

**SOUTHBRIDGE WATER DEPARTMENT
APPLICATION FOR A SECONDARY SEWER
EXCEPTION METER INSTALLATION**

DATE OF APPLICATION: _____ APPLICATION FEE: YES ___ NO ___

Note: If application fee \$200.00 is not included along with the Application, the Application will not be processed.

SECTION I: TYPE OF INSTALLATION (Check one)

Residential ___ Commercial ___ Industrial ___ Agricultural ___ Public ___ Other ___

SECTION II: LOCATION OF PROPOSED SECONDARY SEWER EXCEPTION METER APPLICATION

NAME: _____ TELEPHONE#: _____

ADDRESS: _____

SECTION III: BILLING ADDRESS (If different from meter location)

NAME: _____ TELEPHONE#: _____

ADDRESS: _____

SECTION IV: METER INSTALLTION DETAILS (Filled out by Plumbing Contractor)

NAME: _____ TELEPHONE#: _____

LICENSE #: _____ EXPIRATION DATE: _____

FIXTURES &
DESCRIPTION: _____

Note: See policy statement for meter installation requirements

SECTION V: FOR WATER DEPARTMENT OFFICE USE ONLY:

EXISTING ACCOUNT#: _____ SERVICE SIZE: _____ METER SIZE: _____

DIAGRAMS INCLUDED (Signed by Plumber): YES ___ NO ___

BACKFLOW DEVICE REQUIRED: YES ___ NO ___ TYPE: _____

(Filled out by Cross Connection
Coordinator)

INSTALLATION APPROVED: YES ___ NO ___ DATE: _____

SIGNED: _____

SECTION VI: SIGN-OFF BY SEWER DEPARTMENT (If applicable)

SIGNED: _____

SECTION VII: TO BE FILLED OUT BY PLUMBING INSPECTOR

PLANS/INSTALLATION REVIEWED: YES ___ NO ___ APPROVED: YES ___ NO ___

PERMIT ISSUED: YES ___ NO ___ PERMIT #: _____ DATE: _____

SIGNED: _____

SECTION VIII: TO BE FILLED OUT BY WATER DEPARTMENT PERSONNEL

A: METER DIVISION: LOCATION OF METER MEETS SPECIFICATIONS: YES ___ NO ___

TYPE OF METER MEETS SPECIFICATIONS: YES ___ NO ___

SIGNED: _____ (WATER METER INSTALLER)

B: CROSS CONNECTION-INSTALLATION MEETS REGULATIONS: YES ___ NO ___

SIGNED _____
CROSS CONNECTION CONTROL COORDINATOR

IF ALL REQUIREMENTS OF THE SECONDARY SEWER EXCEPTION METER INSTALLATION HAVE BEEN MET, THEN INSTALLATION CAN PROCEED.

SECTION IX: TO BE FILLED OUT BY WATER DEPARTMENT STAFF

PAYMENT FOR INSTALLATION MADE: YES ___ NO ___

AMOUNT OF PAYMENT: _____

RECEIVED BY (Signed): _____

IF PAYMENT HAS BEEN MADE, THEN THE APPROPRIATE CHANGES IN THE COMPUTER BILLING PROGRAM CAN BE MADE.

SECTION X: FINAL APPROVAL

I CERTIFY THAT ALL APPLICABLE POLICY REQUIREMENTS HAVE BEEN MET AND THE SECONDARY SEWER EXCEPTION METER READING MAY BE INCLUDED IN THE NORMAL BILLING CYCLE.

