative Authority (LAA).

By an inter-agency agreement, the local administrative authority (LAA) may undertake certain administrative tasks, and the purveyor may undertake additional tasks to assist the LAA, as shown in Appendix C.

2. Staffing

The Purveyor will employ or have on staff at least one person certified by DOH as a cross-connection control specialist (CCS) to implement the CCC program. As an alternative, or when no staff or employee are properly qualified, the Purveyor may retain a properly certified CCS on contract to provide the necessary expertise and services.

3. The following cross-connection related tasks will be performed by or under the direction of the certified CCS:

- Preparation of and recommendation of changes to the CCC program;
- Performance of and/or review of CCC hazard evaluations;
- Recommendation of the type of backflow preventer to be installed;
- Recommendation of schedules for retrofitting of backflow preventers;
- Inspection of backflow preventers for proper application and installation;
- Review of backflow preventer inspection and test reports;
- Review of backflow testing quality control information;
- Recommendation and/or the granting of exceptions to mandatory premises isolation;
- Participation in or cooperation with other water utility staff in the investigation of backflow incidents and other water quality problems;

- Completion of CCC Activity and Program Summary Reports when required by DOH.
4. Other CCC program activities may be delegated, as necessary, to other personnel, including clerical support staff. These activities include:
- Administration of paperwork associated with service agreements;
  - Mailing, collecting and screening of hazard evaluation questionnaires;
  - Mailing of assembly testing notices;
  - Receiving and screening of assembly test reports;
  - Database administration and recordkeeping of CCC program information;
  - Dissemination of public education material;
  - Assist in tasks associated with coordination with the local administrative authority.
5. The current CCS employed or retained on contract by the Purveyor is:

Name of CCS	
Address	
City, State, Zip	
Telephone Number	
CCS Certification Number	

**Element 5: Development and implementation of procedures to ensure that approved backflow preventers are inspected and/or tested (as applicable).**

1. Inspection and Testing of Backflow Preventers

All backflow preventers that the Purveyor relies upon for protection of the water system will be subject to inspection and, if applicable, testing, including backflow preventers installed for in-premises protection that the purveyor relies upon for protection of the water systems.

- a. Inspection of backflow preventers:
- The purveyor’s CCS shall inspect backflow preventers for proper application; and
  - The purveyor’s CCS or a DOH certified backflow assembly tester (BAT) shall inspect backflow preventers for correct installation and DOH approval.
- b. Testing of Backflow Preventers;
- A DOH certified backflow assembly tester (BAT) shall test backflow prevention assemblies.
- c. Frequency of Inspection and Testing

Inspection and testing of backflow preventers will be conducted:

- At the time of installation;

- Annually, after installation;
- After a backflow incident;
- After a repair, reinstallation, relocation, or a re-plumbing.

The Purveyor may require a backflow preventer to be inspected or tested more frequently than once a year when it protects against a high health hazard or when it repeatedly fails tests or inspections.

## 2. Responsibility for Inspection and Testing

The Purveyor will be responsible for inspection and testing of all Purveyor-owned backflow preventers.

The Purveyor requires the customer to be responsible for inspection and testing of backflow preventers owned by the customer. The customer shall employ, at customer expense, a DOH certified BAT to conduct the inspection and test within the time period specified in a testing notice sent by the purveyor.

The test report shall be completed and signed by the BAT, then returned by the customer to the Purveyor before the due date specified by the Purveyor.

A request for an extension of the completion time for the return of a test report may be made in writing by the customer to the Purveyor. One extension up to 30 days may be granted at the discretion of the CCS.

## 3. Approved Test Procedures

The Purveyor requires that all assemblies relied upon to protect the water system be tested in accordance with DOH-approved test procedures as specified in WAC 246-290-490(7)(d).

The purveyor may allow, on a case-by-case basis, the use of alternate (non-USC) test procedures acceptable to the DOH.

The Purveyor requires that all assembly tests be reported on the form as shown in Appendix D, or on a form acceptable to the Purveyor. All test report forms submitted shall, as a minimum, contain all information required by the Purveyor. All test report forms must be received no later than five working days after the due date required in the notification for testing.

## 4. Notification of Inspection and/or Testing

The Purveyor will notify all customers who own backflow preventers that are relied upon to protect the water system to have their backflow preventer(s) inspected and/or tested. Notices will be sent out not less than 30 days before the due date of the inspection and/or test. The notice will also specify the date (up to 30 days after the due date of the inspection and/or test date) by which the inspection/test report must be received by the purveyor.

5. Enforcement

When a customer fails to send in the inspection/test report within 5 days after the due date specified, and the Purveyor has not approved an extension, the Purveyor will take the following enforcement action:

- a. The Purveyor will send a second notice giving the customer an additional 15 days to send in the report.
- b. If the customer has not sent in the report within 5 days of the due date given in the second notice, the Purveyor will send a third notice, by certified or registered mail giving an additional 15 days to send in the report. The notice will also inform the customer that failure to satisfactorily respond to this notice will result in the water service shut-off and inform the customer of the right to appeal the decision to shut-off the water service.
- c. The purveyor will send copies of the third notice to occupants of the premises (if different from the customer), and to the local administrative authority.
- d. If the customer has not responded satisfactorily within 10 days of the due date specified in the third notice, the purveyor will implement service shut-off procedures.

**Element 6: Development and implementation of a backflow prevention assembly testing quality control assurance program.**

1. List of Certified CCS and BAT

The purveyor will maintain a list of local certified CCS and BAT who have indicated their availability to work in the Purveyor's service area to perform the following activities:

- Cross-connection hazard evaluations (CCS only);
- Backflow preventer inspection for proper application (CCS only);
- Backflow preventer inspection for proper installation (CCS and BAT);
- Backflow assembly testing (BAT only).

The list shall be revised annually or more frequently if necessary.

2. Listing Qualifications

CCS and BAT who wish to be included on the Purveyors list must apply to the Purveyor and furnish the following information:

- Evidence of current DOH certification in good standing;
- Make and model of the testing equipment (BAT listing only);
- Evidence of test equipment calibration or verification of accuracy within the past 12 months (BAT listing only);
- Evidence showing possession of a license to operate a business in City of Buckley.
- Evidence showing that the CCS or BAT has liability insurance. The insurance policy submitted must show as a minimum coverage in the amount of \$500,000.00.

3. Quality Assurance

The Purveyor's CCS will review the inspection/test report forms submitted by the customer within 30 days of receipt. Purveyor's CCS may accept reports that are signed by a CCS or BAT not on the pre-approved CCS or BAT list provided that the same information as listed in "Pre-Approval Qualifications" are also submitted. Purveyor's CCS will follow up on reports that are deficient in any way.

The purveyor's CCS will also report incidences of fraud or gross incompetence on the part of any BAT or CCS to DOH Operator Certification program staff.

**Element 7: Development and implementation (when appropriate) of procedures for responding to backflow incidents.**

1. Backflow Incident Response Plan

The Purveyor's CCS will participate in developing a backflow incident response plan that will be part of the water system's emergency response program as required by WAC 246-290-415(2). The incident response plan will include, but will not be limited to:

- Notification of affected population;
- Notification and coordination with other agencies, such as DOH, the local administrative authority, and the local health jurisdiction;

Identification of the source of contamination;

- Isolation of the source of contamination and the affected area(s);
- Cleaning, flushing, and other measures to mitigate and correct the problem;
- Apply corrective action to prevent future backflow occurrences.

2. Technical Resource

The purveyor will use the manual *CROSS CONNECTION CONTROL ACCEPTED PROCEDURE AND PRACTICE MANUAL, Seventh Edition (2012)*, published by the PNWS/AWWA.

**Element 8: Development and implementation of a cross-connection public education program.**

1. Customer Education

- The Purveyor will distribute with water bills, at regular intervals, information brochures describing the cross connection hazards in homes and the recommended devices that should be installed by the homeowner to reduce the hazard. The education program will emphasize the responsibility of the customer in preventing the contamination of his/her water supply.

Information distributed will include, but not limited to, the following subjects:

- Cross-connection hazards in general;
- Irrigation system hazards and corrective actions;
- Fire sprinkler cross-connection hazards;
- Importance of annual inspection or testing of backflow preventers;
- Thermal expansion in hot water systems when backflow preventers are installed.

The purveyor shall distribute information brochures to all customers every two to three years, and to every new customer at the time of signing of a service agreement.

**Element 9: Development and maintenance of cross connection control records.**

1. Types of Records and Data to be Maintained

The purveyor will maintain records of the following types of information:

- Service connections/customer premises information including:
  - a) Assessed degree of hazard; and
  - b) Required backflow preventer to protect the public water system.
- Backflow preventer inventory and information including:
  - a) Air gap location, installation and inspection dates, inspection results and person conducting inspection;
  - b) Backflow assembly location, assembly description (type, manufacturer, make, model, size and serial number), installation, inspection and test dates, test results, and person performing the test;
  - c) Information on AVBs used for irrigation system applications, including manufacturer, make, model, size, dates of installation and inspections, and person performing inspections.

The foregoing information will also be maintained for backflow preventers, installed for in-premises protection, that are relied upon by the purveyor to protect the public water system.

By inter-agency agreement, the purveyor will maintain the foregoing information for backflow preventers required by the LAA, but which are not relied upon by the purveyor for protection of the water system.

2. Reports to be prepared and submitted

The Purveyor will prepare the following reports as required by DOH:

- Cross-connection control program activities for the calendar year, to be sent to DOH when requested;
- Cross-connection control program summary information, when required, or when there are significant policy changes;
- Backflow incident reports, to DOH; and
- Documentation when exceptions to mandatory premises isolation are granted.

The purveyor's CCS will prepare or review the reports for correctness.

**Element 10: Additional cross-connection control requirements for reclaimed water**

At this time the City of Buckley Water System does not receive or distribute reclaimed water. In the event that reclaimed water use is proposed within the System service area, all cross-connection control requirements mandated by the Permitting Authority in accordance with Chapter 90.46 RCW will be made part the CCC program and be complied with.

**E. OTHER PROVISIONS.**

1. Coordination with Local Administrative Authority

A copy of this CCC program is provided to the designated LAA (City of Buckley Building Official). The purveyor will inform the LAA of any changes in policy or procedure that may impact the plumbing authority.

The CCS will provide information to the LAA in a timely manner of:

- Any requirement imposed on a residential customer for the installation of a DCVA or RPBA on the service, with a description of the cross-connection hazard identified,
- Any upgrade of the backflow prevention for premises isolation, i.e. from a DCVA to a RPBA,
- Any action taken to discontinue water service, and
- Any backflow incident.

When practical the Purveyor's CCS shall be accompanied by the LAA during water use surveys.

2. Written Agreement with Local Administrative Authority (LAA)

The Water Department has entered into a written agreement with the Local Administrative Authority (LAA) regarding the coordination between the two parties in the operation of the cross-connection control program. A copy of the agreement is attached in Appendix D.

3. This CCC program has been developed in cooperation with the LAA and has been mutually agreed upon.

4. Prohibition of Return of Used Water.

Used water is defined as water that has left the control of the purveyor. This includes water used for heating and cooling purposes, and water that may flow back from customers with multiple connections. Therefore, it is the policy of the Purveyor to require that all customers with multiple connections, where the hydraulics permit the potential return of used water, to install a backflow preventer (DCVA or RPBA) commensurate with the degree of hazard at each point of connection.

5. Unapproved Auxiliary Supplies

All water supplies other than those owned by the Purveyor are considered unapproved auxiliary supplies as defined in WAC 246-290-010. The purveyor will require the installation of an RPBA for premises isolation at the service connection of any customer having an unapproved auxiliary supply on the premises, whether or not there is a physical connection between the auxiliary supply and the purveyor's system.

6. Tanker Trucks

The Purveyor may allow tanker trucks to obtain water from the water system under the following conditions:

- The tanker truck is equipped with an approved AG with a current satisfactory inspection report.

7. Temporary Water Connections

The Purveyor will not supply water through temporary connections, such as those used for construction projects or main disinfection, **except** through a backflow preventer arrangement approved by the Purveyor.

The applicant for the temporary connection shall document that the backflow preventer is of an approved model and has passed an inspection and/or test within the past 12 months.

8. Interties and Wholesale Water Customers

The Purveyor will require that Interties with other public water systems (PWS) or wholesale customers (such as mobile home parks) be isolated at the point of delivery by:

- a minimum of a DCVA, or
- a minimum of an RPBA if the Purveyor considers the customer to be a high health hazard.”

The Purveyor may waive or reduce the level of protection if the customer:

- Is a Group A public water system **not** exempt from DOH regulation as per WAC 246-290-020(2);
- Has a CCC program that complies with WAC 246-290-490 and which has been approved by DOH;
- Implements the CCC program at a level satisfactory to the Purveyor; and
- Meets the requirements of the Purveyor as shown in the Purveyors policies on interties.

**F. RELATIONSHIP TO OTHER PLANNING AND OPERATIONS PROGRAM REQUIREMENTS**

The purveyor will consider the requirements and consequences of the cross-connection program upon the planning and operations requirements of the water utility. Such considerations include, but are not limited to:

- Ensuring and promoting adequate communication between CCC program personnel and other water utility staff;
- Ensuring that adequate training is provided to all staff to recognize potential cross-connection control problems;
- Ensuring that cross-connection issues be considered in water quality investigations;
- Ensuring that the design of the water distribution system make adequate provisions for expected head losses experienced by backflow assemblies;
- Ensuring that the CCC program personnel be consulted in the design of water and wastewater treatment facilities and when proposals are made to receive or distribute reclaimed water;
- Ensuring that operations under normal and abnormal conditions do not result in excessive pressure losses;

Provisions for adequate financial and administrative resources to carry out the CCC program.

**City of Buckley  
Water Department  
P. O. Box 1960  
Buckley, WA 98321**

**PROCEDURES & GUIDELINES: FOR THE OPERATION OF THE CROSS-  
CONNECTION CONTROL PROGRAM**

**Purpose:**

The purpose of the City of Buckley, Water Department cross-connection control program (City) shall be to protect the public water system, as defined in WAC 246-290-010, from contamination via cross-connections.

