

SPRINGFIELD WATER AND SEWER COMMISSION



GUIDELINES AND POLICIES

**Version 1, April 1, 2008
Revised: June 18, 2008**

Daniel Rodriguez, Chairman
William E. Leonard, Commissioner
Carmen E. Serrano-Gerena, Commissioner

Springfield Water and Sewer Commission

Guidelines and Policies

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1.1
CHAPTER 1 REVISIONS.....	1.13
CHAPTER 2 GENERAL PROVISIONS	2.15
2.1.1 Introduction.....	2.15
2.1.2 Review of these Guidelines and Policies	2.16
2.1.3 Maintenance of these Guidelines and Policies.....	2.16
2.1.4 Acknowledgement of these Guidelines and Policies Form	2.16
2.1.5 Acknowledgement of Trenching and Excavation Form	2.16
2.1.6 General Installer Responsibilities	2.16
2.1.7 General Commission Construction Crew Responsibilities.....	2.17
2.1.8 Material Approval.....	2.18
2.1.9 Clarification of Issues – Who to Call with Questions.....	2.18
2.1.10 Reference to Guidelines & Policies	2.19
2.1.11 Severability	2.19
2.1.12 Applicable Regulations.....	2.19
2.1.13 Reference Standards.....	2.19
CHAPTER 3 DEFINITIONS.....	3.21
CHAPTER 4 APPLICATIONS, SUBMITTALS/PLANS, APPROVALS, and INSPECTIONS	4.32
Section 4.1 Applications	4.32
4.1.1 General.....	4.32
4.1.2 Application Procedure for Residential Water/Sewer Service Pipe:.....	4.33
4.1.3 Application Procedure for Commercial/Industrial Water Service Pipe or Fire Service Pipe:	4.33
	1.1



Springfield Water and Sewer Commission

Guidelines and Policies

4.1.4	Application Procedure for Residential Building Sewer Connection:	4.34
4.1.5	Application Procedure for Non-Residential Building Sewer Connection:	4.34
4.1.6	Separate Water Services and Building Sewer Connections.....	4.34
4.1.7	Application Procedure for New Water Main, Water Main Extension, or Replacement:.....	4.35
4.1.8	Application Procedure for Subdivisions	4.35
4.1.9	Application Procedure for Commission Approved Contractor	4.35
Section 4.2	Submittals/Plans.....	4.39
4.2.1	General.....	4.39
4.2.2	Proposed Site Plans.....	4.39
4.2.3	Minimum Design Standards	4.45
4.2.4	As-Built Plans	4.47
Section 4.3	Approvals.....	4.48
4.3.1	Site Plan Approval	4.48
4.3.2	Utility Installation Approvals	4.49
4.3.3	License Agreement Approval	4.50
4.3.4	Surety Approval.....	4.50
4.3.5	Surety Release.....	4.51
Section 4.4	Inspections for 1-inch to 2-inch Water Service (by Installers)	4.52
4.4.1	Installer Responsibilities at the Installation	4.52
4.4.2	Commission Responsibilities Prior to Arriving at the Installation	4.54
4.4.3	Inspectors Responsibilities at the Installation.....	4.55
4.4.4	Commission Record Requirements for 1-inch through 2-inch Water Service Installations	4.56
Section 4.5	Inspections for 4-inch and Larger Water and Fire Service Installations	4.57



