
A RESOLUTION OF THE H.B. & T.S. UTILITY DISTRICT

**CROSS CONNECTION CONTROL PLAN AND
PROGRAM
FOR
HB&TS UTILITY DISTRICT
CREATED: NOVEMBER, 2006
AMENDED: MAY, 2008**



PURPOSE:

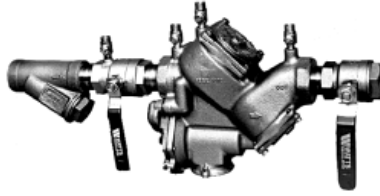
This plan describes HB&TS Utility District's program of action designed to inform the public of the danger of cross connections, to identify possible cross-connections, to insure that cross-connection control devices are installed where needed, and to set forth a schedule of periodic testing of the installed control devices.

INFORMING THE PUBLIC:

Few members of the general public are aware of the potential public health danger from cross-connections. By informing the public of these hazards from cross-connections a greater degree of cooperation for this program should be gained. The following measures will be used to inform our customers about the need for cross-connection control:

- 1. Reminder with CCR Report each year.**
- 2. Posters at the Utility District displayed year round.**
- 3. Personal visits to new commercial, industrial, institutional, and agricultural customers to explain the need for cross connection.**
- 4. Contact made with developers to explain cross connection control requirements as early as possible in the planning or construction stage.**

Emphasize on all of these measures that it is the customer's responsibility to eliminate or control cross connections. Failure to do so may result in termination of water service.



IDENTIFYING CROSS-CONNECTIONS:

The entire customer base is reviewed in an effort to identify customers who are likely to have cross-connections. These likely customers will be placed into two categories, High and Very High Risk, according to the degree of risk. Customers that are considered very high risk will be visited first.

Very High Risk Examples:

- 1. Sewage treatment plant**
- 2. Hospital**
- 3. Mortuaries**
- 4. Laboratory**
- 5. Pest exterminators**
- 6. Suppliers of fertilizer, pesticides, herbicides, etc.**
- 7. High volume users (Irrigation, swimming pool)**

High Risk Examples:

- 1. Schools**
- 2. Coin operated laundry**
- 3. Water treatment plants**
- 4. Restaurants**
- 5. Dairy**
- 6. Commercial (Determined by the Utility as to the validity or need of a CC Device)**
- 7. Fire Sprinkler Systems**
- 8. Residences with irrigation systems**
- 9. Well users**
- 10. Church (Baptismal)**

Scheduling visits to Very High & High Risk Customers:

An effort will be made to visit Very High Risk & High Risk Customers at least once each year (This includes annual 12 month backflow test) and an effort will be made to visit new Very High Risk & High Risk customers during construction or during a new connection, so that cross-connection devices can be installed when or where needed. It is HB&TS's objective to have any needed backflow prevention device(s) installed during construction before water service is provided to the customer. All new residences will be inspected during a change of service or before a final meter reading is taken, to insure that all documentation concerning cross connection devices have been reported to the Utility and also to assure that a cross connection device has been installed if needed before water service changes hands. These inspections will be recorded and kept on file.

Continuing Program:

The search for cross-connections will continue to be made to all Very High and High Risk Customers.

Where customers have had wells and now have purchased a water tap, an inspection will be made before and after of the customers plumbing that is being connected, to insure that no cross connection is occurring. A field sheet will be completed showing details of findings. Information to be recorded on the field sheet will include: date of visit, customers name, mailing address, description and location of cross connection problem, corrected action needed, and name of the Utility Operator inspecting. An attempt to visit and re-inspect these sites every 2-3 years will be made along with recorded data of the inspection being kept on file.

Any cross connection found on a premises will be shown to the customer and it will be explained to them that the cross connection must be either eliminated or they must install a proper backflow device.

During normal inspections at some residences or businesses, cross connection devices may be found already installed but were not found or made known to the Utility previously. These found devices will be documented along with location, type, size, and manufacturer. The customer will be made aware of the finding and the device will be set up for testing during either that years normal cross connection testing period or will be tested during the next years annual testing period. The timing of the testing will be determined mainly by the time of year and the reason behind having the cross connection device. An example of waiting until the next yearly test would be of a cross connection device located on an irrigation system that is not in service at the time of inspection. The District will not expect or require the device to be tested by the customer at that time, but testing will be expected when the device is back in service.