**General:**

Except where specifically designated herein, all words used in this procedure shall carry their customary meanings. Words used in the present tense include the future, and plural includes the singular: The word “shall” is always mandatory; the word “may” denotes a use of discretion in making a decision.

**Definitions:**

“Approved air gap” means a physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the department, the separation must be at least:

- Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and
- Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

“Approved atmospheric vacuum breaker” means an AVB of make, model, and size that is approved by the department. AVBs that appear on the current approved backflow prevention assemblies list developed by the University of Southern California Foundation for Cross-Connection and Hydraulic Research or that are listed or approved by other nationally recognized testing agencies (such as IAPMO, ANSI, or UL) acceptable to the local administrative authority are considered approved by the department.

“Approved backflow preventer” means an approved air gap, an approved backflow prevention assembly, or an approved AVB. The terms “approved backflow preventer,” “approved air gap,” or “approved backflow prevention assembly” refer only to those approved backflow preventers relied upon by the purveyor for the protection of the public water system. The requirements of WAC 246-290-490 do not apply to backflow preventers installed for other purposes.

“Approved backflow prevention assembly” means an RPBA, RPDA, DCVA, DCDA, PVBA, or SVBA of make, model, and size that is approved by the department. Assemblies that appear on the current approved backflow prevention assemblies list developed by the University of Southern California Foundation for Cross-Connection control and Hydraulic Research or other entity acceptable to the department are considered approved by the department.

“Assessment of risk” shall express the results of an evaluation of a health, system, or plumbing hazard. The evaluation required in making a determination of the type of backflow preventer needed to isolate a specific cross connection (e.g., a plumbing fixture), or a group of cross connections contained within a facility or complex of facilities (e.g., a shopping mall) is comprised of the following steps:

- Determine the degree of potential health hazard risk to the City’s water system. (In assessing the city’s risk of contamination of the public water system, if knowledge of the degree of hazard posed by a substance is not know, the purveyor must assume that it is high. Generally, almost all substances other than potable water are considered a health hazard of some degree).
- Determine the high or low probability that a cross-connection may occur.
  1. The probability increases that an existing cross-connection will go undetected as the complexity of a piping system increases.
  2. Piping changes will create new cross-connections, or change the operating conditions from backsiphonage to backpressure conditions.
  3. A backflow preventer could be by-passed or removed from service.
  4. A substance could be changed or increased in strength.
  5. A substance may deteriorate, and thus become a health hazard.
  6. A substance, when combined with the chemicals in the potable water supply, or when exposed to certain piping material, may react and form a compound that poses a health hazard, such as CO2 mixing with water to form carboic acid that leaches copper from a service pipe.
  7. A substance, if it contains a bacteriological contaminant, could become a health hazard long after it enters the potable water supply, through bacteria re-growth.
- Determine the risk level acceptable to the City, and
- Determine the reliability required of the backflow preventer.

“Backflow” means the undesirable reversal of flow of water or other substances through a cross-connection into the public water system or customer’s potable water system.

“Backflow assembly tester” means a person holding a valid BAT certificate issued in accordance with chapter 246-292 WAC.

“Backpressure” means a pressure (caused by a pump, elevated tank or piping, boiler, or other means) on the customer’s side of the service connection that is greater than the pressure provided by the public water system and which may cause backflow.

“Backsiphonage” means backflow due to a reduction in system pressure in the purveyor’s distribution system and/or customer’s water system.

“Call-back Inspection” means a follow up inspection of a customer’s premises to monitor the customer’s activities toward achieving compliance subsequent to the cross connection inspection.

“Combination fire protection system” means a fire sprinkler system that:

- Is supplied only by the City’s potable water;
- Does not have a fire department pumper connection; and
- Is constructed of approved potable water piping and materials that serve both the fire sprinkler system and the customer’s potable water system.

“Consumer” means any person receiving water from a customer’s water system.

“Customer” means any person receiving water from a public water system from either the meter, or the point where the service line connects with the distribution system if no meter is present. For purposes of cross-connection control, “customer” means the owner or operator of a water system connected to a public water system through a service connection.

“Customer’s water system” means any potable and/or industrial water system that begins at the public water system point of delivery; that is, at the immediate downstream side of the water meter, and is located on the customer’s premises. The customer’s water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the customer.

“Contaminant” means a substance present in drinking water that may adversely affect the health of the customer or the aesthetic qualities of the water.

“Cross-connection” means any actual or potential physical connection between a City’s public water system or the customer’s water system and any source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow.

“Controlled Cross-Connection” means a connection between the City’s public potable water supply system and any non-potable or unapproved water system with an approved backflow preventer or approved Air Gap, properly installed and maintained so that it will continuously afford the protection commensurate with the degree of hazard.

“Cross-connection control program” means the administrative and technical procedures the City implements to protect the City’s public water system from contamination via cross-connections as required in WAC 246-290-490.

“Cross-connection control specialist” means a person holding a valid Washington State Cross-Connection Control Specialist certificate issued in accordance with chapter 246-292 WAC.

“Cross-connection control summary report” means the annual report required by the department of health that describes the status of the City’s cross-connection control program.

“Cross-Connection Inspection” means an inspection of a customer’s premise expressly for the purposes of locating and evaluating cross-connection potential inherent in supplying that customer’s water system.

“Department” means the Washington State Department of Health or health officer as identified in a joint plan of operation in accordance with WAC 246-290-030(1).

“Direct Cross Connection” means a cross connection which is subject to both backsiphonage and backpressure.

“Direct service connection” means a service hookup to a property that is contiguous to the City’s water distribution main and where additional mains or extensions are not needed to provide service.

“Distribution system” means all piping components of the City’s public water system that serve to convey water from transmission mains linked to source, storage and treatment facilities to the customer excluding individual services.

“DOH” means the Washington State Department of Health, Drinking Water Section

“Flow-through fire protection system” means a fire sprinkler system that:

- Is supplied only by the purveyor’s water;
- Does not have a fire department pumper connection;
- Is constructed of approved potable water piping and materials to which sprinkler heads are attached; and
- Terminates at a connection to a toilet or other plumbing fixture to prevent the water from becoming stagnant.

“Health hazard” shall mean any condition, device, or practice in a water supply system and/or its operation that creates or may create, a danger to the health and well being of a customer.

“Health officer” means the health officer of the city, county, city-county health department or Water Company, or an authorized representative.

“High health cross-connection hazard” means a cross-connection which could impair the quality of potable water and create an actual public health hazard through poisoning or spread of disease by sewage, industrial liquids or waste.

“Indirect Cross Connection” means a cross connection which is subject to backsiphonage only.

“In-premise protection” means a method of protecting the health of customers served by the customer’s potable water system, located within the property lines of the customer’s premises by the installation of an approved air gap or backflow prevention assembly at the point of hazard, which is generally a plumbing fixture.

“Local administrative authority” (LAA) means the local official, board, department, or agency authorized to administer and enforce the provisions of the Uniform Plumbing Code as adopted under chapter 19.27 RCW (WAC 51-46-0603).

“Low health cross-connection hazard” means a cross-connection that could cause an impairment of the quality of potable water to a degree that does not create a hazard to the public health, but does adversely and unreasonably affect the aesthetic qualities of such potable waters for domestic use.

“Non Potable Water” means any water supply that does not meet Washington State Department of Health Public Water System Rules and Regulations definition of Potable Water.

“Potable Water” means water suitable for drinking by the public.

“Premise isolation” means a method of protecting a public water system by installation of approved air gaps or approved backflow prevention assemblies at or near the service connection or alternative location acceptable to the purveyor (at the point where the water purveyor no longer has legal jurisdiction and/or authority to control the water system) to isolate the customer’s water system from the purveyor’s distribution system.

“Plumbing hazard” shall mean a cross-connection in a customer’s potable water system that may permit backsiphonage in the event of a negative pressure in the supply line.

“Public water system” is defined and referenced under WAC 246-290-020.

“Purveyor” means an agency, subdivision of the state, municipal corporation, firm, company, mutual or cooperative association, institution, partnership, or person or other entity owning or operating a public water system. Purveyor also means the authorized agents of such entities.

“Service connection” means a connection to the City’s public water system designed to provide potable water to a single-family residence, or other residential or nonresidential population.

“System hazard” shall mean a threat to the physical properties of the City’s or the customer’s potable water system by a material not dangerous to health but aesthetically objectionable that would have a degrading effect on the quality of the potable water in the system.

“Unapproved auxiliary water supply” means a water supply (other than the City’s water supply) on or available to the customer’s premises that is either not approved for human consumption by the health agency having jurisdiction or is not otherwise acceptable to the City.

“Used water” means water which has left the control of the City.

“Water system” means the City of Buckley/Rainier School, Water System to include all facilities, equipment and/or infrastructure.

“Water System Manager” means the Manager of the City of Buckley, Water Department/System and/ or his/her designee or authorized agents. The Manager is responsible for all operations of the City of Buckley, Water Department.

“Water use survey” means an on site review of the customers’ water system to determine the degree of hazard posed by water uses within the customers water system to the City’s water system.

**General Policy:**

It is the intention of City of Buckley to provide for the permanent elimination or control of all cross-connections between the City of Buckley public water system and all service connection to, City owned and /or customer’s, private water systems.

An approved Air Gap or Approved Backflow Prevention Assembly appropriate for the degree of hazard shall be installed at the City’s service connection;

1. Where it is actually and/or economically unfeasible to find and eliminate all cross-connections within the customer’s water system; or
2. When it is mandated by WAC 246-290-490, or
3. When deemed necessary by the City’s cross-connection specialist (CCS).

**Minimum cross-connection control protection for the water service connection at the service connection:**

All backflow preventers required for service protection shall be installed immediately downstream of the domestic water service connection, or at an alternate location approved in writing by the Superintendent of the City’s water system, but prior to any branch connection.

1. An approved air gap separation or an approved reduced pressure backflow assembly shall be installed at the service connection to any premise listed under WAC 246-290-490(4)(b)(i)(ii)(iii)(Table 9)

2. An approved air gap separation or an approved reduced pressure backflow assembly shall be installed at the service connection;
  - a. To any premise where material dangerous to health, or
  - b. To any premise where toxic substances are stored or handled and in the judgment of the City's CCS, the material poses a potential high health cross connection hazard to the City's public water system.
3. An approved air gap separation or an approved reduced pressure backflow assembly shall be installed at the service connection to all premises where entry is restricted, so that inspection for cross-connections cannot be made with sufficient frequency or at sufficient short notice to assure that cross-connections do not exist.
4. An approved air gap separation or an approved reduced pressure backflow assembly shall be installed at the service to any premise, which has an auxiliary water supply on or available to the customer's premises.
5. An approved air gap separation or an approved reduced pressure backflow assembly shall be installed at the service connection to any premise having a repeated history of cross connections being established or re-established.
6. An approved reduced pressure backflow assembly (or reduced pressure detector assembly) shall be installed at the service connection to a fire system that may contain any chemical additives, including food-grade additives.
7. An approved reduced pressure backflow assembly (or reduced pressure detector assembly) shall be installed at the service connection to a fire system which is or may be connected to an auxiliary water system
8. The City's public water supply to any premise which has a heat exchanger or a solar hot water system shall require a risk assessment inspection by the City's CCS. The CCS shall determine the level of backflow protection required to be installed.
9. An approved double check backflow assembly (or double check detector assembly) shall be installed at the service connection to a fire system with no chemical additives and using only the purveyors potable water.
10. As a minimum, an approved double check valve assembly shall be installed at the service connection to any premise, which poses a high probability of change in the uses of water. Premises such as, but not limited to, shopping malls or strip malls are included in this type of service connection.
11. As a minimum, an approved double check valve assembly shall be installed at the service connection to any premise where cross-connections are unavoidable or not

correctable, such as, but not limited to, tall buildings (over 30 feet), or with water booster pump systems.

**Coordination and delineation of responsibilities with Local Administrative Authorities.**

The control of cross-connections requires cooperation between the water purveyor, the local administrative authority (LAA), the health officer and the customer.

- WAC 246-290-490(1)(d): The purveyor’s responsibility for cross-connection control shall begin at the water supply source, include all the public water treatment, storage, and distribution facilities, and end at the point of delivery to the customer’s water system, which begins at the downstream end of the service connection or water meter located on the public right-of-way or utility-held easement.
- WAC 246-290-490(1)(e): Under the provisions of this section, purveyors are not responsible for eliminating or controlling cross-connections within the customer’s water system. Under chapter 19.27 RCW, the responsibility for cross-connections within the customer’s water system, i.e., within the property lines of the customer’s premises, falls under the jurisdiction of the local administrative authority.

The control of cross-connections requires cooperation between the water purveyor, the local administrative authority, the health officer and the consumer.

The City’s CCS shall make available to the LAA the information maintained in the City’s cross-connection control program files, which may include, but is not limited to:

- 1) A master list of all premises that have been isolated from the City’s water system in accordance with the City’s cross-connection control program; and
- 2) Information concerning any internal cross-connections that come to the attention of the City’s CCS during risk assessment evaluations of premises.

**RESPONSIBILITIES:**

**City of Buckley:**

The Water Department;

- 1) Shall prevent the contamination or pollution of the public potable water system caused by the backflow of contaminants or pollutants through the water service connection; and
- 2) Shall work jointly with the LAA to maximize protection of the on-property consumers by maintaining surveillance over new and existing plumbing within the customer’s water system.

The Building Department;

- 1) Shall be responsible for enforcement of the Uniform Plumbing Code including the requirement for protecting the customers water system from contamination due to cross-connections within the customer's plumbing system; and
- 2) Shall work jointly with the CCS to maximize protection of the on-property Consumers, by maintaining surveillance over new and existing plumbing within the customer's water system.

If in the judgment of the CCS an approved backflow prevention assembly is required at the service connection for the safety of the City's public water system an approved air gap or approved backflow assembly, commensurate with the degree of hazard, shall be installed by the customer. The City shall notify the customer in writing of the requirement for installation of air gaps or backflow prevention assemblies. The notice shall specify the type of backflow protection required and the locations that the backflow protection must be installed.

