



**New Carlisle Water Department  
Hydrant Usage and Backflow Prevention Program**

**Fire Hydrant Connection and Water Use  
Policies and Procedures Manual**

**Adopted April 2, 2024**

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## **INTRODUCTION**

The Town of New Carlisle Department of Public Works recognizes that there are instances where individuals or businesses may need to obtain water from a distant location or where a permanent water service connection is not warranted. In these instances, the Department of Public Works allows applicants to use fire hydrants in certain areas to obtain water through a Fire Hydrant Water Use Permit System. This manual outlines the requirements for obtaining fire hydrant meter, the use of hydrants, and operational restrictions.

The un-metered removal of water from any fire hydrant for any use other than firefighting or municipal use is strictly prohibited and a violation of The Town of New Carlisle Municipal Code.

## **PURPOSE**

The purpose of these policies and procedures is to assure:

- Protection of the water system from contamination from backflows
- Continuous service to fixed customers
- Protection of the distribution system from damages due to improper hydrant use
- Proper account of water usage

## **UNAUTHORIZED USAGE**

Any person or entity found to have used a fire hydrant without authorization will be fined as follows:

1 <sup>st</sup> Offense	\$ 500.00
2 <sup>nd</sup> Offense	\$1,000.00
3 <sup>rd</sup> Offense	\$1,500.00

## **PERMITS**

A Fire Hydrant Water Use Permit is required for any water use from fire hydrants. Suitable uses of water withdrawn from hydrants include construction and associated activities.

Permits are valid only for the Town of New Carlisle fire hydrant, identified by the Department of Public Works for bulk water usage and only as directed.

The permit may be revoked at the direction of the Department of Public Works for failure of the applicant to comply with the policies and procedures as outlined herein and/or instruction from authorized utilities department representatives.

## FEES AND RATES

The following fees and rates apply to the fire hydrant water sales:

### Permit Application Fee:

An application and a non-refundable Hydrant Water Use Permit Application fee, in the amount of fifty dollars (\$50.00), will be required from all contractors and individuals prior to obtaining a Fire Hydrant Water Use Permit. A copy of the contractor's proof of insurance must be included with the application and fee.

### Deposit:

A refundable security deposit in the amount of \$3,500.00 (three thousand five hundred dollars) for a 3-inch meter w/RPZ will be required from all contractors and individuals prior to obtaining a Fire Hydrant Water Use Permit. This deposit will be refunded when the meter has been returned and all bills have been paid to include water usage and if necessary, the costs of any damage to the meter, fire hydrants, or the water system. A separate permit and deposit is required for each hydrant meter permitted.

### Water Use:

Hydrant to be used will be assigned by the Department of Public Works. Only the assigned hydrant may be used. Only one connection is allowed per hydrant.

Prior to any withdrawal of water, inspection of truck(s) to be used is required. Air gaps are required for top loads and backflow prevention for all others.

Trucks will be inspected using an inspection checklist and a Fire Hydrant Water Use Permit sticker will be issued and is required on each truck approved to pull water.

Loading hours will be between 7:00 AM and 5:00 PM EST with special hours by prior arrangement only.

### Readings:

A photo of the current meter reading and serial number must be sent to [ar@townofnewcarlisle.com](mailto:ar@townofnewcarlisle.com) when hydrant water withdrawal is complete.

**For meters being kept for a period longer than one month**, readings must be provided for billing water consumption at the end of each month. The hydrant user should email a photo of the meter displaying the current reading and the meter serial number to [ar@townofnewcarlisle.com](mailto:ar@townofnewcarlisle.com) by the 30<sup>th</sup> of each month. **You must email this information regardless of the amount of water usage.**

**Penalty:**

There will be a one hundred fifty dollar (\$150.00) penalty assessed for failure to submit meter readings by the 5<sup>th</sup> day of the month. In addition, if permit holders habitually neglect to email their readings by the 30<sup>th</sup> of the month, or if meter readings are not submitted at all for the month, the permit may be revoked and the deposit forfeited.