If there is any uncertainty of what action to take to resolve the cross connection or the customer disagrees with the finding, the customer will be informed that the information obtained during the visit will be reviewed with the management of the Utility and, if needed with the Utility's engineer. A written report will be mailed to the customer as soon as possible. Under no circumstance will a known cross connection be allowed to continue to occur during this review.

ACTIONS TAKEN WHEN A CROSS-CONNECTION IS FOUND:

1. Take immediate action to eliminate or reduce the cross-connection.
2. Inform the customer on site or within 10 working days by certified letter of the findings and of a required backflow control measure, along with a time limit for completing the corrective action.
 - a. Time limit may vary but a maximum of 30 days will be allowed from the date of first notification.
 - b. The customer will be allowed to discuss any problems that may arise in meeting this time limit.
 - c. The customer will be given a list of acceptable backflow prevention devices and the criteria to be followed in its installation. The customer will also give a representative of the Utility a time to review details of the installation before installment.
 - d. If a 30 day period expires without compliance to the Utility's findings, a certified letter will be issued to the customer by mail. The customer will be notified that water service will be terminated within 10 working days of the dated certified letter. If compliance does not occur, water service termination will remain this way until all compliances have been performed by the customer and inspected by a Utility Official.
 - e. Before water service can be terminated, it will be reviewed by the General Management of the Utility, along with any legal counsel that may be warranted to assure that every step has taken place and that no issues as to the legality or any irresponsibility may be shown performed by the District.

ACTIONS TAKEN TO INSURE CROSS-CONNECTION DEVICES ARE INSTALLED AND MAINTAINED:

Installation:

A Utility employee certified in basic cross connection control and testing will make an inspection of newly installed backflow prevention devices as soon as possible, either after installation or during service termination (final reading). The inspection will determine if a backflow device is needed where there is none, and if one has been installed, they will inspect the device to insure that it has been installed correctly.

All data and results of the initial installation test will be acquired. All data and results will be the responsibility of the customer, in regards to both having the proper tests performed and having the data sent to our office for the Utility's documentation and filing of the device. From this initial documentation obtained by the district, a notification will be sent to the customer yearly regarding testing the device along with time limits and notification to the Utility that the test has been performed.

If an initial test is not performed or a cross connection device is not installed where the Utility has deemed it necessary, notification will be sent to the customer by letter with a time limit of 10 working days of the letter dated (as to where this is a new service) to have the device installed and or tested with documentation turned into the District. Failure to do so will result in water service termination.

Before water service termination is issued, the General Management of the Utility along with any legal counsel will need to review the situation and let it be known as to whether service termination is deemed necessary.

Periodic testing:

Each installed cross-connection device will be tested every 12 months by either a current certified cross connection testing employee of the district or by an individual providing documentation of certification for testing cross connection devices, such as plumbing, irrigation specialists or school maintenance employees. Irrigation system cross connection devices will be tested during or as close to the systems start up as possible. (Normally the first of spring)

All Utility testing equipment will be tested for accuracy within every 12 months, other individuals testing, will be required to show a date within the last 12 months as to when their testing device was last checked for accuracy and will be kept on file at the Utility along with a certified backflow testing certificate.

Annually, the District will send out testing notification to each customer that has a cross connection device on file with the Utility for testing. A request for bids in local area newspapers to perform testing of cross connection devices for the Utility will also be issued. **This will occur in March or April of each year.**

Each customer will be given until the first day of May to have their cross connection device tested on their own. After the first day of May, the Utility will take over the testing of all delinquent accounts, at a cost to be determined after annual bidding to the customer. **Only a one time test will be performed by the Utility's winning bidder.** The customer must keep their device accessible and operational for such test. If the device is visited for testing and is not testable due to one of the above mentioned reasons, the Utility will bill the customer for the time taken to visit the site and issue a 30 day notice to have the device tested on their own or risk termination of water service.

Where a device fails its initial testing done by the Utility, notification will be given to the customer in the form of a letter along with a copy of the testing results. A time period of 30 days and no longer than 60, will be given to have the device repaired and re-tested by the customer, along with sending the passing test results back to the Utility for documentation. If this does not occur, a final second notice will be sent to the customer along with a copy of the original notice. 10 working days will be given to allow the customer to have the device repaired and retested, along with sending documentation of the retest into the Utility. The 10 working day notice will also include a notice of water service disruption or termination until the device is in proper working condition (time periods may change after determining the risks).

Before water service termination is issued, the General Management of the Utility along with any legal counsel will need to review and let it be known as to whether service termination is deemed necessary.