SIGNED: _____ DATE: _____

WATER SUPERINTENDENT



**TOWN OF SOUTHBRIDGE
DEPARTMENT OF PUBLIC WORKS
WATER DEPARTMENT
185 Guelphwood Road – Southbridge, MA
(508)764-5403 – fax (508)764-2237**



SEWER EXCEPTION METER INSTALLATION – PROCEDURE

- 1) Obtain an application form for secondary sewer exception meter installation from the Southbridge Water Department office at 185 Guelphwood Road.
- 2) Hire a licensed plumber to make the appropriate plumbing changes to allow for the secondary sewer exception meter and related plumbing modifications. The plumber must obtain a plumbing permit from the Building Department.
- 3) Submit the application form to the Southbridge Water Department, include the following:
 - A. \$200 application fee prepaid at the Tax Collectors Office. Must have a receipt
 - B. Completed application form.
 - C. Diagrams of proposed plumbing changes drawn by a licensed plumber on an 8 ½ x 11” paper or larger. Include the number and type of fixtures to be supplied through the secondary sewer exception meter. Please list the manufacturer, model and size of the backflow prevention devices installed. All irrigation systems and outside hose stations must have an appropriate device installed.
 - D. Include type and size of meter to be installed. The Southbridge Water Department will supply a 5/8 inch meter; larger meters can be purchased from the Department at cost.
- 4) If the plan is approved and the installation is for applications other than residential, the proposed plan must be submitted to the Waste Water Treatment Plant for sign-off.
- 5) A permit from the Southbridge Water Department must be obtained if a reduced pressure, pressure vacuum breaker, or double check valve assembly device is required.
- 6) If the changes meet the Southbridge Water Department specifications and requirements the secondary sewer exception meter will be installed.
- 7) Once the final inspection is made, the appropriate changes in the computer billing program will be made by the personnel in the Southbridge Water Department office to accommodate the secondary sewer exception meter.
- 8) The Southbridge Water Department will have the right at any time to inspect the installation, at our discretion. Failure to allow representatives of the Southbridge Water Department access to the secondary sewer exception meter will automatically disallow the use of the secondary sewer exception meter.

**TOWN OF SOUTHBRIDGE
DEPARTMENT OF PUBLIC WORKS
WATER DEPARTMENT
185 Guelphwood Road – Southbridge, MA
(508)764-5403 – fax (508)764-5425**

**SECONDARY SEWER EXCEPTION METER INSTALLATION
POLICY/PROCEDURE**

I. STATEMENT OF POLICY

The following is a statement of policy regarding the installation of secondary sewer exception meters in Residential, Commercial, Industrial, Public or other locations.

The Town of Southbridge is willing to participate in the installation of secondary sewer exception meters to allow customers a method of determining water use not being discharged into the sanitary sewer system. For an individual or company to be allowed to install a secondary sewer exception meter, the procedures outlined below, must be adhered to without exception. Any deviation from the stated policy will disallow the use of the secondary sewer exception meter.

II. DEFINITIONS

- A. A “PRIMARY METER” is defined as the meter installed at the entrance of the water service line at a location for the purpose of recording the amount of water used by the consumer that will be discharged into the sanitary sewer system. The consumption registered on this meter will be used to calculate both water and sewer charges.

- B. A “SECONDARY SEWER EXCEPTION METER” is defined as a meter installed at the entrance of the water service line, for the purpose of recording the amount of water not being discharged into the sanitary sewer system. (Water being used for irrigation systems, washing cars, filling swimming pools, etc.). The meter reading on this meter will be used to calculate water charges.

The two meters will be placed in parallel on the supply line to the building. (See **attached diagram (SWD5) for general details of installation**). The **Primary meter** reading will be used to calculate both water and sewer charges. The **secondary sewer exception meter** will be connected in series with the primary water line and is connected to all fixtures not discharging to the sanitary sewer system. The quarterly reading on the secondary sewer exception meter will be deducted from the total water consumption to arrive at the total consumption of the sewer usage.