Springfield Water and Sewer Commission

Guidelines and Policies

4.5.1	Installer Responsibilities	4.57
4.5.2	Layout	4.59
4.5.3	Inspection of Water or Fire Service Installation	4.60
4.5.4	Water or Fire Service into Service.....	4.60
Section 4.6	Inspections for Water Main Installation (by Installers)	4.62
4.6.1	Installer Responsibilities	4.62
4.6.2	Layout	4.63
4.6.3	Inspection of Water Main Installation	4.64
4.6.4	Water Main into Service	4.64
Section 4.7	Inspections for Water Main Installation (by Commission).....	4.66
4.7.1	Layout	4.66
4.7.2	Inspection of Water Main Installation	4.66
4.7.3	Water Main into Service	4.67
CHAPTER 5	SAFETY	5.69
Section 5.1	General	5.69
Section 5.2	Personal Protection Equipment (PPE) Policy	5.69
5.2.1	General	5.69
5.2.2	Safety Procedures Governing the Use of Personal Protective Equipment	5.69
5.2.3	Supervisor Responsibilities:.....	5.71
5.2.4	Employee Responsibilities:.....	5.71
Section 5.3	Trenching/Excavation Policy and Procedures	5.71
5.3.1	General	5.71
5.3.2	Designation of Authority	5.72
5.3.3	Program Manager.....	5.72



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.4	Competent Person(s).....	5.73
5.3.5	Foreman/Onsite Supervisor	5.74
5.3.6	Employee Responsibilities.....	5.74
5.3.7	Registered Professional Engineer	5.75
5.3.8	Pre-Job Check List.....	5.75
5.3.9	Work Around Utilities/Safety Zone.....	5.75
5.3.10	Traffic Control	5.75
5.3.11	Daily Worksite Checklist.....	5.76
5.3.12	Personal Protective Equipment.....	5.76
5.3.13	Loose Rock and Soil/Spoil Pile Placement.....	5.76
5.3.14	Soil Classification	5.77
5.3.15	Support Methods for Trenching Operations	5.77
5.3.16	Air Sampling.....	5.78
5.3.17	Hazardous Atmosphere.....	5.79
5.3.18	Emergency Rescue Equipment	5.79
5.3.19	Excavation with Water Accumulation	5.79
5.3.20	Surface Encumbrances in the Work Area.....	5.80
5.3.21	Superimposed Loads/Heavy Equipment.....	5.80
5.3.22	Exposure to Falling Loads	5.80
5.3.23	Stability to Adjacent Structures	5.81
5.3.24	Access and Egress from Excavation	5.81
5.3.25	Surface Crossing of Trenches/Fall Protection	5.81
5.3.26	Training.....	5.81
5.3.27	Commission Approved Contractors.....	5.82



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.28	Unattended Trenches	5.82
5.3.29	Reporting of Accidents or Near Misses	5.82
5.3.30	Emergency Procedures for Trench Cave-Ins	5.83
5.3.31	Acknowledgement of Trenching and Excavation Form	5.83
CHAPTER 6	WATER MAINS AND APPURTANANCES.....	6.84
Section 6.1	Control of Work.....	6.84
6.1.1	General.....	6.84
6.1.2	Labor, Materials, and Equipment.....	6.85
6.1.3	Private Land	6.85
6.1.4	Supervision	6.86
6.1.5	Existing Underground Utilities and Structures	6.86
6.1.6	Delivery, Storage, and Handling.....	6.86
Section 6.2	Product Installation	6.87
6.2.1	Ductile Iron water Main.....	6.87
6.2.2	Air Valve Assembly.....	6.92
6.2.3	Air Corporation.....	6.94
6.2.4	Ductile Iron Mechanical Joint Fittings	6.94
6.2.5	Ductile Iron Mechanical Joint Hydrant Anchoring Tees	6.96
6.2.6	Mechanical Joint Resilient Wedge Gates and Butterfly Valves	6.96
6.2.7	Couplings	6.98
6.2.8	Friction Clamps.....	6.99
6.2.9	Cut-in Fittings, Valves, Hydrants, Pipes, and Repairs -General.....	6.101
6.2.10	Install Valves and Fittings at Dead-Ends for Main Extensions	6.102
6.2.11	Cut-In To Existing Water Mains to Replace a Valve or Fitting	6.103