Personnel to carry out plan:

This plan is to be carried out by all employees of HB&TS that are certified in Basic Cross Connection Control Practices and Testing.

Records:

Records of all cross-connection surveys, installations, testing and any other correspondence taking place will be kept by the Utility for ready review for at least 5 years. All records will include the date, customers name and address, phone number, person contacted, name of the H.B. &T.S. employee or others who are inspecting or testing, corrective measures needed and taken, proof of licenses and certified testing equipment . Cross connection devices will have information, if obtainable, such as date installed, manufacturer, size, model, serial number and type.

IN WITNESS WHEREOF, the Board of Commissioners of the H.B. & T.S. Utility District has adopted this resolution on this 25th day of January 2006.

Manager

Charles Bond - President

Harry Sanders - Vice President

Ralph Meacham - Secretary
Treasurer

SEAL

**H.B. &T.S. Utility District
505 Downs Boulevard
Franklin, TN 37064**

**WELL USER/IRRIGATION
AGREEMENT
OF NON-USE OR CONNECTION TO THE PUBLIC
WATER SUPPLY**

In accordance with H.B. &T.S.'s Cross Connection Control program and state law, a private well or auxiliary water source may not be connected in any manner to the public water supply unless proper protection against cross connection is provided. Only a Reduced Pressure Backflow Preventer or an approved air gap may be used for protection. These devices must have prior approval by H.B. &T.S. Utility District. Customers using the public water supply and not in compliance with this rule will have their water service discontinued.

Check appropriate box:

This serves as notification that a well or irrigation system is located on the property at the following address but is not in use or connected:

This serves as notification that a well or irrigation system is not located on the property at the following address:

(Inspection by the Utility may be necessary)

Address: Please type or print

I (we) understand and agree that this system is, and shall remain totally segregated from the public water supply, and no unapproved or unauthorized cross connections, auxiliary intakes, bypasses, or interconnections with any type of irrigation systems or otherwise will be permitted without the proper cross connection control device and approval of the H.B. &T.S. Utility District.

I (we) further understand and agree that should changes occur and an auxiliary water intake, bypasses, or interconnections with any type of irrigation systems or otherwise be connected to the public water system at the above address, that prior notification will be given to the Utility, and maximum cross connection control equipment in the form of an approved air gap or reduced pressure backflow prevention device shall be installed to protect the public water supply.

Date: _____

Name: _____

Signature: _____

Notary: _____

Commission Expires: _____

**CROSS CONNECTION CONTROL
FOR
HB&TS UTILITY DISTRICT
CREATED: 2006**



INSPECTION FOR CROSS CONNECTION

REASON FOR INSPECTION TYPE: (CIRCLE ONE) VERY HIGH RISK /HIGH RISK

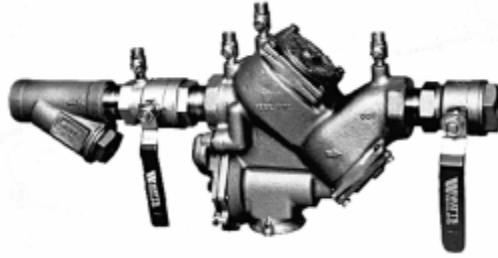
ADDRESS: _____

DATE: _____

TIME: _____ INSPECTOR: _____

RESULTS OF INSPECTION: CROSS CONNECTION FOUND? (CIRCLE ONE) YES/NO

FOLLOW UP NEEDED? (CIRCLE ONE) YES/NO



**CROSS CONNECTION CONTROL
FOR
HB&TS UTILITY DISTRICT
CREATED: 2006**



CONTRACTORS

To all new homebuilders and contractors that have purchased new water service in the H.B. &T.S. Utility District. In accordance with H.B. &T.S. Utility District's Cross Connection Control Plan and Policy and along with State Law and the Federal Safe Drinking Law of 1974. Those residences or commercial areas that require a Backflow Prevention Device do to irrigation or commercial purposes must submit back to our office an appropriate testing form showing that the installed Backflow Prevention Device has been installed correctly and tested by a certified Cross Connection Tester.

This will be done before water service can be transferred or service will remain in the contractors name until such proof of operation and testing has been done.

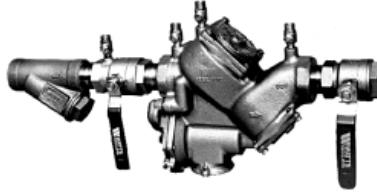
If testing does not take place, termination of service will occur.