If in the judgment of the LAA approved backflow prevention assembly is required within the customer's water system for the safety of consumers of the customer's water system an approved air gap or approved backflow assembly, commensurate with the degree of hazard, shall be installed by the customer. The City shall notify the customer in writing of the requirement for installation of air gaps or backflow prevention assemblies. The notice shall specify the type of backflow protection required and the locations that the backflow protection must be installed.

**Cross Connection Specialist:**

The Cross Connection Control Specialist (CCS) is responsible for the operation of the City's Cross Connection Control Program and is responsible for the implementation and enforcement of the cross connection control program as stated in this operating procedure and guidelines.

**Customer:**

The customer shall be responsible for eliminating cross connections or controlling them through the installation, testing and maintenance of approved backflow prevention assemblies or approved air gaps.

The customer shall be responsible for providing the necessary information, obtaining required permits and providing entry and access for the inspection and water use surveys, to allow a determination of the cross connection potential and the necessary control methods.

The customer is responsible for notifying the City of any approved backflow preventers that the customer believes that are no longer required. The customer shall not remove any required backflow prevention assembly or air gap without written permission from the City.

The customer is responsible for all costs associated with the installation, testing, repair and replacement of backflow prevention assemblies or air gaps.

**Water Use Survey:**

A water use survey for cross-connections requires a risk assessment evaluation of new and existing buildings, structures, and grounds. The initial evaluation shall be prioritized by risk to public health and shall be conducted as outlined below:

**New Water Service Connections**

Upon application for a water service connection, the property owner (applicant) shall complete an application for water service and a water use questionnaire, which shall be reviewed by the Water Company CCS. The City's CCS shall make a determination of the risk posed to the City's water system by the property owner's water system. The CCS shall classify the water service connection as either a high health hazard or a low health hazard cross-connection, and shall specify the need and identify the type of backflow protection required (if applicable) for premise isolation backflow protection. When deemed necessary, the City's CCS shall request a detailed engineered plans of the proposed project to facilitate risk-assessment review of the water use at the property.

The schedule for the City's CCS to conduct the initial hazard assessment is outlined in the table following.

The CCS and/or the LAA shall review all customer water system related plans and specifications to assess the following:

- The actual or potential health hazard or contamination risk to the City's water system
- The complexity of any existing and/or proposed water piping system
- The probability of occurrence of cross-connections within a property owner's water system
- The determination of what cross-connections might constitute acceptable risks
- The determination of the reliability required of any backflow prevention assembly utilized within a facility or mandated for premise isolation
- The actual or potential use and/or availability of any unapproved auxiliary water supply systems
- The storage and handling of material dangerous to health or toxic substances which, if introduced into the water system, would constitute a system, plumbing, or health hazard.

If, upon review, it is determined that any of the above conditions may exist, the City will advise the property owner in writing that such actual or potential cross-connections exist, and will, as a courtesy, offer technical guidance in eliminating or controlling such cross-connections. If the City's CCS determines that the property owner's water system

represents a potential health hazard risk to the City's water system an approved backflow preventer commensurate with the assessed degree of hazard shall be required for premise isolation. The backflow protection shall be installed at the water service connection, or at an alternate location acceptable to the City's CCS. Service protection may be required notwithstanding any point of hazard, point of use, or fixture protection existing within the customer's water system.

During the construction phase of any new building, structure, or ground installation, the City's CCS shall perform the required premise isolation cross-connection control inspection. Upon completion of the inspection, but prior to the establishment of a water service connection, the City's CCS shall advise the property owner/authorized agent, that subject cross-connection control inspection have been made and advise if any additional backflow protection is required. The City's CCS shall advise the property owner/authorized agent that it is the property owner's responsibility to have a Washington State certified backflow assembly tester (BAT) test the backflow assembly prior to use of the water service, and that annual testing is required thereafter. The City's CCS shall attend and witness the initial test of all backflow assemblies installed under City of Buckley, Water Department jurisdiction. It is the responsibility of the property owner/authorized agent to contact the City's CCS and coordinate an appointment time for the City's CCS to attend and witness the required test of a backflow assembly (24 hour advance notice required).

**Existing Water Service Connections:**

The City's CCS will evaluate all:

- high health hazard premises,
- commercial and/or industrial premises,
- premises with fire systems,
- premises with water systems using booster pumps, and
- premises with buildings 30' or more in height
- other premises as they are brought to the attention of the CCS,

to insure premise isolation protection has been provided, as required, at the water service connection.

Premises to be evaluated will be selected in order from an established list prioritized by expected degree of health hazard and/or risk of contamination.

Premises that come to the attention of the City of Buckley, Water Department, for any reason, that upon evaluation are determined deficient in required premise isolation backflow protection, shall be brought into current compliance without regard to any established priority list.

Inspections of residential properties will not be routinely conducted unless those properties pose a potential health hazard risk, as determined by water use questionnaires, or for any reason, come to the attention of the City's CCS.

<b>Initial Assessment Task</b>	<b>Schedule</b>
Assessment of all new connections.	At time of application for water service
Identification and assessment of high hazard premises which are listed on Table 9.	Within 9 months
Identification and assessment of hazardous premises supplemental to Table 9 list.	Within 15 months
Identification of residential connections with special plumbing facilities.	Within 24 months

The initial evaluation shall proceed according to the following steps:

1. A priority list shall be established using existing water service records, telephone directory yellow page listings, and other resources as beneficial.
2. Beginning with the highest rated health hazard on the City’s priority list, starting with Table 9 type premises, the City’s CCS will make a risk assessment evaluation of each property for actual or potential cross-connections.
3. Upon completion of the risk assessment evaluation, the City’s CCS will determine whether or not premise isolation backflow protection shall be required, and shall determine the level of protection required commensurate with the assessed degree of hazard.
4. The City’s CCS will prepare a written report to the file system that will include, but is not limited to, the following:
  - a. A list of all cross-connections observed, their location, and requirements to elimination or control them.
  - b. Any applicable drawings, sketches, blueprints, or photos.
  - c. A summary of the findings, recommendations and requirements for corrective actions, and a time (normally a maximum of 90 days) in which the corrective action must be completed.
5. The City’s CCS shall notify the property owner/authorized agent, in writing, of the City’s requirement for backflow protection. The letter shall include the requirements for corrective actions and a corrective action completion date. One copy of the completed letter shall reside in the City’s cross-connection control program jacket file for the premise.
6. On the corrective action completion date, the City’s CCS shall contact the property owner/authorized agent and ask if the corrective actions have been completed. If the corrective actions have been completed, the City’s CCS shall inspect each required backflow assembly.
7. If the corrective actions are in progress but more time is required for completion, a new completion date may be set by City’s CCS. If the required corrective

actions have been disregarded, the City shall take appropriate corrective action within its authority per WAC 246-290-490(2)(j)(i)(ii)(iii), and the City of Buckley, Water Department Cross-Connection Control Program. Corrective action may include, but is not limited to, denying or discontinuing water service to a customer’s premises until the cross-connection hazard is eliminated or controlled to the satisfaction of the City.

9. When all required actions have been completed, a copy of the completed required actions letter shall be placed in the cross-connection control file for the property, together with all copies of correspondence, notes, related documents and any completed backflow assembly test report forms.
10. Re-survey of premise found to be subject to this procedure shall be accomplished on a schedule as shown below or whenever there is a change in the use of the premises.

<b>Type of premise</b>	<b>Frequency of Re-Evaluation</b>
Any services with RPBA installed for premises isolation	None required as long as the RPBA passes tests and inspection
Commercial services with DCVA installed for premises isolation	Every 2 years and upon change in use or ownership
Commercial services when purveyor relies upon in-premises protection	Every 2 years and upon change in use, ownership, or plumbing system
Residential services with special plumbing and purveyor relies upon compliance with Uniform Plumbing Code	Every 2 – 3 years (questionnaire)
Residential services with DCVA installed for premises isolation.	Every 4 – 5 years (questionnaire)
Residential services with no known special plumbing	Every 4 – 5 years and upon change in use, ownership, or plumbing system (questionnaire)

**Records and Reports:**

**Cross-Connection Control Program File System:**

1. A separate jacket file shall be established by the City’s CCS, for each service connection that requires the installation of a backflow prevention assembly. Jacket files shall be filed in alphabetical sequence by premise name or customer name (last name first, first name last). A computer software database will be utilized for compiling and extracting information required for tracking compliance as well as Department of Health annual summary reporting.

2. The following information shall be maintained in each individual jacket file:
  - (a) Copies of all correspondence with customer relative to cross-connection control
  - (b) Copies of evaluation reports, complete with field drawings (if applicable)
  - (c) Copies of all completed backflow assembly test report forms
  - (d) Copies of all reports or correspondence pertaining to enforcement action, cross-connections, or backflow incidents.

**PROCEDURES:**

The following represent minimum cross connection control program operation **procedures:**

The control or elimination of cross-connections shall be in accordance with the State of Washington Administrative Code on Cross-Connection Control (WAC 246-290-490).

The polices, procedures and criteria for determining appropriate levels of protection shall be in accordance with WAC 246-290-490 and the “ Accepted Procedure and Practice in Cross Connection Control Manual - Pacific Northwest Section, American Water Works Association, Fifth Edition, With the following major exceptions:

1. An approved Reduced Pressure Backflow Assembly is required if customer’s water system is directly connected to a swimming pool, sauna, or hot tub.
2. An air gap or approved Reduced Pressure Backflow Assembly is required if aspirator type equipment capable of introducing any substance into the water line upstream of such equipment is used within the customer’s water system.
3. An approved Double Check Valve Assembly or Reduced Pressure Backflow Assembly is to be installed on the water supply line to all landscape irrigation systems.

**Guidelines for Type and Location of Protection:**

**Approval;**

Any backflow prevention assembly required by these Administrative Rules shall be a model approved by the State of Washington Department of Health.

**Type;**

The type of backflow protection required shall depend on the degree of hazard.

An air gap (AG) or Reduced Pressure Backflow Assembly (RPBA) shall be used if industrial waste or other similar toxic contaminants are present that would cause a health or system hazard.

A double check valve assembly (DCVA) would be required if objectionable

pollution (not hazardous to health) is present. Higher levels of protection, i.e. AG, or RPBA can be installed, but would not be required.

A Pressure Vacuum Breaker Assembly (PVBA) or Spill Resistant Vacuum Breaker Assembly (SVBA) would be required if objectionable pollution (not hazardous to health) is present, and there is no possibility of backpressure. Higher levels of protection, i.e. AG, RPBA or DCVA can be installed, but would not be required.

**Location of Protection;**

When service protection is required the backflow protection required shall be located as close to the City's service connection as practical and as required by the City. When access to a facility for inspection by the City, is denied by the water customer, in lieu of denying water service the City may require that an AG or RPBA be installed as service protection at the service connection. An AG and an RPBA would be required in those instances where the Water Company suspects sewage connected plumbing.

When the City's CCS accepts in-premise protection in lieu of requiring service protection the required approved backflow preventer shall be of a type acceptable to the City. The in-premises backflow preventers must be installed, tested and maintained as required by the City's CCS

As a condition of service, water service shall not be provided to new or remodel construction until the cross connection control requirements are addressed.

**Consultation:**

City representatives are available; to review plans and interpret State Regulations, City Administrative Rules and Operating Procedures; to assist water customers in meeting the cross connection requirements.

**Inspection of Installations and Initial Assembly Testing:**

The City's CCS shall inspect all new installations of backflow prevention assemblies including AG used in lieu of mechanical backflow assemblies, but not including the replacements of existing backflow prevention assemblies that are no longer repairable.

Owners are responsible for the testing of all backflow assemblies. All new backflow prevention assemblies installed to protect the City's water system from backflow from the customer's water system shall be tested initially by a BAT in the presence of the CCS at the customers expense.

The City's CCS shall inspect premises after the removal of any assembly that is no longer needed. An assembly no longer needed and which the site was inspected, will be removed from the City's CCC program records.

**Temporary Usage Inspections:**

The Water Company shall inspect equipment or processes for which a hydrant permit for temporary water service has been requested. Any correction of deficiencies cited shall be completed before a hydrant permit will be issued.

Temporary users of water, requesting a hydrant use permit, whose use constitutes a cross-connection hazard, must have the required backflow prevention assembly tested when installed on the City's fire hydrant and provide a Backflow Assembly Test Report Form showing a satisfactory test before a hydrant use permit will be issued.

Water trucks requesting a hydrant use permit must have a test report completed by a CCS or BAT showing a satisfactory report of the approved air gap inspection. The test report shall include the supply pipe dimension and the distance between the end of the supply pipe and the overflow rim of the water truck tank. A Backflow Assembly Test Report Form showing a satisfactory inspection shall be provided before a hydrant use permit will be issued.

**Inspection of High Hazard Sites:**

The City's CCS shall assign priorities to and schedule high hazard site inspections with special emphasis placed on the type of facilities listed in WAC 246-290-490 (4)(b)(i) Table 9.

The City's CCS shall notify the property owner or the property owners authorized agent of the premises scheduled for inspection and, when possible, arrange a time for the inspection that is, when possible, convenient to the water customer.

***NOTE: If during the inspection, a cross connection is found that presents, in the opinion of the City's CCS an imminent threat to the public health, water service to the site shall be immediately terminated, and shall remain off until the hazard is eliminated or controlled.***

After the inspection is complete, the City's CCS shall notify the property owner or the property owners authorized agent of the premises by letter listing the cross connections found and requesting their correction within a specified time (generally 30 days). If approved backflow prevention assemblies are required at the service connection or within the customers water system, the type and location of each assembly required shall be specified.

The customer shall notify the City's CCS at the completion of the work and a call back inspection shall occur. If the work has been completed satisfactorily, then a letter of completion will be issued and no further action will be needed.

If the customer does not complete the work required in the original letter, within the time specified, a second, letter will be sent.

The second letter will remind the customer of the requirement of the required work and inform the customer that the water service to the premise will be terminated if the required work is not satisfactorily completed within 20 days.

If the customer does not complete the work required in the second letter, within the time specified, a third letter will be sent, by certified registered mail, informing the customer that water service shall be terminated if required work is not satisfactorily completed within 15 days.