Springfield Water and Sewer Commission

Guidelines and Policies

6.2.12	Cut-In To Existing Water Mains Install Valve with Bell Facing Valve.....	6.105
6.2.13	Cut-In To Existing Water Main to Install Valve with Bell Facing Away from Valve	6.106
6.2.14	Cut-In To Existing Water Main to Install Valve with No Bell Found.....	6.108
6.2.15	Tapping Sleeves and Mechanical Joint Valve	6.109
6.2.16	Valve Boxes and Covers	6.110
6.2.17	Mechanical Joint Restraint for Ductile Iron Fittings (Retainer Glands).....	6.111
6.2.18	Bolt-Thru Mechanical Joint Restraint (Foster Adapter)	6.111
6.2.19	Grip Ring Pipe Retainer.....	6.112
6.2.20	Fire Hydrants	6.112
6.2.21	Fire Hydrant Relocation.....	6.114
6.2.22	Fire Hydrants Replacement.....	6.114
6.2.23	Protective Coatings	6.114
6.2.24	Backfill.....	6.115
Section 6.3	Filling, Pressure and Leak Test, Flushing, Disinfecting, and Testing Water Main	6.117
6.3.1	Filling of Pipe:	6.117
6.3.2	Pressure and Leakage Testing.....	6.118
6.3.3	Flushing.....	6.120
6.3.4	Disinfection – General:	6.123
6.3.5	Disinfection – Continuous Feed Method:	6.124
6.3.6	Disinfection – Tablet Method	6.125
6.3.7	Disinfection – Swab method.....	6.127
6.3.8	Disinfection of Water Service Pipes and By-Pass Hoses	6.127
6.3.9	Disinfection of By-Pass Hoses.....	6.129



Springfield Water and Sewer Commission

Guidelines and Policies

6.3.10	Testing of the Water in the New or Repaired Main:.....	6.129
6.3.11	What to do when Testing Fails:	6.131
6.3.12	Who to Call with Questions:.....	6.131
CHAPTER 7	WATER SERVICES	7.132
Section 7.1	Purpose.....	7.132
7.1.1	General.....	7.132
Section 7.2	Water Service - Two (2) Inch and Less	7.134
7.2.1	Ball Type Corporations Stops.....	7.134
7.2.2	Copper Tubing	7.135
7.2.3	Ball Valve Curb Stops	7.135
7.2.4	Compression Couplings	7.135
7.2.5	Service Boxes.....	7.136
Section 7.3	Installation of New Water Service Pipe.....	7.136
7.3.1	General.....	7.136
7.3.2	Product Installation – New Water Service Pipe.....	7.137
Section 7.4	Replacement of Existing Water Service Pipe	7.139
7.4.1	General.....	7.139
7.4.2	Product Installation – Existing Water Service Pipe	7.139
Section 7.5	Water Meters.....	7.142
7.5.1	General.....	7.142
7.5.2	Product Installation – 5/8-inch to 2-inch Water Meter	7.143
7.5.3	Product Installation – 4-inch and Larger Water Meter	7.144
7.5.4	Product Installation – Concrete Meter Pits	7.144
7.5.5	Product Installation - Manhole Frame and Cover:.....	7.146



Springfield Water and Sewer Commission

Guidelines and Policies

Section 7.6	Removal of Existing Materials and Parts from Customers Homes, Businesses and/or Underground Infrastructure	7.146
7.6.1	Ownership	7.146
7.6.2	Handling.....	7.147
Section 7.7	Terms of Warranty on Installation.....	7.147
7.7.1	General -.....	7.147
CHAPTER 8	PAVEMENT.....	8.148
Section 8.1	General.....	8.148
Section 8.2	Springfield.....	8.149
8.2.1	Permanent Bituminous Concrete Patch: Residential in Springfield: 3-inch Or Less in Depth	8.149
8.2.2	Permanent Bituminous Concrete Patch: Arterial in Springfield: More Than 3-inch in Depth, But Not Greater Than 6-inch in Depth.....	8.149
Section 8.3	Ludlow	8.150
8.3.1	Permanent Bituminous Concrete Patch: Residential in Ludlow: 3-inch Or Less in Depth.....	8.150
8.3.2	Permanent Bituminous Concrete Patch: Arterial in Ludlow: More Than 3-inch In Depth, But Not Greater Than 6-inch In Depth	8.150
8.3.3	Bituminous Concrete Sidewalk or Driveway Restorations: Type I, Surface Course	8.150
Section 8.4	Water Valve Box and Service Box Adjustment and Replacement.....	8.152
8.4.1	General.....	8.152
8.4.2	Commission Valve and Service Box Adjustment and Replacement Policy .	8.152
Section 8.5	Sewer Manhole Frame and Cover Adjustment and Replacement	8.162
8.5.1	General.....	8.162
8.5.2	Commission Sewer Manhole Frame and Cover Adjustment and Replacement Policy	8.162