**Tamper:**

If the meter, chamber, or any part of the Fire Hydrant Meter has been tampered with a \$100.00 tamper fee will be added to your account.

**Payment on Account:**

The applicant will be charged for all water consumed on the permitted meter at the outside Town rate posted in the current water rate schedule as follows:

	<u>Outside Customers Per 1000 Gallons</u>
First 2,000 gallons	\$6.58
Next 8,000 gallons	\$5.84
Next 10,000 gallons	\$5.10
Next 30,000 gallons	\$3.67
All over 50,000 gallons	\$2.95

Billing invoices will be prepared on the fifth day of the month, and all outstanding invoices must be paid by the 20<sup>th</sup> of the month. Meters will be monitored by Public Works Department staff. Payment on the account is required by the due date shown on the bill. If payment is not made by that date, a late payment penalty may be assessed on the account. Delinquent accounts are subject to a service charge and the applicant will be asked to return the meter. Failure to return the meter can result in the applicant forfeiting their deposit and criminal charges being filed for theft of the meter. The remaining delinquent amount may be reported to a Collection agency and/or Credit Bureau.

**VEHICLE IDENTIFICATION**

The name, address, and telephone number of the person and/or business that owns or operates the tanker truck, tank, container, etc., shall be permanently lettered on both sides of the vehicle. A Fire Hydrant Water Use Permit shall be visible on all trucks used for water withdrawal.

## BACKFLOW PREVENTION

All fire hydrant operations shall be consistent with the Standard Plumbing Code in regards to backflow prevention. Hoses attached to hydrants shall not be submerged, left unsecured, or left unattended at any time while it is attached to a fire hydrant. A minimum "Air Gap" equal to 2.0 times the outlet diameter of the hose shall be maintained at all times above the container overflow level. The connection to the fire hydrant shall also include the utilization of the backflow prevention assembly furnished with the meter to prevent backflows.

## HYDRANT OPERATION (additional instructions on Page 8)

- An employee of the Public Works Department of the Town of New Carlisle will initially install the meter/backflow prevention.
- The meter must be removed nightly by the contractor
- The contractor must call the Public Works Department at 574-654-8050 prior to reinstalling the meter each time.
- The Public Works Department will perform random inspections of hydrant meters.

When attaching Fire Hydrant meter to the Fire Hydrant, the meter must be supported from the ground to the bottom of the meter. The weight of the meter hanging unsupported from the hydrant may cause damage to the meter.

Opening or closing a fire hydrant quickly can cause pressure surges (water hammer) in the distribution system which can rupture water mains and burst water meters. Fire hydrants shall be opened and closed in a slow and careful manner in order to prevent water hammer in the system. Hydrants must be opened a minimum of eight (8) turns to prevent undermining by water released through the hydrant drain holes. An approved fire hydrant wrench (furnished with the meter at no extra charge) shall be used to open or close fire hydrants. **Adjustable pipe wrenches, cheater bars, etc., are strictly forbidden** due to the fact that they can damage the fire hydrant. Applicants that are caught using these forbidden tools will have their meter, wrenches and hoses confiscated and future permits may be denied. The permit holder shall not use more than one of the 2-1/2 inch connections on a fire hydrant at the same time.

Any problems that occur, such as dirty water, hydrants that are hard to operate, etc. while the permit holder is using a fire hydrant should be reported immediately to the Water Treatment Plant Supervisor at 574-654-8050. Under no circumstances should you force the hydrant if it is hard to operate. Doing so can result in damage to the hydrant itself.

All costs incurred by the Department of Public Works in repairing system facilities and appurtenances or in correcting system pressure or water quality problems arising out of the improper operation of a fire hydrant under the issued permit, shall be borne by the permit holder.

### **WITHDRAWAL RESTRICTION**

Due to limitations of the water distribution system, use of fire hydrants for other than firefighting purposes may be limited in some areas. In addition, during times of water main breaks, system demand, or other system emergencies, the Department of Public Works reserves the right to suspend the privilege of any and all Fire Hydrant Water Use Permit holders to obtain water from the system.