If the customer does not complete the work required, within the time specified, or does not make special arrangements with the City's CCS for an alternate compliance date the City will notify the water customer of its intention to shut off water to the property on a specified date.

The City's third letter shall inform the customer of the right to appeal the decision to shut off the water service by the customer contacting the City Administrator, within 10 days of receiving the shut-off notice by registered mail.

If the customer does not complete the work required or appeal the notice to shut-off the water the valve at the property line will be shut and locked off and remain off until the backflow protection requirements have been completed.

### **Backflow Prevention Assembly Installation Requirements and Practices:**

#### **General:**

The criteria for assembly installation shall be in accordance with the Accepted Procedure and Practice in Cross Connection Control Manual, Sixth Edition, with the following exception:

- No backflow prevention assemblies shall be installed under ground unless prior written permission is obtained from the City's CCS.

Except:

- a. DCVA on landscape irrigation systems may be installed under ground if installed as shown in the City's Backflow Protection on Landscape Irrigation installation detail drawing; and
- b. DCVA on fire sprinkler systems may be installed under ground if installed as shown in the City's DCVA installation detail drawing.

All new installations of backflow prevention assemblies shall be inspected by the City's CCS, tested by a BAT in the presence of the City's CCS and approved by the City's CCS.

Assemblies shall be accessible for testing and maintenance. They shall be installed no higher than five (5) feet above the floor or ground surface to the centerline of the

assembly, or be provided with a WISHA approved work platform for assembly maintenance and testing.

Assemblies shall be protected against freezing, flooding and mechanical damage.

Assemblies shall not be installed in any enclosure or area containing fumes that are corrosive or toxic.

**Air Gap:**

An approved air gap shall mean a physical separation of at least two times the supply pipe inside diameter, unobstructed by guards, shields, or any other coverings, measured vertically between the end of potable water system supply pipe to the over flow rim of the receiving vessel. This distance must be increased if the supply pipe is within 3 pipe diameters of a side wall. See the City Plumbing Code for increased distance requirements.

**Reduced Pressure Backflow Assembly and Double Check Valve Assembly:**

All RPBA and DCVA shall be installed horizontally unless approved for installation in other orientations by the Washington State Department of Health.

RPBA and DCVA shall be installed with sufficient space around the assembly to allow for testing, inspection and repair of the assembly without removing the assembly.

As a minimum RPBA and DCVA shall be installed with minimum clearances of 6 inches in front of test cocks, check valves, and relief valves to facilitate testing and maintenance. If an assembly is installed in an area with limited accessibility, such as crawl spaces, pipe chases and vaults, a minimum of 24 inches clearance shall be provided on one side of the assembly.

RPBA and DCVA shall be installed a minimum of 12 inches above ground or floor level, whichever is higher.

- Except that DCVA no larger than 2 inches, installed below ground may be installed with a minimum of 6 inches clearance between the bottom of the DCVA and the surface below the DCVA.

**Reduced Pressure Backflow Assembly:**

RPBA shall not be installed in a below grade pit, vault, box, or chamber.

RPBA shall be installed in a location where the discharge from the relief valve will not be objectionable, and shall be equipped with an air gaped drain that will reasonably handle the nuisance discharge of water caused by any means. Additionally, a drainage system capable of handling all water that may be discharged from the relief valve must be provided. The customer assumes all

responsibility for damage caused by the water discharging from an RPBA installed without an adequate drainage system that will handle all water that may be discharged from the RPBA relief valve during normal operation, testing or inspection.

**Double Check Valve Assembly:**

DCVA shall not be installed in a pit, vault, box or chamber without prior written approval from the City's CCS,

Except:

- a. DCVA on landscape irrigation systems may be installed under ground if installed as shown in the City's backflow protection on landscape irrigation installation detail drawing; and
- b. DCVA on fire sprinkler systems may be installed under ground if installed as shown in the DCVA installation detail drawing.

**Vacuum Breakers - Pressure, Spill Resistant, and Atmospheric:**

Vacuum Breakers shall be installed in accordance with the Accepted Procedure and Practice in Cross Connection Control Manual, Sixth Edition, with the following major exception:

- Vacuum breakers shall not be installed where there is any chemical addition capability, e.g. dishwasher supply lines with automatic detergent dispensing, chemical proportioners, or aspirators, etc.

**Backflow Prevention Assembly Testing Requirements:**

**General:**

Initial and annual testing of backflow assemblies shall be per WAC 246-290-490 (7)(d).

Alternate Backflow Testing Procedures shall not be used.

The owner shall be responsible for all cost of testing backflow prevention assemblies.

**Initial Testing:**

Initial testing of Backflow assemblies shall be conducted by a BAT in the presence of the City's CCS. If the assembly fails to test satisfactorily the water customer shall have the assembly repaired. After repair the assembly shall be re-tested by a BAT.

**Annual Testing:**

All mechanical backflow prevention assemblies (RPBA, DCVA, PVBA, SVBA) and Air Gaps, used in lieu of approved backflow prevention assemblies, shall be inspected and tested at least annually by a Backflow Assembly Tester certified in the State of Washington (BAT). Notification of the requirement for the testing will be mailed annually by the City to all water customers responsible for assemblies of record. A test report form, showing the results of the tests, must be received by the City within 30 days of the date of notification letter.

The annual testing of backflow prevention assemblies at single-family residences shall be scheduled for the month of April of each year.

All other customers required to install backflow prevention assemblies shall be assigned an annual testing month by the City's CCS. The month assigned for the first annual test shall not exceed twelve months from the date of the initial test and all backflow prevention assemblies shall be scheduled for testing annually thereafter.

If test results are not received within 30 days of initial letter of notification, a second letter of notification will be sent.

The second letter will remind the customer of the requirement of the backflow assembly testing and inform the customer that the water service to the premise will be terminated if a satisfactorily completed test report form is not received by the City within 20 days.

If the customer does not submit the test report required in the second letter, within the time specified, a third letter will be sent, by certified registered mail, informing the customer that water service shall be terminated if a test report showing evidence of the satisfactory test is not received by the City within 15 days.

If the customer does not submit a test report showing evidence of the satisfactory test within the time specified, or does not make special arrangements with the City's CCS for an alternate compliance date the City will notify the water customer of its intention to shut off water to the property on a specified date.

The City's third letter shall inform the customer of the right to appeal the decision to shut off the water service by the customer contacting the City Administrator, within 10 days of receiving the shut-off notice by registered

Water service will be terminated if no action is taken to test the assembly and will remain discontinued until satisfactory arrangements for the testing is arranged with the City's CCS.

The City's CCS may require testing more often or may field verify the test results.

**Testing After a backflow incident:**

Testing is required of any assembly that is relied upon to protect the Water Company's public water system after a backflow incident downstream of the backflow prevention assembly.

**Testing After Repair or Replacement:**

Testing is required of any assembly that is repaired or replaced, e.g. due to problems found during annual testing, or freezing, etc.

**Backflow Assembly Tester Requirements:**

**General:**

The backflow assembly tester must be certified by the State of Washington Department of Health as a Backflow Assembly Tester (BAT).

**Water Company's List of Certified Backflow Assembly Testers:**

The City will maintain a list of BAT willing to test backflow assemblies in the City's service area. The City does not set or control the fees charged by the BAT nor does the City recommend any BAT on the list over other BAT.

A BAT desiring to be on the City's list of backflow assembly testers available to do testing in the service area must submit to the City the following:

- Copy of current Washington State Department of Health Backflow Assembly Certification validation card. The BAT must keep a current copy of their validation card on file with the City; and
- A current copy of reports of verification of accuracy or calibration of the BAT differential pressure test kits. The differential pressure test kits must be verified for accuracy or calibrated at least annually. The BAT must keep a current copy of their certification on file with the City; and
- A certificate of liability insurance. A current copy of their insurance must be kept on file with the City; and
- The BAT must supply the City a copy of the Washington State Business License; and
- The BAT must obtain and maintain a City of Buckley Business License.

**Backflow Assembly Test Report Form:**

The BAT shall complete and submit a Backflow Assembly Test Report Form acceptable to the City’s CCS for each Backflow Prevention Assembly tested. The City will furnish backflow assembly test report forms upon request.

The BAT may use other backflow assembly test report forms acceptable to the City. All backflow assembly test report forms used shall, as a minimum, include all information required on the City’s backflow assembly test report form.

The City’s CCS will return backflow assembly test report forms that are not acceptable to the BAT or the assembly owner.

**FEES:**

Standard Charges For Backflow Prevention Services Performed by the City shall be:

<u>Service</u>	<u>Charge</u>
Initial inspection of backflow prevention assemblies.....	No Charge
Re-inspection of backflow prevention assemblies not installed as required by the City.....	\$35.00 for the first assembly and \$25.00 for each additional assembly at the same address and on the same date.
Mailing reminder notices to customers that have not provide acceptable proof of the annual testing of backflow prevention assemblies .....	\$35.00 for each additional notice mailed for each month past due.
Mailing reminder notices to customers who did not install backflow prevention assemblies as required by the City.....	\$35.00 for each additional notice mailed.

**Severability:**

If any section or provision of this article is found to be invalid, the remaining sections and provisions thereof shall not be affected.

**Approval of Policy & Procedure:**

**THIS PROCEDURES & GUIDELINES FOR THE OPERATION OF THE CITY OF BUCKLEY, WATER DEPARTMENT CROSS-CONNECTION CONTROL PROGRAM SHALL BE IN FORCE IMMEDIATELY UPON APPROVAL BY THE CITY COUNCIL OF THE CITY'S ADMINISTRATIVE RULES FOR CROSS-CONNECTION CONTROL.**

The City of Buckley, Water Department Cross Connection Control Program policy and procedure as shown above shall remain in effect until changed in writing and the change is dated and signed by the City Administrator.

Signed \_\_\_\_\_  
Pat Johnson, Mayor

\_\_\_\_\_ Date

Attest \_\_\_\_\_  
Dave Schmidt, City Administrator

\_\_\_\_\_ Date

**Recommended Protection for Water Connections**  
(Partial List of Water uses that may be cross-connections)

1. This list is should not be considered as to contain all hazardous cross-connections.
2. Each water use should be evaluated by trained personnel to determine the actual degree of hazard and minimum backflow protection requirements.
3. Service protection is required at or near the meter if the backflow protection at a point of use is not acceptable for protection of the City’s Public Water System based on the degree of hazard assessed by the CCS.
4. Table 9 type facilities and facilities identified as having complex piping systems must have appropriate backflow protection installed at or near the service connection in addition to any requirements/ recommendations for backflow protection at a point of use.

<u>Description of water use / Fixture, Area, or Equipment</u>	<u>Health Hazard</u>	<u>Minimum Protection at the Cross-Connection</u>
Air Compressor (water cooled)	Low	DCVA
Air conditioning systems	High	RPBA
Aspirators - medical/lab*; herbicide/pesticide; and vault drains	High	RPBA
*Aspirators - medical/lab with an RPBA installed between the Aspirator and the water service connection	High	AVB
Autoclave	High	RPBA
Autopsy Tables	High	RPBA
Baptismal Fount	High	RPBA or Air Gap
Bedpan Washer	High	RPBA
Post-mix beverage dispensers using CO <sub>2</sub> (no copper downstream)	High	RPBA
Bidets	High	RPBA
Boiler make up lines	High	RPBA
Box Hydrants (irrigation)	Low	DCVA
Chemical aspiration systems (soaps, sanitizers, stripping agents, etc.)	High	RPBA / Air Gap
Chemical feeder for commercial cleaners and laundries	High	RPBA
Chlorinators	High	RPBA
Computer (water cooled)	High	RPBA
Condensate tank	High	RPBA
Commercial cooking kettles	Low	AVB
Cooling towers	High	RPBA
Decorative ponds	High	RPBA / Air Gap
Degreasing equipment	High	RPBA
Dental equipment (water connected)	High	RPBA
Dialysis equipment	High	RPBA
Dishwasher (commercial with chemical added)	High	RPBA
Etching tanks	High	RPBA
Fertilizer injection (irrigation system)	High	RPBA
Film processor	High	RPBA
Fire Dept. connections (water only)	Low	DCVA

<u>Description of water use / Fixture, Area, or Equipment</u>	<u>Health Hazard</u>	<u>Minimum Protection at the Cross-Connection</u>
Fire Dept. connections (chemicals added)	High	RPBA
Fire sprinkler system (without chemical addition)	Low	DCVA
Fire sprinkler system (with chemical addition)	High	RPBA
Fume hoods (lab)	High	RPBA
Fume hoods (kitchen - wash systems water connected)	High	RPBA
Garbage can washer	High	RPBA
Heat exchanger without double wall and positive leak path	High	RPBA
Heat pumps	High	RPBA
Pressure washer without chemical addition	Low	DCVA
Pressure washer with chemical addition	High	RPBA
Hose Bibbs	Varies	Air Gap/ DCVA/RPBA
Hot tub (water connected)	High	RPBA / Air Gap
Hot water heating system boilers	High	RPBA
Hydrotherapy baths	High	RPBA
Ice makers – commercial (air cooled)	High	Air Gap
Ice makers – commercial (water cooled)	High	RPBA
Industrial fluid systems	High	RPBA
Inter-tied (looped) systems	Low	DCVA
Irrigation System without chemical addition	Low	DCVA
Irrigation System with chemical addition	High	RPBA
Janitors sink	Low	AVB
Laboratory equipment	High	RPBA
Laundry machines (commercial)	High	RPBA
Livestock drinking tanks	High	RPBA / Air Gap
Mobile carpet cleaners	High	RPBA
Photo developing sinks / tanks	High	RPBA
Pump prime lines	High	RPBA
Radiator flushing equipment	High	RPBA
Recreational vehicle dump station	High	Air Gap
Recreational vehicle dump station hose bib	High	RPBA
Sewer connected equipment	High	Air Gap
Sewer flushing	High	Air Gap
Steam generating equipment	High	RPBA
Sterilizers	High	RPBA
Stills	High	RPBA
Swimming Pool (without water connection)	High	Air Gap
Swimming Pool (with water connection)	High	RPBA
Used or Grey water systems	High	RPBA
X-ray processors (water connected)	High	RPBA

**Installation Requirements for Approved Reduced Pressure Backflow Prevention Assemblies (RPBA):**

1. All RPBA installed shall be models and size that are listed on the current Washington State Department of Health list of Approved Backflow Prevention Assemblies.