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 9	WATER PUMP STATIONS	9.166
CHAPTER 10	CROSS CONNECTION DEVICES	10.167
Section 10.1	General	10.167
Section 10.2	Backflow Preventers	10.168
10.2.1	Fire Systems	10.168
10.2.2	Irrigation Systems	10.169
10.2.3	Process Systems	10.170
10.2.4	Threaded Connections	10.170
Section 10.3	Acceptance of Backflow Preventers	10.170
10.3.1	Turn-ons	10.170
CHAPTER 11	SEWER MAINS AND APPURTENANCES	11.171
Section 11.1	Control of Work	11.171
11.1.1	General	11.171
11.1.2	Labor, Materials, and Equipment	11.173
11.1.3	Private Land	11.173
11.1.4	Supervision	11.173
11.1.5	Existing Underground Utilities and Structures	11.174
11.1.6	Delivery, Storage, and Handling	11.174
11.1.7	Trenching	11.175
Section 11.2	Product Installation - Polyvinyl Chloride (PVC) Sewer Pipe	11.176
11.2.1	Laying Polyvinyl Chloride (PVC) Sewer Pipe	11.176
11.2.2	Jointing Polyvinyl Chloride (PVC) Sewer Pipe	11.177
11.2.3	Bedding and Backfilling Polyvinyl Chloride (PVC) Sewer Pipe	11.177
11.2.4	Testing Polyvinyl Chloride (PVC) Sewer Pipe	11.178



Springfield Water and Sewer Commission

Guidelines and Policies

Section 11.3 Product Installation – Ductile Iron (DI) Pipe and Fittings.....	11.179
11.3.1 Laying and Jointing Ductile Iron (DI) Pipe	11.179
11.3.2 Installing Ductile Iron (DI) Fittings.....	11.180
11.3.3 Installing Couplings for use with Ductile Iron (DI) Pipe	11.180
11.3.4 Bedding and Backfilling Ductile Iron (DI) Pipe and Fittings.....	11.180
11.3.5 Testing Ductile Iron (DI) Pipe and Fittings	11.180
Section 11.4 Sanitary Sewer Manholes	11.181
11.4.1 General.....	11.181
11.4.2 Pre-cast Concrete Manholes	11.182
11.4.3 Testing Pre-cast Concrete Manholes	11.184
11.4.4 Brick Masonry:	11.186
11.4.5 Manhole Frame and Cover:	11.186
Section 11.5 Repair of Sewer Mains and Building Sewer Connections.....	11.186
CHAPTER 12 BUILDING SEWER CONNECTIONS	12.187
12.1.1 General.....	12.187
12.1.2 Building Sewer Connections.....	12.188
CHAPTER 13 SEWER PUMP STATIONS.....	13.190
Section 13.1 SUBMERSIBLE SEWAGE PUMP STATIONS	13.190
13.1.1 General.....	13.190
13.1.2 Pump Station Chambers – Wet Well and Valve Vault.....	13.190
13.1.3 Pump Station Controls and Ancillary Equipment.....	13.190
13.1.4 Pump Station Control Panels	13.191
13.1.5 Pump Station Communication System	13.191
13.1.6 Pump Station Piping and Valves.....	13.191