The Town of New Carlisle Department of Public Works reserves the right to refuse use of a fire hydrant without justification.

### **LIABILITY OF PERMIT HOLDER**

The permit holder assumes all liability for any, and all, damages to individuals, private property, public property, and/or repairs to the New Carlisle Department of Public Works facilities and appurtenances arising out of actions taken by the permit holder to obtain water from the system using a fire hydrant. In addition, the permit holder is responsible for any, and all, damages to the hydrant meter due to theft, vandalism, weather, etc. If the meter is stolen, a police report must be filed and a copy of said report is required.

### **PENALTY FOR NONCOMPLIANCE**

Individual violations shall be punishable in accordance with the Town of New Carlisle Municipal Code.

### **NOTICE TO FIRE HYDRANT METER USERS**

The Town of New Carlisle has included a backflow prevention program for fire hydrant use. The Department of Public Works has a policy regarding the use of fire hydrants as a source of water for non-firefighting uses. A copy of that policy is included with this notice. The primary purpose of the backflow prevention program is to protect the integrity of the potable water supply from inadvertent contamination or pollution by an applicant.

All meters that will be used to retrieve water from the Town of New Carlisle's water system shall be fitted with a backflow prevention assembly.

**Questions regarding this notice or the fire hydrant use policy may be directed to Robert Hollingsworth, Water Plants Supervisor, at 574-654-8050 or Perry Hinton, Town Crew Supervisor at 574-654-3733.**

## HYDRANT OPERATION PROCEDURES DURING USE OF A HYDRANT METER

- An employee of the Public Works Department of the Town of New Carlisle will perform the initial installation of the meter/RPZ backflow prevention.
- The meter must be removed nightly by the contractor.
- The contractor must call the Public Works Department at 574-654-8050 prior to reinstalling the meter each day.

To prevent damage to fire hydrants and the water system, the following procedures should be followed when a hydrant meter is used.

1. Prior to installation of a hydrant meter, close the gate valve completely using a valve wrench.
2. Remove the fire hydrant cap and install the hydrant meter.
3. When attaching fire hydrant meter to the Fire Hydrant, the meter must be supported from the ground to the bottom of the meter. The weight of the meter hanging unsupported from the hydrant may cause damage to the meter.
4. Open fire hydrant completely using a hydrant wrench. Opening or closing a fire hydrant quickly can cause pressure surges (water hammer) in the distribution system which can rupture water mains and burst water meters. Fire hydrants shall be opened and closed in a slow and careful manner in order to prevent water hammer in the system. Hydrants must be opened a minimum of eight (8) turns to prevent undermining by water released through the hydrant drain holes. An approved fire hydrant wrench (furnished with the meter at no extra charge) shall be used to open or close fire hydrants. **Adjustable pipe wrenches, cheater bars, etc., are strictly forbidden due to the fact that they can damage the fire hydrant.** Applicants that are caught using these forbidden tools will have their meter, wrenches and hoses confiscated and future permits may be denied. The permit holder shall not use more than one connection on a fire hydrant at the same time.
5. Control the flow rate of a fire hydrant with the gate valve using a valve wrench.
6. Once usage task is complete, close the gate valve completely using a valve wrench.
7. Once operation is complete, remove the hydrant meter and replace the hydrant cap.
8. Close the fire hydrant completely using a hydrant wrench.
9. Open the gate valve completely using the valve wrench.
10. Meters must be removed at the end of each day.
11. Hydrants may not be used on days when air temperature is below 40 degrees.

Never use a fire hydrant if an "Out of service" tag is present or if there is no gate valve on the hydrant.

Following these procedures should minimize damages to fire hydrant assemblies and fire hydrant valves during the use of a hydrant meter.