Adopted \_\_\_\_\_

2. All RPBA shall only be installed horizontally unless listed otherwise in the current Washington State Department of Health list of Approved Backflow Prevention Assemblies.
3. All RPBA shall have an approved air gap, as defined by WAC 246-290-010, between the outlet end of the RPBA relief valve vent and the overflow rim of the drain system below the assembly.
4. RPBA shall not be installed below ground, in vaults, or where subject to flooding.
5. All RPBA shall be installed where there is a drain system capable of handling all water that may flow from the assembly and in such a location that water that may vent, flow or be spilt from the assembly shall not cause damage.
6. All RPBA shall have as a minimum the following clearances around the assembly:
  - **Side Clearance**
    1. RPBA larger than 2” in size; Minimum 12” between the assembly and any wall. One side must have as a minimum 24” clearance.
    2. RPBA smaller than 2” in size; Minimum 6” between the assembly and any wall. One side must have as a minimum 24” clearance.
  - **Clearance Below** – Minimum of 12” plus one pipe diameter below the lowest point of the RPBA and the floor or the ground.
  - **End Clearance** – Minimum of 6” between the end of the assembly and any wall or other obstruction.
  - **Clearance Above** – There shall be as a minimum 6” clearance above the fullest opening point of any shutoff valve with the shutoff valve installed with the operator at the top of the assembly.
7. RPBA shall not be installed in an enclosure where the RPBA may be subject to corrosive or toxic fumes.
8. The Test Cocks of all RPBA shall be plugged with Brass or Plastic pipe plugs.

**Installation Requirements for Approved Double Check Valve Assemblies (DCVA):**

1. All DCVA installed shall be models and size that are listed on the current Washington State Department of Health list of Approved Backflow Prevention Assemblies.
2. All DCVA shall only be installed horizontally unless listed otherwise in the current Washington State Department of Health list of Approved Backflow Prevention Assemblies.
3. All DCVA shall have as a minimum the following clearances around the assembly:
  - **Side Clearance**
    1. DCVA larger than 2” in size; Minimum 12” between the assembly and any wall. One side must have as a minimum 24” clearance.
    2. DCVA smaller than 2” in size; (above ground installations) Minimum 6” between the assembly and any wall. One side must have as a minimum 24” clearance.
    3. DCVA smaller than 2” in size; (Below ground installations) Minimum 6” between the assembly and any wall.

- **Clearance Below** – Minimum of 12” plus one pipe diameter below the lowest point of the DCVA and the floor or the ground; Except DCVA smaller than 2” in size installed below ground shall have a minimum of 6” clearance between the lowest point of the DCVA and the floor or the ground below it.
  - **End Clearance** - Minimum of 6” between the end of the assembly and any wall or other obstruction; Except DCVA smaller than 2” in size. installed below ground shall have a minimum of 3” clearance between between the end of the assembly and any wall or other obstruction.
  - **Clearance Above** – There shall be as a minimum 6” clearance above the fullest opening point of any shutoff valve with the shutoff valve installed with the operator at the top of the assembly.
4. The Test Cocks of all DCVA shall be plugged with Brass or Plastic pipe plugs.
  5. All DCVA installed below ground shall be installed in a manor that will prevent the assembly from being flooded.

**Installation Requirements for Approved Vacuum Breakers:**

1. All Pressure Vacuum Breaker Assemblies (PVBA) and Spill Resistant Vacuum Breakers (SVBA) installed shall be models and size that are listed on the current Washington State Department of Health list of Approved Backflow Prevention Assemblies.
2. All PVBA, SVBA, and Approved Atmospheric Vacuum Breakers (AVB) shall only be installed vertically.
3. PVBA, SVBA, & AVB shall not be installed below ground, in vaults, or where subject to flooding.
4. All PVBA, SVBA, & AVB shall be installed where there is a drain system capable of handling all water that may flow from the assembly and in such a location that water that may vent, flow or be spilt from the assembly shall not cause damage.
5. All PVBA, & SVBA shall have as a minimum the following clearances around the assembly:
  - **Side Clearance** – Minimum 6” between the assembly and any wall. One side must have as a minimum 24” clearance.
  - **Clearance Below** – Minimum of 12” below the lowest point of the PVBA and the floor or the ground.
  - **Clearance Above** – There shall be as a minimum 6” clearance above the top of the PVBA.
6. PVBA, & SVBA shall not be installed in an enclosure where they may be subject to corrosive or toxic fumes.

**Installation Requirements for Approved Air Gap (AG):**

A physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the DOH, the separation must be at least:

1. Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and
2. Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

**City of Buckley**  
**Cross-Connection Control Program**  
Inter-Departmental Agreement

Whereas the City of Buckley Water Department is required to implement a Cross-Connection Control Program to help protect the potable water system and the users of the water supplied by the City's potable water system from contamination due to backflow from service connections to the customer's water systems;

Whereas the Buckley City Council has assigned the City Building Department the responsibility to administer the Uniform Plumbing Code, a portion of which requires that owners of property eliminate or control cross-connections within their plumbing systems that could allow contamination of the potable water systems;

Whereas the State of Washington's cross-connection regulations for the operation of the City's water system are enforced by the City of Buckley's Water Department and the cross-connection requirements for the customer's water system are enforced by the City of Buckley's Building Department; and

Whereas the City of Buckley desires to operate a single Cross-Connection Control Program that best protects public health and provides protection to all users of the City's water system from contamination due to cross-connections between the City's public water system and the Customer's water systems.

Now therefore the City of Buckley Water Department and the City of Buckley Building Department enter into this Inter-Departmental Agreement for the joint operation of the City's Cross-Connection Control Program:

- 1) The City's cross-connection control program (CCC program) will be administered by the City's Cross Connection Control Specialist (CCS) within the Water Department with consultation by the City's Building Official (LAA).
  - a) The CCS and the LAA shall consult with the Fire Chief when
    - i) Making requirements for installation of backflow prevention assemblies on existing fire sprinkler systems.
- 2) The LAA will assist the CCS with the operation of the CCC program by;
  - a) Reviewing plans submitted to the City for the purpose of obtaining building permits for :
    - i) New Construction;
      - (1) To determine the requirements for installation of approved backflow protection within the owner's water systems.
      - (2) To assist the CCS in determine the degree of hazard posed to the city's water system by the customer's water system.
    - ii) Tenant Improvements and Remodels;
      - (1) To determine the requirements for installation of approved backflow protection within the owner's water systems.
      - (2) To assist the CCS to determine the degree of hazard posed to the City's water system by the Customer's water system.

- b) Plans to be reviewed for cross-connections will include but are not limited to;
  - i) Site plans
  - ii) Plumbing plans
  - iii) Mechanical plans
  - iv) Fire sprinkler system plans
  - v) Landscape plans
- c) Make available to the CCS all drawings and plans submitted to the City for the purpose for obtaining Building or TI Permits. The CCS will use the drawings and plans in determining the need for service protection.
- d) Jointly perform inspections and water use surveys of buildings during construction or tenant improvements whenever possible.
- e) Notifying the CCS of any changes to the customer's water systems or any unprotected cross-connections observed during premise inspections.
- f) Forwarding all Backflow Assembly Test Report Forms delivered to the Building Department to the City's CCS.
- g) The LAA shall notify the CCS whenever a backflow incident is known to have taken place within the potable water systems.
- h) The LAA and the CCS shall jointly inspect of customer's water systems after any backflow incident is known to have occurred.
- i) The LAA will assist the CCS with other matters of operation of the CCC program as time allows.
- j) The LAA will notify the CCS of changes of the operation of the City's Building Department that could affect the Water Department's CCC program.

The LAA shall ensure that the all requirements by the CCS for installation of backflow protection has been completed prior to allowing occupancy of the premises.

- 3) The City's Cross Connection Specialist (CCS) will assist the City's Building Official (LAA) with the CCC requirements of the City's Plumbing Code by:
  - a) Inspecting approved backflow preventers, installed within the customer's water systems, to prevent contamination of the potable water systems to;
    - i) Determining if the approved backflow preventer installed is appropriate for the degree of hazard as determined by the CCS. (Is the proper type of approved backflow preventer installed,).
    - ii) Determining if the approved backflow preventer is installed, as a minimum, to the City's backflow assembly installation standards.

- iii) Determining if the backflow preventer, installed, is listed, by the State of Washington Department of Health (DOH) as approved for use in the State of Washington.
- b) Monitoring approved backflow prevention assemblies, installed within the customer's water systems, to prevent contamination of the potable water systems;
  - i) Monitoring shall include, but is not limited to,
    - (1) Maintain a record system to track all approved backflow prevention assemblies and approved air gaps installed in lieu of approved backflow prevention assemblies. Information monitored shall include as a minimum;
      - (a) Type, make, model, serial number and size,
      - (b) Inspection and testing results,
      - (c) Person performing the inspection and testing, and
      - (d) Information regarding the test equipment used for testing the backflow assemblies.
- c) Jointly performing inspections and water use surveys of buildings during construction or tenant improvements whenever possible.
- d) Reporting to the LAA of any changes to the customer's water systems or any unprotected cross-connections observed during routine water use surveys.
- e) Notifying the LAA whenever a customer fails to install, test, and maintain approved backflow preventers required by the City, prior to disconnecting water service.
- f) Notifying the LAA whenever there a backflow incident is known to have taken place within the potable water systems.
- g) Assist the LAA with inspections of customer's water systems after any backflow incident is known to have occurred.
- h) Assist the LAA with other matters concerning the operation of the CCC program as time allows.
- i) The CCS will notify the LAA of the changes in the operation of the City's CCC Program.

This Inter-Departmental Agreement for the operation of the cross-connection control program shall become effective upon the date of signing and will continue until dissolved by action of the City Administrator.

This agreement shall be reviewed annually by the City and modified as needed for the efficient operation of the City's CCC Program.

City of Buckley Cross Connection Control Program

This Inter-Departmental Agreement for the operation of the cross-connection control program is acceptable to and agreed to by:

\_\_\_\_\_, City Building Official                      Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_, Water System Manager                      Date: \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_, City Administrator                      Date: \_\_\_/\_\_\_/\_\_\_

**Application for Water Service**

Owners Name: \_\_\_\_\_  
Home Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Work Telephone Number: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Service Address: \_\_\_\_\_  
Legal description: \_\_\_\_\_  
\_\_\_\_\_

The undersigned applicant hereby applies for a water connection to the above listed property. The applicant is the owner of the listed property or the authorized agent of the owner.

The property owner agrees, as evidenced by signing this application, that as a condition of water service being provided by the City of Buckley Water Department, hereinafter referred to as the Purveyor, to comply with all provisions of the attached City Ordinance, or latest revision thereof, and to other such rules and policies now existing or which may be established from time to time governing the Purveyor's water system.

The property owner specifically agrees:

- a) to install and maintain at all times his plumbing system in compliance with the most recently adopted edition of the Uniform Plumbing Code as it pertains to the prevention of potable water system contamination, prevention of pressure surges and thermal expansion in his water piping (for thermal expansion, it shall be assumed that a check valve is installed by the Purveyor on the water service pipe);
- b) within 30 days of the Purveyor's request, to install, test, maintain, and repair in accordance with the Purveyor's cross connection control standards a reduced pressure backflow assembly or double check backflow assembly, or detector derivative thereof, on the customer's service pipe immediately downstream of the Purveyor's meter, or other Purveyor approved location; and to report to the Purveyor within 10 days of obtaining the results of all tests and repairs to aforementioned backflow prevention assemblies, and of making any change to the plumbing system.
- c) not to make a claim against the Purveyor or its agents or employees for damages and/or loss of production, sales or service, in case of water pressure variations, or the disruption of the water supply for water system repair, routine maintenance, power outages, and other conditions normally expected in the operation of a water system.
- d) to pay his water bill within thirty (30) days from the date of billing.

After thirty (30) days of the Purveyor mailing a written notice to the property owner of his breach of this agreement, the Purveyor may terminate water service. In the event legal action is required and commenced between the parties to this agreement to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all its costs and expenses including but not limited to reasonable attorney's fees as determined by the Court.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

City of Buckley Cross Connection Control Program

APPLICATION FOR WATER SERVICE

Owners name: \_\_\_\_\_

Service address: \_\_\_\_\_

Legal description: \_\_\_\_\_

\_\_\_\_\_

Date attachments received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Customer's Initials

Water rates & charges \_\_\_\_\_

Water service connection information \_\_\_\_\_

Water Service Policy \_\_\_\_\_

**PURVEYOR USE ONLY**

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date connection fee received

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date Water Use Survey questionnaire received

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date risk assessment completed; by \_\_\_\_\_ {Name of CCS}

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date customer notified of requirement for BPA

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date BPA installation approved

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date BPA test report accepted

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date BPA information entered into database

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date water service installed

\_\_\_\_/\_\_\_\_/\_\_\_\_ Date meter installed and water turned on

Adopted \_\_\_\_\_

Water Use Questionnaire

**Residential Customers**

TO: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_

The attached brochure describes a "cross connection" and the potential for contamination of the public water system through unprotected cross connections. The purpose of this questionnaire is to help determine if you have any special plumbing or activities that may pose an increased risk of contamination to the water distribution system. Please respond by checking the appropriate box below:

Yes	No	Plumbing or Activity Present on Premises
		Underground Landscape (Irrigation) Sprinkler System
		Water Treatment System (e.g. Water Softener)
		Solar Heating System
		Residential Fire Sprinkler System
		Other Water Supply (e.g. Well, Spring etc.) (whether or not connected to plumbing system)
		Sewage Pumping Facilities or Grey Water System
		Boat Moorage with Water Supply
		Hobby Farms or Animal Watering Troughs
		Swimming Pool or Spa
		Greenhouse or Decorative Pond
		Photo Lab or Dark Room
		Home-Based Business. If Yes, Type of Business: _____

BY: \_\_\_\_\_  
 Resident's signature

Date: \_\_\_\_\_

Please return the completed questionnaire to the address on the letterhead by \_\_\_\_\_ date

If you have checked "Yes" to any of the above, we will contact you to request further information. Your cooperation in completing this questionnaire is most appreciated.

