



Section 1: Purpose of Bulk Water Policy

It is the Policy of the Town of Sparta, North Carolina that the opening, closing, tapping, connecting to, and/or withdrawal of unmetered water from any publicly or privately owned distribution site connected to the Town of Sparta’s water system is expressly prohibited.

Authorized withdrawal of water from any **Town of Sparta’s fire hydrant and water system** is strictly limited to the following persons and purposes only:

- a) Firefighting activities performed by fire department personnel during active firefighting in an effort to protect life and property;
- b) Firefighting training activities by fire department as approved by the Director of Public Works;
- c) Testing operations by personnel of the Town of Sparta to establish the flow rate of water available from fire hydrants and to develop data needed for fire insurance or engineering evaluations on the effectiveness of the system;
- d) Water flushing and collection operations by personnel of the Town of Sparta for improving or determining the quality of water in the System, or to minimize the possibility of any impurities remaining in the System from breaks, leaks and/or repairs;
- e) Water withdrawal by personnel of the Town of Sparta for any use deemed necessary by the Director of Public Works;
- f) Water withdrawal through a designated Town of Sparta’s fire hydrant approved by the Director of Public Works for a permitted Bulk Water Account customer as defined in Section 5 of this Policy; and/or
- g) Other uses only as expressly authorized in writing in advance by the Director of Public Works.

Section 2: Definitions

For the purpose of this Bulk Water Policy, the following definitions shall apply:

- a) **Air Gap Separation** - An unobstructed vertical distance through the atmosphere between the lowest opening from any pipe supplying water from any source to a tank or other device and the flood level rim of the receptacle. An approved air gap separation shall be at least twice the diameter of the supply pipe in no case shall the air gap separation be less than one inch;
- b) **Applicants** - Any person, firm, partnership, joint venture, association, corporation, group, or organization applying for a Bulk Water;
- c) **Director of Public Works** - Town of Sparta Director of Public Works or his/her designee;
- d) **Backpressure** - Refers to a condition in which a pump, boiler, or other equipment produces a pressure greater than the water supply pressure;

- e) **Back-siphonage** - Refers to a condition in which the pressure in the distribution system is less than atmospheric pressure, which allows contamination to enter a water system through a cross-connection;
- f) **Business hours** - Normal operating hours of the Town of Sparta, excluding holidays;
- g) **Weekends and after hours** – Any hours outside of the normal operating hour of the Town of Sparta, excluding holidays;
- h) **Town Council of Sparta, North Carolina** – Referred to as “Town Council” or “Council” are the elected political body for the town;
- i) **Town of Sparta** - Referred to as “Town” is the local municipality;
- j) **Customer** - Refers to any person or entity having a Bulk Water Account with the Town of Sparta;
- k) **Director of Public Works** - Town of Sparta’s employee who serves in this role or his/her designee;
- l) **Shall** - Is mandatory;
- m) **System** - The Town of Sparta water supply and distribution system; and
- n) **Tanker** - A vehicle on which a tank is mounted to carry water.

Section 3: Bulk Water Use Requirements

Any customer requesting to withdraw bulk water from the Town shall have a valid Bulk Water Contract with the Town. The customer shall contact Town Hall to create an account for bulk water purchase no later five days prior to the desired bulk water withdraw date.

Section 4: Bulk Water Accounts

- a) The Bulk Water Account customers shall contact the Director of Public Works at the Public Works Department to inspect that each tank(er) is equipped with an approved air gap or approved Reduced Pressure Detector before an account is approved;
- b) Water consumption shall be billed per gallon as metered during the distribution process. Bulk water rates shall be established by the Town Council and evaluated yearly during the budget process;
- c) Bulk water rates during Town business hours shall differentiate from weekend and after-hours rates. These rates shall be set forth by the Town Council and published yearly in conjunction with the approved budget;
- d) Any tank(er) found withdrawing water from a Town’s fire hydrant without a Town representative present to meter the water shall be in violation of Section 6 of this Policy;
- e) The customer shall be responsible for any damage associated with improper and/or unauthorized use of a Town fire hydrant and shall pay for all repairs or shall be in violation of Section 6 of this Policy;
- f) The customer shall be responsible for maintaining his/her backflow protection on each permitted tank(er) and to prevent contamination of the Town's water system. The customer shall show proof the backflow assembly has been tested and is up to date;
- g) In no instance shall the discharge end of the hose be inserted into the tank or laid on the ground where it could become submerged in any liquid; and
- h) Any customer in arrears shall not be allowed to continue to draw water from the Town's fire hydrant until the account balance has been paid and shall be considered in violation of Section 6 of this Policy.

Section 5: Responsibilities of the Town of Sparta

- a) The Director of Public Works shall be responsible for enforcing this Policy. Bulk water will only be distributed from designated sites and distribution of water to the customer will only be performed by a Town employee. Customers are not allowed to initiate water distribution to themselves or others;
- b) The Town employee will advise the customer of what connection is compatible with the Town's distribution site; but the Town employee is not allowed to operate the customer's equipment. Once the customer and Town's employee confirm and agree the connection between the customer and Town's distribution site has been established, the Town's employee will initiate the metered water distribution to the customer;
- c) The Town will provide a 6-foot hose connection to the quick connect site to keep a all vehicle a safe distance from the building. Customer may however use their own hose for connection as long as their hose is longer than 6 feet and the end is compatible with the distribution site;
- d) Neither the Town employee or the customer shall alter the connections of the Town equipment to become adaptable to the customers equipment;
- e) The Town is not responsible for loss water due to the customer failing to ensure their connection is properly secured and established;
- f) The Town is not responsible for bodily harm or injury and damage to the customer's equipment resulting from proper water distribution as established by department policies and procedures;
- g) The Town employee is responsible for initiated water distribution and stopping the bulk water distribution once the customer has received their desired amount of water;
- h) The Town employee must ensure accurate documentation of the dispensed water. A signed copy of the amount dispensed will be provided to the customer and Town Hall for proper billing; and
- i) The Town will designate, monitor, meter, and meter water from the approved fire hydrant(s) eligible for bulk water distribution if the designated distribution system is offline for an extended period of time. The Town shall notify all customers when an alternate site must be used.

Section 6: Violations

- a) A written notice shall be served via Certified Mail to any Bulk Water Account holder found to be in violation of any part of this Policy;
- b) Such notice will explain the violation and give the time period within which the violation must be corrected. The time period set forth shall not exceed 30 days after receipt of notice, unless specified in the notice. If the violation has been determined by the Director of Public Works to be imminent hazard, the customer shall be required to correct the violation immediately or risk having his/her permit revoked.
- c) Any customer connected to the Town's System via an alternate unapproved site shall have their account terminated and shall be required to re-open a Bulk Water Account after paying all applicable fees and fines to the Town;
- d) In addition to any applicable fees and charges, the customer shall be liable to the Town for expenses incurred for investigating a violation and for any repairs of damages to the Town of Sparta's water

system. Furthermore, at the Town's direction, the violator may be prosecuted under N.C.G.S. 14-151; and

e) Violations may result in permanent account closures depending upon the severity.

Section 7: During Water Restrictions

Bulk Water sales/dispensing may be restricted or suspended at any time in order to protect the Town's water supply. Bulk Water Account holders shall be notified in writing of the current water situation.