## HYDRANT PERMIT APPLICATION PROCEDURE

To apply for a Town of New Carlisle Fire Hydrant Use Permit, please complete the application. **A copy of the contractor's proof of insurance must be included with the application and fee.** Once the application has been submitted and reviewed, a representative of the Department of Public Works will contact you to schedule an appointment for a vehicle inspection.

Each vehicle to be used for water withdrawal must be inspected. Permits will be issued when all of the following requirements are met:

- A. Name, address and telephone number of the company must be permanently affixed on both sides of the vehicle (minimum 3" lettering).
- B. Air gap is required for top loads and backflow prevention for all others.
- C. A copy of the vehicle registration must be presented at time of inspection.

Permits expire on 12/31 of the year issued.

Cash, Check or Money Order will be accepted for the application and other designated fees.

**Town of New Carlisle  
Department of Public Works**

**Fire Hydrant Connection and Water Use Permit Application**

All applicants must complete application for a Fire Hydrant Water Use Permit. An application fee of \$50.00 must be paid at time of application. Applications will be reviewed and a date for inspection of the tank/tanker vehicle will be scheduled within five (5) business days.

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**Applicant Company Information**

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ Office/Mobile \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

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**Hydrant Use Information**

Explanation of Requirement for hydrant water withdrawal \_\_\_\_\_

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**Tank or Tanker Vehicle Information**

Make/Model \_\_\_\_\_ Color \_\_\_\_\_  
License Plate # \_\_\_\_\_ Air Gap/Backflow \_\_\_\_\_  
Driver/Operator Name \_\_\_\_\_

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**Applicant Information**

Applicant Name \_\_\_\_\_ I have read, understand, and agree to abide by all terms and conditions set forth in the Town of New Carlisle Fire Hydrant Policy and Procedures Manual for fire hydrant connections.

Application Date \_\_\_\_\_ Service Start Date \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

*Important: This application must be received a minimum of five (5) business days in advance of requested initial service date. All applicants must read and initial each policy subsection on reverse side. This application is subject to departmental review and approval, and can be denied or revoked by the department for an reason. Applicant must maintain a copy of the issued permit with the tank/tanker vehicle receiving water.*

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**Internal Use Only:**

Vehicle/Tank Inspection Completed By \_\_\_\_\_ Date \_\_\_\_\_

Comments \_\_\_\_\_

Permit Approved  Permit Number Issued \_\_\_\_\_ Date \_\_\_\_\_

Permit Denied  Applicant Notified (Date) \_\_\_\_\_

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## Acknowledgement of Policy

Applicant Name (please print) \_\_\_\_\_

\_\_\_\_\_ INITIALS – (a) I have received a copy of the New Carlisle Water Department Hydrant Usage and Backflow Prevention Program Fire Hydrant Connection and Water Use Policies and Procedures Manual.

\_\_\_\_\_ INITIALS – (b) Private use of water from a fire hydrant is prohibited. It shall be unlawful for any person to use or connect to any fire hydrant for construction or other temporary, non-emergency use, unless authorized by the Department of Public Works with approval of application for a fire hydrant connection and water use permit.

\_\_\_\_\_ INITIALS – (c) Application for permit. Applicants requesting water service from a fire hydrant shall make application with the Town at least five (5) business days prior to the first date of requested service and shall be required to:

1. Complete and submit the fire Hydrant Connection and Water Use application with all required information, including proof of insurance, and make a fifty-dollar (\$50.00) application fee. Incomplete applications will NOT be approved for permit.
2. A deposit of \$3,500.00 shall be required for each hydrant meter. The deposit will be applied to the cost of water consumption, potential damages to the hydrant and/or reduced pressure backflow hydrant meter assembly, and any additional costs incurred by the Town.
3. All water usage will be charged at the rate for outside water users set by the most current ordinance of water rates and charges.
4. Fire Hydrant Connection and Water Use Permits are good until the end of the calendar year in which they are issued, or until a violation is identified and the permit is revoked, or until the account is closed.
5. Permits must be renewed annually on January 1 for the calendar year.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