If you have any questions, please contact the undersigned.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

**CITY OF BUCKLEY**

**ORDINANCE NO. \_\_\_\_-19**

**AN ORDINANCE OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON REPEALING BMC 14.05 RELATED TO CROSS-CONNECTION CONTROL AND BACKFLOW PREVENTION AND ADOPTING A NEW CROSS CONNECTION CONTROL PROGRAM IN COMPLIANCE WITH WASHINGTON STATE DEPARTMENT OF HEALTH REGULATION AND WAC 246-290-490**

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**WHEREAS**, it is the responsibility of a water purveyor to provide water to the customer at the end of the service connection or meter that meets State water quality standards; and

**WHEREAS**, it is the water purveyor's responsibility to prevent the contamination of the public water system from the consumer's water system, which begins at the downstream end of the service connection or water meter; and

**WHEREAS**, cross connections within the customer's plumbing system pose a potential source for the contamination of the public water supply system, and

**WHEREAS**, it is a requirement of the Washington Department of Health for the purveyor to establish and/or maintain a cross connection control program satisfactory to the Department of Health; and

**WHEREAS**, the City has determined that the current Cross-Connection Control and Backflow Prevention Regulations are outdated and have not kept pace with changes to WAC 246-290-490; and

**WHEREAS**, the City desires to adopt a new Cross-connection Control Program that meets the requirements of WAC 246-290-490;

Now therefore be it resolved that:

**Section 1:** Chapter 14.05 of the Buckley Municipal Code entitled “Cross-connection and Backflow Prevention” is hereby repealed, in its entirety:

**Section 2:** A new Chapter 14.05 is hereby adopted entitled “Cross-connection Control Program and shall read as follows:

**14.05.010 Purpose.**

The City of Buckley, hereinafter referred to as the Purveyor, establishes the following Ordinance to protect the Purveyor-owned water system from the risk of contamination due to backflow through service connections to customers water systems. For public health and safety, this policy shall apply equally to all new and existing customers.

**14.05.020 Definitions, Acronyms, and Abbreviations.**

**AG** - air gap;

**AVB** - atmospheric vacuum breaker;  
**AWWA** - American Water Works Association;  
**BAT** - backflow assembly tester;  
**CCS** - cross-connection control specialist;  
**DCDA** - double check detector assembly;  
**DCVA** - double check valve assembly;  
**DOH** – Washington State Department of Health;  
**IAPMO** - International Association of Plumbing and Mechanical Officials;  
**PVBA** - pressure vacuum breaker assembly;  
**RPBA** - reduced pressure backflow assembly;  
**RPDA** - reduced pressure detector assembly;  
**SVBA** - spill resistant vacuum breaker assembly;  
**UPC** - Uniform Plumbing Code;  
**WAC** - Washington Administrative Code;

**"Approved air gap"** means a physical separation between the free-flowing end of a potable water supply pipeline and the overflow rim of an open or non-pressurized receiving vessel. To be an air gap approved by the department, the separation must be at least:

- Twice the diameter of the supply piping measured vertically from the overflow rim of the receiving vessel, and in no case be less than one inch, when unaffected by vertical surfaces (sidewalls); and
- Three times the diameter of the supply piping, if the horizontal distance between the supply pipe and a vertical surface (sidewall) is less than or equal to three times the diameter of the supply pipe, or if the horizontal distance between the supply pipe and intersecting vertical surfaces (sidewalls) is less than or equal to four times the diameter of the supply pipe and in no case less than one and one-half inches.

**"Approved atmospheric vacuum breaker"** means an AVB of make, model, and size that is approved by the department. AVBs that appear on the current approved backflow prevention assemblies list developed by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research or that are listed or approved by other nationally recognized testing agencies (such as IAPMO, ANSI, or UL) acceptable to the local administrative authority are considered approved by the department.

**"Approved backflow preventer"** means an approved air gap, an approved backflow prevention assembly, or an approved AVB. The terms "approved backflow preventer," "approved air gap," or "approved backflow prevention assembly" refer only to those approved backflow preventers relied upon by the purveyor for the protection of the public water system. The requirements of WAC 246-290-490 do not apply to backflow preventers installed for other purposes.

**"Approved backflow prevention assembly"** means an RPBA, RPDA, DCVA, DCDA, PVBA, or SVBA of make, model, and size that is approved by the department. Assemblies that appear on the current approved backflow prevention assemblies list developed by the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research or other entity acceptable to the department are considered approved by the department.

**"Backflow"** means the undesirable reversal of flow of water or other substances through a cross-connection into the public water system or consumer's potable water system.

**"Backflow assembly tester"** means a person holding a valid BAT certificate issued in accordance with chapter 246-292 WAC.

**"Backpressure"** means a pressure (caused by a pump, elevated tank or piping, boiler, or other means) on the consumer's side of the service connection that is greater than the pressure provided by the public water system and which may cause backflow.

**"Backsiphonage"** means backflow due to a reduction in system pressure in the purveyor's distribution system and/or consumer's water system.

**"Closed system"** means any water system or portion of a water system in which water is transferred to a higher pressure zone closed to the atmosphere, such as when no gravity storage is present.

**"Combination fire protection system"** means a fire sprinkler system that:

- Is supplied only by the purveyor's water;
- Does not have a fire department pumper connection; and
- Is constructed of approved potable water piping and materials that serve both the fire sprinkler system and the consumer's potable water system.

**"Customer"** means any person receiving water from a public water system from either the meter, or the point where the service line connects with the distribution system if no meter is present. For purposes of cross-connection control, "consumer" means the owner or operator of a water system connected to a public water system through a service connection.

**"Customer's water system,"** as used in WAC 246-290-490, means any potable and/or industrial water system that begins at the point of delivery from the public water system and is located on the consumer's premises. The consumer's water system includes all auxiliary sources of supply, storage, treatment, and distribution facilities, piping, plumbing, and fixtures under the control of the consumer.

**"Contaminant"** means a substance present in drinking water that may adversely affect the health of the consumer or the aesthetic qualities of the water.

**"Cross-connection"** means any actual or potential physical connection between a public water system or the consumer's water system and any source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow.

**"Cross-connection control program"** means the administrative and technical procedures the purveyor implements to protect the public water system from contamination via cross-connections as required in WAC 246-290-490.

**"Cross-connection control specialist"** means a person holding a valid CCS certificate issued in accordance with chapter 246-292 WAC.

**"Cross-connection control summary report"** means the annual report that describes the status of the purveyor's cross-connection control program.

**"Department of Health"** means the Washington State Department of Health (DOH) or health officer as identified in a joint plan of operation in accordance with WAC 246-290-030(1).

**"Down stream"** means on the customer's side of the meter or service connection or on the outlet side of a backflow preventer.

**"Flow-through fire protection system"** means a fire sprinkler system that:

- Is supplied only by the purveyor's water;
- Does not have a fire department pumper connection;
- Is constructed of approved potable water piping and materials to which sprinkler heads are attached; and
- Terminates at a connection to a toilet or other plumbing fixture to prevent the water from becoming stagnant.

**"High health cross-connection hazard"** means a cross-connection, which could impair the quality of potable water and create an actual public health hazard through poisoning or spread of disease by sewage, industrial liquids or waste.

**"In-premises protection"** means a method of protecting the health of consumers served by the consumer's potable water system, located within the property lines of the consumer's premises by the installation of an approved air gap or backflow prevention assembly at the point of hazard, which is generally a plumbing fixture.

**"Intertie"** means an interconnection between public water systems permitting the exchange or delivery of water between those systems.

**"Local administrative authority"** means the local official, board, department, or agency authorized to administer and enforce the provisions of the Uniform Plumbing Code as adopted under chapter 19.27 RCW.

**"Low health cross-connection hazard"** means a cross-connection that could cause an impairment of the quality of potable water to a degree that does not create a hazard to the public health, but does adversely and unreasonably affect the aesthetic qualities of such potable waters for domestic use.

**"Potable"** means water suitable for drinking by the public.

**"Premises isolation"** means a method of protecting a public water system by installation of approved air gaps or approved backflow prevention assemblies at or near the service connection or alternative location acceptable to the purveyor to isolate the consumer's water system from the purveyor's distribution system.

**"Public water system"** is defined and referenced under WAC 246-290-020.

**"Purchased source"** means water a purveyor purchases from a public water system not under the control of the purveyor for distribution to the purveyor's consumers.

**"Purveyor"** means an agency, subdivision of the state, municipal corporation, firm, company, mutual or cooperative association, institution, partnership, or person or other entity owning or operating a public water system. Purveyor also means the authorized agents of such entities.

**"Reclaimed water"** means effluent derived in any part from sewage from a wastewater treatment system that has been adequately and reliably treated, so that as a result of that treatment, it is suitable for beneficial use or a controlled use that would not otherwise occur, and it is no longer considered wastewater.

**"Service connection"** means a connection to a public water system designed to provide potable water to a single-family residence, or other residential or nonresidential population.

**"Unapproved auxiliary water supply"** means a water supply (other than the purveyor's water supply) on or available to the consumer's premises that is either not approved for human consumption by the health agency having jurisdiction or is not otherwise acceptable to the purveyor.

**"Up stream"** means on the Purveyor's side of the water meter or on the inlet side of a backflow preventer.

**"Uniform Plumbing Code"** means the code adopted under RCW 19.27.031(4) and amended under chapter 51-46 WAC. This code establishes statewide minimum plumbing standards applicable within the property lines of the consumer's premises.

**"Used water"** means water which has left the control of the purveyor.

**14.05.030      Prevention of Contamination.**

The customer's plumbing system, starting from the termination of the Purveyor's water service pipe, shall be considered a potential high health hazard requiring the isolation of the customer's premises by a Purveyor / DOH approved, customer installed and maintained reduced pressure backflow assembly (RPBA) or detector derivative (RPDA) thereof. The RPBA or RPDA shall be located at the end of the Purveyor's water service pipe (i.e., at the service connection and immediately downstream of the meter). Water shall only be supplied to the customer through a Purveyor and WA DOH approved, customer installed, and maintained, RPBA or RPDA.

Notwithstanding the aforesaid, the Purveyor, upon an assessment of the risk of contamination and the degree of hazard posed by the customer's plumbing system and use of water, may allow;

- any customer, as a minimum, to be supplied through a Purveyor / DOH approved, customer installed and maintained double check valve assembly (DCVA) or double check detector assembly (DCDA); or
- a single family or duplex residential customer to connect directly to the water service pipe, i.e., without a Purveyor / DOH approved RBPA or DCVA; and that
- any customer, other than a single family or duplex residential customer to connect directly to the water service pipe without a Purveyor / DOH approved DCVA or RPBA provided that the customer signs the purveyor's water service agreement and installs and maintains backflow preventers, at the point of hazard, commensurate with the degree of hazard, as assessed by the purveyor.

**14.05.040      Conditions for Providing Service.**

Water service is provided based on the following terms and limitations:

- 1) The customer agrees to take all measures necessary to prevent the contamination of the plumbing system within his premises and the Purveyor's potable water system that may occur from backflow through a cross connection. These measures shall include the prevention of backflow under any back pressure or backsiphonage condition, including the disruption of supply from the Purveyor's system that may occur by during routine system maintenance or during emergency conditions, such as a water main break.

2) The customer agrees to install, operate and maintain at all times his plumbing system in compliance with the current edition of the City of Buckley Plumbing Code as it pertains to;

- the prevention of contamination, and
- protection from thermal expansion due to a closed system that could occur with the present or future installation of backflow preventers at the customer's service connection and/or at plumbing fixtures.

3) For cross connection control or other public health related surveys, the customer agrees to provide free access for the employees or agents of the Purveyor to all parts of the premises during reasonable working hours of the day for routine surveys, and at all times during emergencies.

4) Where agreement for free access for the purveyor's is denied, water service will only be supplied after premises isolation is provided by a Purveyor / DOH approved reduced pressure backflow assembly (RPBA) All required RPBA shall be installed, tested and maintained at the owners expense.

5) The customer agrees to install all backflow prevention assemblies requested by the Purveyor, and to maintain those assemblies in good working order. The assemblies shall be of a type, size and make approved by the Purveyor and the Department of Health. The assemblies shall be installed in accordance with the Purveyor's backflow assembly installation standards and specifications.

6) The customer agrees to have all backflow prevention assemblies installed to protect the purveyor's water system;

- to be tested upon installation, annually thereafter or when requested by the Purveyor, after repair and after relocation all RPBA or DCVA installed to protect the Purveyor's distribution system; and
- to have the testing done by a Purveyor approved and State Department of Health currently certified Backflow Assembly Tester (BAT); and
- to have the RPBA or DCVA tested following the procedures approved by the DOH; and
- to submit to the Purveyor the results of the test(s) on the Purveyor supplied test report form within the time period specified by the Purveyor.

7) The customer agrees to bear all costs for the aforementioned installation, testing, repair, maintenance and replacement of the RPBA or DCVA or derivative thereof installed to protect the Purveyor's distribution system.

- plumbing plans; and/or
- a cross connection control survey of the premises conducted by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS).

The survey shall assess the cross connection hazards and list all approved backflow preventers provided within the premises. The results of the survey shall be submitted prior to the Purveyor turning on water service to a new customer. The cost of the survey shall be borne by the customer.

8) All customers, other than single-family residences, when required by the Purveyor, agree to submit a cross connection control re-survey of the premises by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS). The Purveyor may require the re-survey to be performed in response to changes in customer's plumbing, or performed periodically

(annually or less frequently) where the Purveyor considers the customer's plumbing system to be complex or subject to frequent changes in water use. The cost of the re-survey shall be borne by the customer.