III. SECONDARY SEWER EXCEPTION METER INSTALLATION PROCEDURE

- A. In order to insure proper installation of the secondary sewer exception meter the following procedure must be followed:
1. A formal request/application will be submitted to the Southbridge Water Department. The request will include diagrams of the plumbing changes, number and type of fixtures to be supplied by the secondary sewer exception meter and in the event that an irrigation system is to be included, the method of cross connection protection to be provided. All outside sillcocks must be protected with an appropriate vacuum breaker. The plans must be drawn up and signed by a licensed plumber. The secondary sewer exception meter will be placed parallel to and in close proximity to the primary meter to facilitate reading. (See attached application) The \$200 application fee must be pre-paid at the Town of Southbridge Town Hall.
 2. Once a request is reviewed and approved by the appropriate departments a plumbing permit must be obtained from the Building Department, by a licensed plumber, to make the plumbing changes.
 3. Once the rough plumbing is completed, the changes must be inspected by representatives of the Southbridge Water Department (Head Water Meter Installer, Head Water Service Inspector, Cross Connection Control Inspector), and Plumbing Inspector to insure proper installation and placement of the meter. The lines will be color coded once the work is completed.
 4. Once the plumbing changes are inspected and approved then the Southbridge Water Department will install a remote reading 5/8 inch meter for installation; larger meters may be purchased at cost from the Southbridge Water Department. If the existing meter is not a remote reading meter the Southbridge Water Department will convert it to a remote reading meter at no charge.
 5. Representatives of the Southbridge Water Department will read the meter periodically. The secondary sewer exception meter will be inspected at unannounced intervals to insure that no unauthorized changes are made in the plumbing to circumvent the stated function of either meter. Failure, by the owner, to allow the Southbridge Water Department access to the meter will automatically disallow the use of the meter. The secondary sewer exception meter will be read quarterly and a complete inspection will be done at least once per year. All necessary inspections, calculations, and input into the computer-billing program will be done by the Town of Southbridge.

IV. RESPONSIBILITIES OF EACH PARTY

A. WATER DEPARTMENT RESPONSIBILITIES

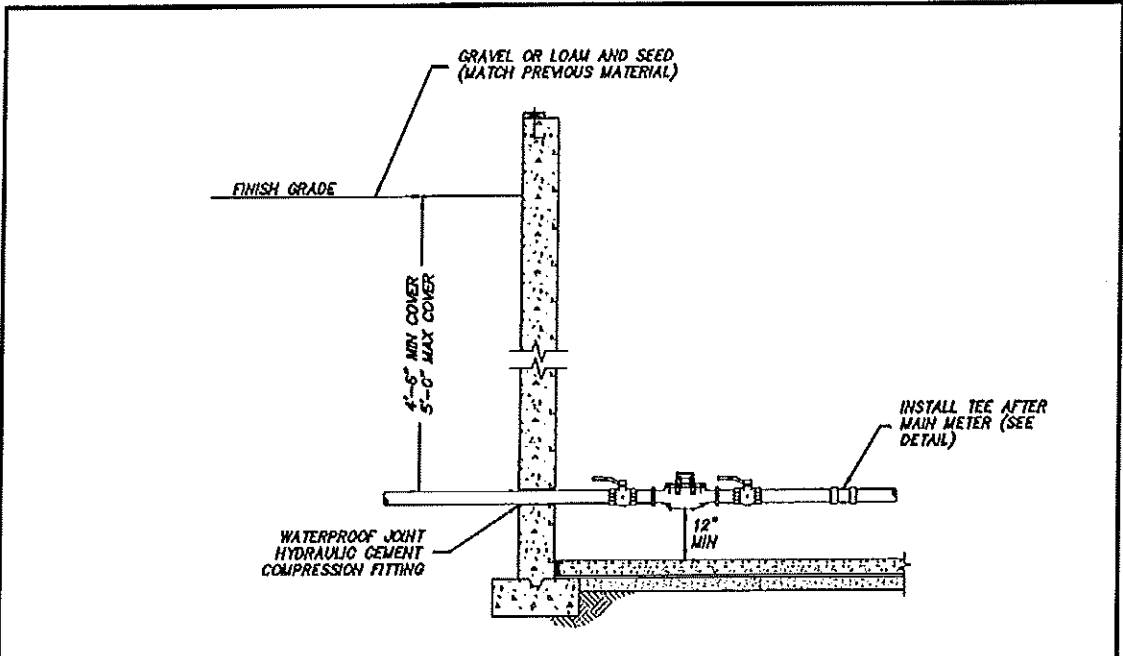
1. Review of original request/application. (An application fee of \$200 will be prepaid at Town Hall will be assessed to process the request for any secondary sewer exception meter installation, payable at the time of the application to the Town of Southbridge)
2. Initial inspection of the secondary sewer exception meter placement and cross connection protection.
3. Installation of the Secondary sewer exception meter. The installation shall include a 5/8-inch remote reading meter supplied by the Southbridge Water Department and the conversion of the existing meter to remote reading
4. Reading of the secondary sewer exception meter and input of consumption figures into the billing program.
5. Routine inspection of the secondary sewer exception meter to insure compliance.

