

KWD Cross Connection Control Policy

Background:

The Kingston Water Department's (KWD's) Cross Connection Control Regulation was adopted by the Board of Water Commissioners and is part of the Department's Rules and Regulations. The installation of a Reduced Pressure Zone (RPZ) backflow prevention device or an approved air gap separation on the service connection to the Kingston Water supply shall be required in the following facilities and situations:

1. Auxiliary Water Supply
2. Waste Water Treatment Facility or Pump Station
3. Lawn Sprinkling System
4. Commercial, Industrial, Institutional Facilities
5. Multi-family Dwellings (three or more rental units)
6. Fire Suppression Systems having hazard classification 4, 5, and possibly 6 (depending on Superintendent's decision following review of engineering submittals)

Double Check Assemblies (DCA) shall be installed on all Fire Systems that are Class 1, 2 and 3. If it is determined by the Superintendent of the Water Department that an RPZ device is not warranted on a Class 6 system, a double check assembly will be installed.

New Installations in a Building with an Existing Active Service Connection:

- The owner of a premises where a cross connection device is required to be installed is solely responsible for compliance with the regulations of the Kingston Water Department. The Water Department will make every attempt to monitor the issuance of plumbing and building permits so as to be able to inform the owner of the need to install the appropriate device as early in the construction/renovation process as possible. However, failure to notify the owner prior to project completion does not absolve him/her of the need to install the required device. Examples of instances that could trigger notification by the KWD of the need to install a device may include, but is not limited to the following:
 - Inspection of the meter or water service by Water Department personnel
 - Total or partial service lateral replacement
 - Installation of an additional meter(s) or change-out of an existing meter
 - Issuance of a plumbing permit for substantial alterations to the premises plumbing
- Once the KWD has informed the owner of a premises of the need to install a cross connection control device, a NYS DOH FORM 347 application must be submitted within 45 days of the receipt of the written notice, along with the appropriate fee, plans, and documentation as outlined in the "Instructions for Submission of Backflow Prevention Plans"
- As per NYS law, all plans for the installation of a backflow prevention device must be stamped by either a Professional Engineer licensed by New York State or an Architect registered by New York State. If the installation is 2-inches or less, the Department has a set of generic plans that are suitable for use in most installations.
- Failure to submit a completed application package as outlined above to the KWD within 45 days of the initial written notice to install the device, will result in a fee of \$50 being assessed to the account and a Notice of Termination being issued which stipulates that water service will be terminated in 15 days if the completed application is not received. If the water service is

terminated, the property owner shall be responsible for all costs associated with reconnection to the Kingston Water Supply.

- Once the installation of the device has been approved by the Superintendent, the property owner will receive the signed and approved application. The device must be installed within 30 days of the receipt of the approval.
- The owner shall assume all risk associated with installing the device prior to the issuance of the approval and device installation must be in conformance to the approved plans
- Upon installation, the owner will notify the KWD and the KWD will perform the initial device test for all newly installed devices. The owner shall be responsible for having the device tested annually by a NYS certified backflow prevention tester as per Part 5 of the NYS Sanitary Code.

Installation of a Cross Connection Control Device on a New Water Service

- During the review and approval of an application for a new tap, KWD will determine if the installation of a backflow prevention device is a condition for approval of the tap and service lateral as per the Rules and Regulations of the Kingston Water Department. If a device is required, it will be noted on the tap application as a condition of approval and the plumber will be informed of the need to install the device.
- A completed NYS DOH FORM 347 application must be submitted and approved, along with the appropriate fee, plans, and documentation as outlined in the "Instructions for Submission of Backflow Prevention Plans". The KWD will not install a meter or activate the service until the appropriate device has been installed.
- Upon installation, the owner will notify the KWD and the KWD will perform the initial device test for all newly installed devices. The owner shall be responsible for having the device tested annually by a NYS certified backflow prevention tester as per Part 5 of the NYS Sanitary Code.

Existing RPZ's:

- NYS Law required that all RPZ's be tested by a NYS certified Backflow Prevention Tester annually
- The KWD Business Office will send a courtesy Notice to owner of the need to have the device tested sometime during the following month. The notice will be sent sometime prior to the end of the month preceding the month in which the device must be tested. Example: Device test is due in May, notice will be sent sometime during the last 10 days of April informing owner of the need to have the device tested in May. This notice is a courtesy since KWD Cross Connection Control Regulation stipulates that annual testing is the responsibility of the property owner.
- The NYS Certified Tester must submit a completed DOH Form 1013 (Report on Test and Maintenance of Backflow Prevention Devices) to the KWD as proof of annual testing. No other form of proof for the annual testing of the RPZ can be accepted. Both the meter number and the meter reading fields must be completed on all 1013 Reports.
- If the appropriate Form 1013 is not received by the end of the month in which the device was required to be tested, the Business Office will issue a 2nd Notice indicating that the annual testing for that device is past due. This Notice will give them an additional 10 days from the date of the Notice to get the device tested and the requisite DOH Form 1013 submitted to the KWD. It will also inform the owner that failure to have the device tested and the appropriate

paperwork submitted to the KWD by the date indicated will result in termination of the water service. A fee of \$50 will be assessed to the account upon the issuance of the 2nd Notice.

- Failure to have the device tested and to submit a completed Form 1013 by the stipulated deadline will result in a Final Notice to Terminate. That Notice shall be hand delivered to the property and provided to the owner or the owner's representative directly. If that is not possible for whatever reason, a door hanger indicating that the service will be terminated will be left on the entrance door to the building. At the time the Termination Notice is served, an additional fee of \$100 will be assessed to the account.
- While the KWD will make every attempt to work with the customer to gain compliance, failure to test the device as per NYS law will result in termination of the service.

Adopted by Resolution of the Board of Water Commissioners

August 21, 2019