9) Residential customer shall agree to complete and submit to the Purveyor a "Water Use Questionnaire" within 30 days of a request by the Purveyor, for the purpose of surveying the health hazard posed by the customer's plumbing system on the Purveyor's water system. Further, the residential customer agrees to provide within 30 days of a request by the Purveyor a cross connection control survey of the premises by a Purveyor approved and Department of Health certified Cross Connection Control Specialist (CCS).

10) The customer agrees to obtain the prior approval from the Purveyor for all changes in water use and any alterations or additions to the plumbing system; and shall comply with any additional requirements imposed by the Purveyor for cross connection control.

11) The customer agrees to immediately notify the Purveyor and the local health department of any backflow incident occurring within the premises, (i.e., entry into the potable water of any contaminant or pollutant) and shall cooperate fully with the Purveyor to determine the reason for the backflow incident.

12) The customer acknowledges the right of the Purveyor to discontinue water supply within 72 hours of giving notice, or a lesser period of time if required to protect the public health if;

- the customer fails to cooperate with the Purveyor in the survey of premises, or in the installation, maintenance, repair, inspection or testing of backflow prevention assemblies or air gaps required by the Purveyor; or
- it is necessary in the Purveyor's effort to contain a contaminant or pollutant that is detected in the customer's system.

13) The Purveyor may install a reduced pressure backflow assembly (RPBA) on the service pipe to provide premises isolation in lieu of discontinuing water service. The customer acknowledges the right of the Purveyor to recover all costs associated with the installation and subsequent maintenance and repair of the assembly, appurtenances and enclosure from the customer as fees and charges for water. The failure of the customer to pay these fees and charges may result in termination of service in accordance with the Purveyor's water billing policies.

14) The Purveyor shall require premise isolation for a customer that falls within any category for "Mandatory Premises Isolation" established by the Department of Health regulations (Table 9, found in WAC 246-290-490 (4)(b)).

15) The customer acknowledges his obligation to comply with the other cross connection control regulations having jurisdictions (e.g., plumbing code requirements) when;

- the Purveyor imposes mandatory premise isolation in compliance with Department of Health regulations; or
- the Purveyor agrees to the customer's voluntary premises isolation through the installation of a reduced pressure backflow assembly immediately downstream of the Purveyor's water meter.

16) Although the Purveyor's requirements for installation, testing and repair of backflow prevention assemblies may be limited to the approved backflow prevention assemblies used for premises isolation, the customer agrees to the other terms herein as a condition of allowing a direct connection to the Purveyor's service pipe.

17) The customer agrees to indemnify and hold harmless the Purveyor for all contamination of the customer's plumbing system or the Purveyor's distribution system that results from an unprotected or inadequately protected cross connection within the customer's premises. This indemnification shall pertain to all backflow conditions that may arise from the Purveyor's suspension of water supply or reduction of water pressure, recognizing that the air gap separation otherwise required would require the customer to provide adequate facilities to collect, store and pump water for his premises.

18) The customer agrees that, in the event legal action is required and commenced between the Purveyor and the customer to enforce the terms and conditions herein, the substantially prevailing party shall be entitled to reimbursement of all its costs and expenses including but not limited to reasonable attorney's fees as determined by the Court.

19) The customer acknowledges that the Purveyor's survey of a customer's premises is for the sole purpose of establishing the Purveyor's minimum requirements for the protection of the Purveyor's water system, commensurate with the Purveyor's assessment of the degree of hazard.

*It shall not be assumed by the customer, or any regulatory agency, that the Purveyor's water use survey, requirements for the installation of backflow prevention assemblies, lack of requirements for the installation of backflow prevention assemblies, or other actions by Purveyor personnel constitutes an approval of the customer's plumbing system, or an assurance to the customer of the absence of cross connections therein.*

20) The customer acknowledges the right of the Purveyor, in keeping with changes to State regulations, industry standards, or the Purveyor's risk management policies, to impose retroactive requirements for additional cross connection control measures.

21) The Purveyor shall record the customer's agreement to the above terms for service on an "Application for Water Service", "Application for Change of Water Service" or other such form prepared by the Purveyor and signed by the customer.

**14.05.050 Implementation of the Cross Connection Control Program.**

1) The Purveyor shall engage the services of a Department of Health certified cross-connection control specialist (CCS) to implement and be in responsible charge of the City of Buckley Water System's cross-connection control program.

2) The Purveyor, under the direction of the Purveyor's CCS, shall prepare written cross-connection control operating policies for the day to day operation of the Purveyors' cross-connection control program in order to implement the requirements of this ordinance. The operating policies shall be consistent with this ordinance and shall comply with the requirements of Chapter 246-290 WAC (Group A Drinking Water Regulations).

3) The Purveyor shall use the following publications as references and technical aids in the development and implementation of the cross-connection control program:

- a) "*Cross Connection Control, Accepted Procedures and Practice Manual*", Seventh Edition, (2012) published by the Pacific Northwest Section, American Water Works Association, or latest edition thereof.

b) *“Manual of Cross-Connection Control”*, Ninth Edition, December 1993, published by the Foundation for Cross-Connection Control and Hydraulic Research, University of Southern California, or latest edition thereof.

4) The Purveyor shall incorporate the written cross-connection control program into the Water System Plan and shall submit the program for approval by the Department of Health when requested.

5) The Purveyor, in consultation with the Purveyor’s CCS, shall have the authority to make reasonable decisions related to cross-connections in cases and situations not provided for in the ordinance or written cross-connection control operating policies.

6) The Purveyor, under the direction of the Purveyor’s CCS, shall prepare the written cross-connection control program. The written program shall be a description of the cross-connection control program and be included in the water system plan as required under WAC 246-290-100.

**Section 3: Severability.**

If any provision in this ordinance, or in the written cross-connection control program is found to be invalid or ineffective and/or less stringent than or inconsistent with the Drinking Water Regulations (Chapter 246-290 WAC), or other State statutes or rules, the State statute, rule, or regulation shall apply.

**Section 4: Effective.**

This Ordinance shall be in full force and effect five days from and after its passage, approval and publication as provided by law.

APPROVED by the Buckley City Council this 25<sup>th</sup> day of June 2019.

\_\_\_\_\_  
Pat Johnson, Mayor

**ATTEST:**

\_\_\_\_\_  
Trevia Percival, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Phil Olbrechts, City Attorney

**Published:** \_\_\_\_\_  
**Effective:** \_\_\_\_\_



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT:</b> <b>RES No. 19-__ - Amending Personnel Policy – Revision #19</b>	<b>Agenda Date: June 25, 2019 AB19-060</b>		
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival	X	X
	Finance Dept – Sheila Bazzar		X
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
	Municipal Court – Jessica Cash		
	PW/Utilities – Chris Banks		
<b>Attachments:</b> Resolution			
<p>SUMMARY STATEMENT: Resolution amending the following provisions of the City Personnel Policy &amp; Procedures Manual as a result of information from the State Auditor and as more clarification was needed regarding employee’s personal/private articles being on City Property due to past loss, damaged or missing items.</p> <p>Sections 4.12 and 4.13 are amended to read as shown in the attached Resolution.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: A/F/PS 6-11-19			
<b>RECOMMENDED ACTION: MOVE to Approve Resolution No. 19-04 Amending Personnel Policy &amp; Procedures Manual, Revision #19.</b>			
RECORD OF COUNCIL ACTION			
Meeting Date	Action	Vote	

**CITY OF BUCKLEY, WASHINGTON**

**RESOLUTION NO. 19-\_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BUCKLEY, PIERCE COUNTY, WASHINGTON AMENDING SECTIONS 4.12 and 4.13 OF THE “CITY OF BUCKLEY PERSONNEL POLICY AND ADMINISTRATIVE PROCEDURES MANUAL” TO AMEND CITY CREDIT CARD USE AND USE OF CITY PROPERTY**

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**WHEREAS**, the City Council adopted the most current version of the “City of Buckley Personnel Policy and Administrative Procedures Manual” on December 11, 2018; and

**WHEREAS**, Section 4.12 provides guidelines for City Credit Card Use; and

**WHEREAS**, the City was notified during its audit that a more defined policy was needed; and

**WHEREAS**, Section 4.13 provides guidelines for the use of City Property and Personal Property at City Facilities; and

**WHEREAS**, Clarification is necessary regarding employee’s personal/private articles being on City Property due to past loss, damaged or missing items;

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Buckley hereby amends the City of Buckley “Personnel Policy and Administrative Procedures Manual” as follows:

**Section 1.** Section 4.12 is hereby amended to read as follows:

**4.12 City Credit Card Use**

The City of Buckley recognizes that the use of credit cards is a customary and economical business practice used to improve work flow, reduce costs and increase efficiency.

The criteria for having a Purchasing Card issues is that it has been established by the City Official that the Employee needs a Purchasing Card for official travel or has been instructed to make purchases on the City’s behalf. City Officials may request issue of Purchasing Cards only to individual permanent, regular employees. City Officials should establish a system for responsibility, control and

distribution of Purchasing Cards within their departments, according to this policy.

Purchasing cards are designed to provide an alternative, convenient and efficient method for Purchasing of goods and services for official city use. They are not intended to be used to avoid or bypass purchasing policies, rather, they are to be used within the same statutes, rules, policies and procedures as purchases by any other means of payment. The City's Purchasing Card program is established and authorized by RCW 43.09.2855.

The City Administrator approves the following City of Buckley Purchasing Card Policy and hereby delegates and authorizes City Officials and Employees authority to use Purchasing Cards described in this policy.

The Director of Finance or designee(s) shall be responsible for implementing, monitoring, and administering this policy.

The use of a Purchasing Card is a privilege that has been granted to Employees. Certain responsibilities are associated with that privilege.

This program is an enhancement to the purchasing process and a delegation of purchasing authority. The Purchasing Card is designated with built-in spending controls to help prevent inappropriate purchases.

Finance manages the Purchasing Card program (onboarding, off-boarding, and training), Cardholders make purchases in accordance with this policy, City Directors ensure their Department/Divisions adhere to this policy, Finance audits for compliance, processes payments to the credit card issuer and maintains required accounting records in conjunction with the department or division.

Each City Official is responsible for management of the Purchasing Card accounts in their department and may establish additional controls and restrictions as deemed appropriate within their department. In addition, audit for compliance of the charges on each receipt by each Cardholder is required by the City Official before the Transaction Log is submitted to Finance for processing.

Each City Official will be responsible to designate a Purchasing Card Custodian within their department that will oversee, collect Transaction Logs, track purchases, monitor disputes, and reconcile statements monthly for each Purchasing Card issued to and within their department. This individual will be the primary department contact for the program.

The City Official requesting the Purchasing Card will determine the single transaction limit and monthly transaction limit at the time of application. Cardholders shall not exceed these limits without prior written approval from the City Official.

- a. **Single Purchase Limit:** Is the limit established for each Purchasing card that no single purchase may exceed. This limit on purchasing authority is delegated to the Cardholder by the Purchasing Card Administrator. This limit cannot be

exceeded unless pre-approved by the Finance Director. A “single purchase” may include multiple items purchased in a single transaction. If the dollar amount exceeds the single purchase limit, a Purchase Order shall be used instead of the Purchasing Card.

- b. **Spending Limit Per Cycle:** The budgetary spending limit imposed by the Approving Official on cumulative Cardholder purchases in a given month. The total cumulative dollar value of Cardholder purchases for any single month shall not exceed this limit. It is the sum of unbilled prior month purchases, prior month disputed payments carried forward, plus current month purchases.
- c. **Merchant Category Codes: (MCC)** codes established on the account, which define the type of merchant from which a Cardholder may or may not purchase certain types of goods and/or services.
- d. **Authorizations/Transaction:** The number of transactions allowed on an account per billing cycle, as well as, the number of authorizations per day.

Purchasing Card purchases have the same documentation and voucher requirement as any other City purchase. The Cardholder making a purchase must retain the original receipt for the transaction. Receipts must be submitted within twenty-four (24) hours after purchase is made or conclusion of travel to the Purchasing Card Processing Officer in the Cardholder’s department. The Purchasing Card Processing Officer is required to submit all receipts to Finance for auditing purposes and processing, pursuant to these procedures.

#### Purchasing Card Use Violations

- Regardless of what is determined to be a material level for reconciliation and audit purposes, all violations of Purchasing Card/account use (Purchasing Card/account used for fraudulent use, personal purpose, or other violation) shall immediately be reported to the responsible City Official, the Finance Director, the Cardholder’s Supervisor, and the Purchasing Card Administrator.
- Discipline for improper use of Purchasing Cards or violations of City policies or procedures will be the responsibility of the responsible City Official. Disciplinary actions will be processed in accordance with established personnel policies and/or collective bargaining agreements. A violation may be cause for corrective action and/or discipline, depending on the severity of the violation, which could include termination of employment and/or criminal prosecution.
- Immediately following an investigation that results in a determination that charges were fraudulent and/or that misuse of the Purchasing Card/account has occurred, the offender will be required to reimburse

the City of inappropriate or fraudulent charges, including interest, (if applicable).

- Said reimbursement may, at the sole discretion of the responsible City Official; (a) be made by direct payment, (b) be withheld from the Employee's next succeeding paycheck, or (c) be repaid pursuant to a repayment plan (e.g., deduction of equal amounts from Employee's paychecks). Direct repayments shall be submitted to Accounts Receivable.
- By signing the Purchasing Card Agreement form, an individual Cardholder agrees to all the conditions in the policy.

**Section 2.** Section 4.13 is hereby amended to read as follows:

#### 4.13 Use of City Property

City supplies and equipment must be conserved for the authorized conduct of official business. By state law, they are not for personal use. City stationary, supplies and postage may not be used for personal mail. Personal mail should be delivered at an employee's home address; however, occasional package deliveries will be allowed. Please do not use the City cash drawer for cashing personal checks.

If you are entrusted with City equipment, materials or property to use in your job, you are responsible for its proper use, care and maintenance. If you need to borrow or take home City property for City business, you must have authorization from your supervisor.