B. OWNERS RESPONSIBILITY

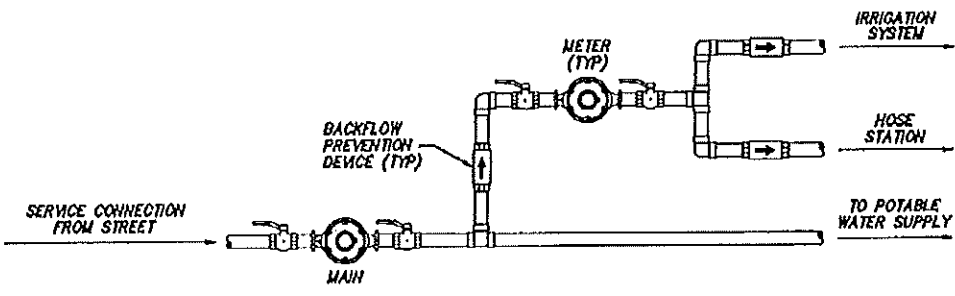
1. Hire a licensed plumber to submit the request/application (see attachment #2) to the aforementioned department along with \$200 application fee paid to the Town of Southbridge, the request to include a detailed plan of all plumbing changes to be made, drawn by a licensed plumber.
2. Obtain a plumbing permit form the Building Department/Plumbing Inspector.
3. Color code plumbing to facilitate inspections.
4. Allow representatives of the Southbridge Water Department access to the premises for the stated purpose of inspecting the meter installation. Failure by the owner to allow the inspection will automatically disallow the use of the secondary sewer exception meter for billing purposes and all water used will be billed for both water and sewer use.

C. BUILDING DEPARTMENT/PLUMBING INSPECTOR

1. Review plans/issue plumbing permit.
2. Inspect final installation for compliance with the plumbing code.



ELEVATION VIEW
NOT TO SCALE



PLAN VIEW
NOT TO SCALE

- GENERAL NOTES:**
- 1) WATER SHALL BE TURNED ON BY THE SHD ONLY AFTER APPROVAL
 - 2) WATER SERVICE LINES AND METER SHALL BE SIZED BY THE SHD
 - 3) NEW AND RENEWED SERVICES SHALL HAVE REMOTE READERS
 - 4) SERVICE SHALL BE FLUSHED BEFORE ACTIVATING TO AVOID METER CLOGGING
 - 5) ALL BACKFLOW PREVENTION DEVICES MUST BE APPROVED FOR USE IN MASSACHUSETTS
 - 6) IRRIGATION SYSTEM MUST HAVE APPROPRIATE DEVICE.
EX: ALL PYBS MUST BE A MINIMUM OF 12" ABOVE THE HIGHEST SPRINKLER HEAD
 - 7) HOSE STATIONS MUST HAVE BACKFLOW PREVENTION DEVICES INSTALLED.
EX: HOSE BIBB VACUUM BREAKERS OR BUILT IN ANTI-SIPHON MODEL(S).
 - 8) THE SOUTHBRIDGE WATER DEPARTMENT RESERVES THE RIGHT TO MODIFY STANDARDS AT THEIR DISCRETION



DATE:	10/21/2008
DRAWN BY:	EM
APPROVED BY:	880010.P.W.
SCALE:	
NO.:	N/A
REVISED:	

SOUTHBRIDGE WATER DEPARTMENT

188 Gushwood Road
Southbridge, MA 01560

DPW Tel: (508) 764-5403
SWD Tel: (508) 764-3207

TYPICAL SEWER EXCEPTION METER DETAIL

PROJ. NO.	878-701
DWG. - Sewer Ex. Meter	
SWD	
5	