A Cross Connection Testing Form will be included with this form and can also be found on our website at www.hbtsud.com, under Service Forms.

**H.B. & T.S. Utility District
505 Downs Boulevard, Franklin, Tennessee 37064
Phone: (615) 794-7796**

Re: Backflow Prevention Device>

MARCH, 2008



Dear Water Customer,

This notification is to remind you as a consumer of HB & TS Utility District's water, of the responsibility of having your backflow prevention device tested annually. You are receiving this letter because you have a residential irrigation system or have a commercial business using a backflow prevention device(s).

The Federal Safe Drinking Water Act of 1974 and State Law require water systems to develop and implement a *Cross Connection Plan and Program* in order to keep our drinking water safe. A Backflow Prevention Device is installed on your water service line to prevent possible contamination of the public water supply. A typical device is pictured above.

The State has adopted a new timeline as to when irrigation backflow devices are to be tested. All irrigation backflow devices are to be tested during initial startup of the irrigation system (maximum time limit 60 days).

All Backflow Prevention Devices must be working properly and tested by an individual possessing a valid Certificate of Competency in Testing and Evaluation of Backflow Prevention Assemblies, issued by the State Division of Water Supply.

If your Backflow Prevention Device has not been tested by May 1, 2008, the Utility will have it tested by a licensed contractor. The fee for this test will be \$45.00, based on a low bid obtained by the Utility and will be included in your following month's water bill. *If the device fails its test, you will have the responsibility of having the device repaired and re-tested with a passing result or water service could be discontinued. No repair work will be performed by the Utility or the low bidding contractor, only a test

The backflow device is the personal property of the landowner or customer; therefore, it is first their responsibility to have the device tested and working properly.

It is the responsibility of each landowner or customer to ensure test results that are done privately are submitted to H.B. & T.S. Utility District, **before May 1, 2008**, using the form provided by or accepted by the District. A testing form is included with this letter; it can also be obtained from the Utility District's office or found online at www.hbtsud.com under "service forms".

This letter is sent out to all customers that have irrigation and or a cross connection prevention device. If you have had your device tested recently you may ignore this notice, again be sure that the proper testing paperwork has been sent to our office to avoid being tested again and being billed for such.

Individuals who provide certified testing services can be found in the yellow pages under "plumbing" or "irrigation consultants".

Thank you in advance for your cooperation in this matter. If you have any questions or need additional information, please feel free to contact us at 794-7796 or by email at hbts@bellsouth.net.

Sincerely,

H.B. & T.S. Utility District

**H.B. &T.S. Utility District
505 Downs Boulevard
Franklin, Tennessee 37064
Phone: 794-7796**

**Notice for Backflow Prevention Device
Test Fail**

Address: _____

Date: _____

This is a notice that on _____ the backflow prevention device located at your residence failed its yearly testing performed by the water district.

Serial# _____ Folder _____ Condition _____

The winning bid contractor for the District's testing of backflows is not allowed to make any repair work during testing. This is done to prevent any conflicts or extra charges by the District.

This device must be in proper working condition for the safety of the public water supply and is a **state law** to be in such working condition.

30 days are given from the date of this letter to have this device repaired, and retested by a certified cross connection tester by you the customer. The results of the test should then be submitted to the Utility for documentation. You can find Certified and Licensed individuals by looking under "plumbing" or "irrigation" in the yellow pages.

If this does not occur, the district will have no other option but to discontinue service until the device is in proper working condition.

We do this to assure a safe quality of water supply to our customers, along with following **state laws and guidelines**.

We are **always** available to work with you on this matter. We look at the disruption of your water service being done, as only a final option to insure the safety of our water supply. Questions can be answered by calling our office or visiting us on the web at **www.hbtsud.com**.

Sincerely,

Troy S. Watkins
Certified Water Distribution and Cross Connection Operator

REQUEST FOR PROPOSAL AND BID

**H.B. &T.S. UTILITY DISTRICT
505 DOWNS BOULEVARD
FRANKLIN, TN 37064**

CROSS CONNECTION CONTROL PROGRAM

H.B. &T.S. Utility District is requesting Proposals and Bids for the testing of **Cross Connection Control Devices** for those homeowners or businesses that fail to fulfill the annual test required for such devices, as required by **State Law and the Federal Safe Drinking Water Act of 1974** by May 1, 2008.