All communications technology including but not limited to computers, internet, email, phone service (telephones and cellular) is are the property of the City and may be used only for official business (see Section 4.11). ~~Please limit incoming and outgoing personal phone calls to necessary calls and keep them to a minimum. When personal, long distance use is unavoidable; employees should call collect or charge the call to a home telephone or personal credit card, if possible, or log the user charges and reimburse the City for them. Employees are responsible for all charges incurred and are required to reimburse the City for long distance charges in the following billing cycle.~~ Other City equipment, including vehicles, should be used by employees for City business only, except as allowed under other provisions of this policy. An employee's misuse of City services, telephones, vehicles, equipment or supplies can result in disciplinary action up to and including termination.

The City may provide a locker, cabinet, or desk for your personal belongings. The City reserves the right to inspect City owned property with or without notice, for legitimate business reason.

The City encourages its employees to avoid bringing private articles or property ~~for~~ work related purposes. The City reserves the right to restrict or limit private property in City facilities. Employees who do choose to bring private property to City

facilities should clearly ~~label~~-identify all their private property to include tools for identification purposes. The City will not be responsible for loss, stolen, damaged or misplaced personal possessions brought onto City property.

Introduced, passed and approved this this 25<sup>th</sup> day of June 2019.

\_\_\_\_\_  
Pat Johnson, Mayor

**ATTEST:**

\_\_\_\_\_  
Trevia Percival, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Phil Olbrechts, City Attorney

**POSTED:** \_\_\_\_\_



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

ITEM INFORMATION			
<b>SUBJECT: Project Award –Buckley Community Hall Siding Repairs</b>	<b>Agenda Date: June 25, 2019</b>		<b>AB19-061</b>
	Department/Committee/Individual	Created	Reviewed
	Mayor Pat Johnson		X
	City Administrator – Dave Schmidt		X
	City Attorney – Phil Olbrechts		X
	City Engineer – Dominic Miller		
	City Clerk – Treva Percival		
	Finance Dept – Kristin Memovich		
	Building Official – Mike Deadmond		
	Fire Dept – Chief Predmore		
	Parks & Rec Dept – Kevin Caviezel		
	Planning Dept – Kathy James		
	Police Dept – Chief Arsanto		
Municipal Court – Jessica Cash			
	PW/Utilities – Chris Banks	X	X
<b>Attachments:</b> Quote from Neilson Construction			
<p>SUMMARY STATEMENT: Council is being asked to approve the attached bid from Nielson Construction for the Renovation of Buckley Community Hall. This is a safety concern; the wood is rotten due to water damage. The bid includes replacing the siding on west end of building including trim. Replacing the support post on north side of building including footings and angle bracing. Replacing 4 parapet walls on west gable end of building including reframing walls, install metal siding and trim, and paint.</p>			
COMMITTEE REVIEW AND RECOMMENDATION: Community Services (Tentative) 6/20/19			
RECOMMENDED ACTION: <b>MOTION to Award Bid of Buckley Community Hall Siding Repairs to Neilson Construction for \$36,915.</b>			
RECORD OF COUNCIL ACTION			
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>	

# *Neilson Construction*

P.O. Box 1147 Enumclaw, WA 98022

License # NEILSC\*044KO

Phone: 253-709-0412

Fax: 360-829-1990

**City Of Buckley**

**June 17<sup>th</sup>, 2019**

**Community Hall**

**127 North River**

**Buckley Wa., 98321**

**Community Hall siding west end**

**Replace 1100 sq ft of siding and vapor barrier on west end of building due to deterioration**

**Install 5/4 x 4 whitewood trim to corners and borders where needed**

**Install 1 x 6 Red Cedar channel siding to match existing siding, fasten all siding and trim with baked 8d galvanized nails**

**Seal all joints and nails with oil base quads sealant**

**Support post north side of building**

**Replace 8 x 8 10' overhang support post on north side of building**

**Replace cement footing for support post**

**Replace angle bracing for support post and attach using 5" ledger loc**

**Replace parapet walls**

**Replace 4 parapet walls 5' x 10' on west gable end of building due to deterioration**

**Reframe walls using 16' x 2 x 4 Douglas Fir, sheet walls for sheer using 1/2" x 4 x 8 plywood**

**Install metal siding and trims on raised parapet walls and trim with custom cap and side wall flashings to match east end of existing parapet walls**

**Paint and primer 1100 sq ft of new siding to match existing siding. Scrape and prep 1650 ft of siding on northwest corner of building, spot primer, caulk, and paint to match existing building**

**A lift from 410 rentals will be needed to perform work on job because of the height of work involved**

**Clean grounds of all debris and haul to waste management**

**Labor and materials                      \$34,213.00**

**Buckley excise tax 7.9%                \$2,702.00**

**Total job                                      \$36,915.00**

**Neilson Construction honors a five year warranty on all workmanship**

**Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_**

**Neilson Construction \_\_\_\_\_ Date \_\_\_\_\_**



# CITY COUNCIL AGENDA BILL

City of Buckley  
PO Box 1960  
Buckley, WA 98321

## ITEM INFORMATION

<b>SUBJECT: Purchase Authorization – WTP Sodium Hydroxide Pump Panel Rebuild</b>	<b>Agenda Date: June 25, 2019</b>		<b>AB19-062</b>	
	Department/Committee/Individual	Created	Reviewed	
	Mayor Pat Johnson		X	
	City Administrator – Dave Schmidt		X	
	City Attorney – Phil Olbrechts		X	
	City Engineer – Dominic Miller			
	City Clerk – Treva Percival		X	
	Finance Dept – Sheila Bazzar			
	Building Official – Mike Deadmond			
	Fire Dept – Chief Predmore			
	Parks & Rec Dept – Kevin Caviezel			
	Planning Dept – Kathy James			
	Police Dept – Chief Arsanto			
Municipal Court – Jessica Cash				
	PW/Utilities – Chris Banks	X	X	

**Attachments:** TMG Services Quote

**SUMMARY STATEMENT:** After inspection in February, 2019 of the Sodium Hydroxide Injection System at the Water Treatment Plant (WTP) it was identified that there are operational concerns with the current equipment and configuration that could lead to improper dosing of the additive.

The attached quote was forwarded to the City by DSHS’s Rainier School System Operator’s. The PW Director is recommending and requesting that the City Council authorize this work to be done to ensure that we are maintaining proper operation at the WTP.

Cost for this repair would be split between the City and DSHS based on our proportionate capital contribution level, which currently at 80:20.

**COMMITTEE REVIEW AND RECOMMENDATION:** T/U 6/19/19

**RECOMMENDED ACTION: MOVE to Authorize TMG Services to Perform Repair/Rebuild of the City/State Water Treatment Plant Sodium Hydroxide Pump Panel Rebuild**

## RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>



3216 E. Portland Avenue  
Tacoma, WA 98404  
253-779-4160  
tmginc@tmgservices.net

February 26, 2019

Jamie Green  
Rainier State School  
WTPO1/WDM1  
2120 Ryan Rd  
Buckley, WA 98321

Reference: Sodium Hydroxide Injection – Pump Panel Rebuild

Dear Jamie,

Per my site visit this week, we recommend the following to replace your pumps and panel for the sodium hydroxide injection site. As we discussed, pumps do require a flow signal in order to dose flow proportional. Price below includes partially pre-fabricating the panel off-site, installation, and replacing the plumbing from the tank to where the piping moves from 1/2" to 1.5".

- 1 Dual Pump Panel, wall-mounted, including:
  - (2) ProMinent Gamma/x Metering Pumps
    - 2.0 gph @ 102 psi
    - analog inputs/outputs
    - Universal Control Cable
    - PVC head, Teflon diaphragm, EPDM seals
  - Panel made of 1/2" Blue Poly, with 1/2" Schedule 80 Piping
    - (1) Back pressure Valve
    - (1) Pulsation Dampener
    - (1) Pressure Gauge with Seal
    - (1) Y-Strainer
    - (2) Pressure Relief Valve
    - Lot of 1/2" True Union Ball Valves & Unions

**PRICE: \$9,880 (Includes Freight, Installation, Startup & Operator Training)**

Terms & Conditions of Sale:

- F.O.B.: Destination
- Payment Terms: Net 30 Days
- This price is in effect for 60 days.
- Submittals, if required, will be provided 2 weeks after receipt of all technical data at T M G Services.
- Delivery will be made in approximately 3-5 weeks after receipt of order and/or approvals and resolution of all necessary technical data at T M G Services.
- Quotation prices do not include any sales taxes or any other taxes that may apply.
- This quotation is limited to the products and/or services as listed and excludes any item or service not specifically listed

Thank you again for the opportunity to work with you. If you have any questions, call me at 253-686-7459.

Sincerely,

Jeff Harmon  
T M G SERVICES, INC.

## D. CONSENT AGENDA

**City Council  
June 11, 2019**

Mayor Johnson called the regularly scheduled meeting to order at 7:01 PM.

Upon roll call the following members were present: Bender, Smith, Leggett, Wilbanks, Tremblay, and S. Burkett. Also present were City Administrator Schmidt and Associate Planner Wallgren.

**Council member Smith moved to excuse Council member B. Burkett. Council member Leggett seconded the motion. Motion carried.**

Mayor Johnson asked if there were any other additions, deletions, or changes to the agenda.

**Council member Tremblay moved to approve the agenda as presented. Council member S. Burkett seconded the motion. Motion carried.**

**CITIZEN PARTICIPATION**

None.

**STAFF REPORTS**

Associate Planner Wallgren shared that planning has a lot going on right now. We have seen interest from O'Reilly Auto Parts coming into town, Bigfoot Java, and also a new Chiropractic office. There has also been a lot of plat interest for subdivisions and multi-family.

City Administrator Schmidt shared that we have received 16 applications for the Finance Director position. Fourteen were received before the first review date. Seven people have reviewed and ranked the applications and it has been narrowed down to the top five. We are looking to schedule interviews the week of June 24<sup>th</sup>.

City Administrator Schmidt also wanted to apologize to the Council members for the City not looking as good as it normally does. Staff was extremely busy installing the new irrigation system and putting the sod down next to the Youth Activities Center. This is complete now and four of six seasonal hires have started so things should start looking better.

**MAIN AGENDA**

**ORD No. 10-19: Recommendation for Mariglobal Rezone**

**Council member Tremblay moved to Approve ORD No. 10-19 Adopting the Findings and Conclusions of the Hearing Examiner's recommendation for the**

Mariglobal Rezone and Directing Staff to Update the Zoning Map to Reflect the Rezone. Council member Leggett seconded the motion. Upon roll call, motion carried 6/0.

**ORD No. 11-19: Regulating Telecommunication Facilities and Amending Sections of the Buckley Municipal Code**

Council member Smith moved to Approve ORD No. 11-19 Concerning the Buckley Municipal Code and Regulating Telecommunications Facilities, Amending BMC Chapter 13.35, Chapter 19.12, Section 1.01.060, Section 19.25.030, and Section 20.01.030 Table 2; Adding New Chapter 19.25A and Section 19.25.170 to regulate installation of small cell telecommunication devices in City Rights-of-Way. Council member Leggett seconded the motion. Upon roll call vote, motion carried 6/0.

**Buckley/DSHS AG Land Appraisal**

Council member Wilbanks moved to Approve GPA Valuations' Scope to Complete a Fair Market Appraisal of Lease Rate of the 217.83 Acres with Agricultural Buildings. Council member Leggett seconded the motion. Motion carried.

**Spiketon Culvert Replacement Project Bid Award**

Council member Tremblay moved to Award bid of the Spiketon Culvert Replacement Project to McClung Construction Company for \$713,326.90. Council member Leggett seconded motion. Motion carried.

**CONSENT AGENDA**

Council Member S. Burkett moved to approve the Consent Agenda. Council member Smith seconded the motion. Motion carried.

Approve Minutes of May 28, 2019, City Council Meeting  
Approve Minutes of June 4, 2019, City Council Study Session

Claim check numbers 59988 through 60068 in the amount of \$214,282.94 for the period of May 29, 2019, through June 11, 2019; Payroll check numbers 37879 through 37922 in the amount of \$88,914.44, and ACH Payroll in the amount of \$340,787.91 for the month of May 2019. Treasurer check numbers 12168 through 12172 in the amount of \$2,687.36 and EFT payments in the amount of \$13,744.35 are hereby approved and ordered paid this 11<sup>th</sup> day of June 2019.

**COMMITTEE REPORTS**

**Mayor's Report:**

Mayor Johnson reminded the Council that her and Council member Wilbanks will be absent from the next Council meeting as they will be attending the AWC Conference in Spokane. The Buckley Hall Board met and reviewed an application from a small winery

that would like to hold an event at Buckley Hall but they wanted permission to sell alcohol.

**Council member Tremblay moved to allow the Buckley Hall Board to decide whether or not an event at the Hall can sell alcohol based on current RCW's and on a case by case basis. Council member Smith seconded the motion. Motion carried.**

Mayor Johnson also stated that the Buckley Hall Board has realized there are too many different fee waiver options for the Buckley Hall and would like to task the Community Services Committee with reviewing and revising the fee waiver document.

**Administration, Finance & Public Safety:**

Council member Tremblay shared that the Committee met this morning and reviewed tonight's agenda items. He also stated that the City has a couple bonds maturing and we are working to refinance those. The new Police vehicles are here. A DNR agreement will be coming to Council from the Fire Department. The new parts have arrived for the MPC network rebuild. The next Heritage Walk will be June 26<sup>th</sup> and they will be covering A Street, Ryan Road, and the School District. The Admin/Finance/Public Safety Committee meeting scheduled for June 25<sup>th</sup> has been cancelled.

**Transportation & Utilities:**

Council member Wilbanks shared that their next meeting is June 18<sup>th</sup> at 7:00 PM at City Hall.

**Community Services:**

Council member S. Burkett stated that their next meeting is June 20<sup>th</sup> at 1:00 PM at City Hall.

**Council Member Comments & Good of the Order:**

Council member Smith stated that he thinks it's great news that we have interest from O'Reilly's, Bigfoot Java and another Chiropractor to come into town.

**Council member Tremblay moved to adjourn. Council member Leggett seconded the motion. Motion carried.**

**With nothing further the meeting was adjourned at 7:32 PM.**

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Mayor

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City Administrator

## E. COMMITTEE REPORTS