Sealed Proposals and bids must be submitted by mail or hand delivery, **no fax or email**, to **H.B. &T.S. Utility District, 505 Downs Boulevard, Franklin TN 37064**.

Proposals and Bids must be clearly marked “Cross Connection Testing Proposal and Bid” on the outside of the envelope and received at our office no later than 1:00 p.m., local time, on April 21, 2008.

Proposals and Bids must include a valid Certificate of Certification in Cross Connection and Evaluation of Backflow Prevention Assemblies, a valid copy of Testing Instrument Calibration Certificate and Bid price.

The winning bidder will begin testing May 5, 2008 and must be able to perform and complete all tests by June 16, 2008. The number of tests will depend on the number of delinquent homeowners (Normally ranging between 100-700 homes).

H.B. & T.S. Utility District reserves the right to reject any and/or all proposals and bids, to waive any informality in the acceptance of the proposal, and to accept any proposal which, in its opinion may be in the best interest of the Utility District.

H.B. &T.S. Utility District also reserves the right to negotiate further with the submitter for changes in the overall work plan.

Contact Randy York, Field Manager, at 794-7796 with any questions you may have regarding this proposal and bid submittal.

**H.B. &T.S. Utility District
505 Downs Boulevard
Franklin, Tennessee 37064
Phone: 794-7796**

FINAL NOTICE
Backflow Prevention Device
Test Fail

This letter is being sent as a **FINAL** notice that the backflow prevention device located at your residence failed its yearly testing performed by the water district. A copy of the original notice along with your test results is included.

This device must be in good working condition for the safety of the public water supply and is a **state law** to be in such working condition.

30 days were given from the date of the original notice to have all repairs and testing performed, along with notification to the water district that such actions have been performed. This time period has elapsed. Notification should be given in the form of an approved backflow test form signed by a certified backflow prevention tester.

If this has been done and you feel this notice has been sent to you in error or if you have had your device retested and not sent the proper notification back to the Utility, please call our office to resolve this matter.

If this does not occur within 10 working days of this letter, the district will have no other option but to discontinue service until the device is in proper working condition.

We do this to assure a safe quality water supply to our customers, along with following **state laws and guidelines**.

We are **always** available to work with you on this matter. We look at the disruption of your water service being done, as a final option to insure the safety of our water supply. Questions can be answered by calling our office or visiting us on the web at **www.hbtsud.com**.

Sincerely,

H.B. &T.S. Utility District

**CROSS CONNECTION CONTROL
FOR
HB&TS UTILITY DISTRICT
CREATED: 2006**



RE-INSPECTION FOR CROSS CONNECTION

REASON FOR INSPECTION TYPE: (CIRCLE ONE) VERY HIGH RISK /HIGH RISK

ADDRESS: _____

INITIAL INSPECTION DATE: _____ CURRENT DATE: _____

TIME: _____ INSPECTOR: _____

RESULTS OF INSPECTION: CROSS CONNECTION FOUND? (CIRCLE ONE) YES/NO

FOLLOW UP NEEDED? (CIRCLE ONE) YES/NO

**H.B. &T.S. Utility District
505 Downs Boulevard
Franklin, Tennessee 37064
Phone: 794-7796**

Notice
Cross Connection Device Not Tested



Address: _____

Date: _____

This is a notice that the cross connection device(s) located at your residence or business was not tested during the timeframe given by the Utility or by the Utility after its one time testing attempt to have such device(s) tested.

Do to this fact; you are now solely responsible for getting your cross connection device tested by the time given below. Licensed and certified individuals can be found by looking under “plumbing” or “irrigation” in the yellow pages.

Reason for no test by Utility:

State law and the “**Safe Drinking Water Act of 1974**” require this device to be in proper working condition for the safety of the public water supply.

30 days are given from the date of this letter to have this device tested.

If this does not occur, the district will have no other option but to discontinue water service until the device has been tested and is shown to be in proper working condition.

We do this to assure a safe quality of water supply to our customers, along with following **State and EPA guidelines**.

If you no longer use or have reason for this device, contact our office and they can assist you with the proper forms to sign, stating that you no longer use or need a cross connection device in place. Inspection of the device will then be done by a Utility employee to verify the condition.

We are **always** available to work with you on this matter. The disruption of your water service is the Utility’s final option to insure the safety of the water supply. Questions can be answered by calling our office or visiting us on the web at **www.hbtsud.com**.

Sincerely,

H.B. &T.S. Utility District