Springfield Water and Sewer Commission

Guidelines and Policies

13.1.7	Pressure Gauges	13.191
13.1.8	Vent.....	13.192
13.1.9	Emergency Power Generation	13.192
13.1.10	Pump Station Site.....	13.192
13.1.11	Submittals	13.193
CHAPTER 14	LOW PRESSURE SEWER PUMP STATIONS	14.194
CHAPTER 15	FORMS	15.195
15.1.1	Commission Approved Contractor - Application Form	15.196
15.1.2	Indemnity Form	15.203
15.1.3	License Agreement Form.....	15.204
15.1.4	Inspection Form	15.210
15.1.5	Acknowledgement of Guidelines and Policies Received and Read Form..	15.211
15.1.6	Acknowledgement of Trenching and Excavation Training Form	15.212
15.1.7	Daily Worksite Checklist for Trenching/Excavation Sites Form	15.213
15.1.8	Standard Method for Pressure Testing Gravity Sewer Lines Form.....	15.216
15.1.9	Standard Method for Sewer Manhole Vacuum Test Form.....	15.217
15.1.10	Application for Crossing Water Transmission Mains	15.218
CHAPTER 16	CROSSING COMMISSION TRANSMISSION MAINS, EASEMENTS, OR PROPERTY	16.220
16.1.1	Description of Commission Transmission Mains.....	16.220
16.1.2	Application Procedure for Crossing Commission Transmission Mains.....	16.220
16.1.3	Submittals Required to Crossing Commission Transmission Mains.....	16.221
16.1.4	Minimum Design Standards Required to Cross Commission Transmission Mains.....	16.222
CHAPTER 17	DETAIL DRAWINGS.....	17.226



Springfield Water and Sewer Commission

Guidelines and Policies

17.1.1	Water Details – Table of Contents.....	17.226
17.1.2	Sewer Details – Table of Contents.....	17.228



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 1 REVISIONS

1. Version 1 of these Guidelines and Policies was written April 1, 2008.
2. Revisions of these Guidelines and Policies as of June 18, 2008
 - 4.1.1 - Crossing Policy added and referenced to new Chapter 16
 - 4.2.3 - Paragraph 3 Utility Separation defined and added
 - 4.3.2 - Paragraph 1 Utility Separation approval added
 - 4.3.5 – Surety Release added
 - Section 4.5 - \geq 4-inch Water Services with Backflow Preventer added
 - Section 5.1 - Defines who is required to follow Safety guidelines added, Commission issued hard hats and vests, added, class 2 coats added, competent person shall complete Pre-Job checklist added, safety vests shirts & jackets added, questions directed to Safety and Training Manager added, continue to monitor air quality if atmospheric conditions can change added, plate and/or fence open trenches added, and notify Safety and Training Manager of accidents or cave-ins added
 - 6.1.1 Paragraph 1 - Dig Permit Required added
 - 6.2.1 - Moved all Air Valve Assembly and Air Corp language to last paragraph at end of Section
 - 6.2.6 - Clarified when gate valve and butterfly valves may be used added
 - 6.3.3 - Check valve replaced backflow preventer on flushing device added
 - 7.5.1 - Install jumper wire before removing 5/8-inch – 2-inch meters added
 - 7.5.2 – Meter couplings to seal meters and Plastic Meter Pit installations added
 - Section 8.4 - Water Valve Box Top Replace and Adjust and Service Box Top Replace and Adjust added
 - Section 10.3 - Acceptance of Back Flow Preventers added
 - Section 11.4 - Sewer Manhole minimum diameter clarified
 - Section 12.1 - Building Sewer Connections clarified
 - Section 12.2 - Building Sewer Connection pipe diameters defined



Springfield Water and Sewer Commission

Guidelines and Policies

- 15.1.10 - Application for Crossing Commission Transmission Mains added
- Chapter 16 – Crossing Commission Transmission Main and Property Policy added
- Detail W-02.2: Structural Gravel Aggregate changed to Dense Grade Crushed Stone for road base and all paving Type1-I added
- Detail W-02.3: Flow fill for Remainder of trench changed to 12-inches of flow fill for road base and all paving Type1-I added
- Detail W-02.4: Structural Gravel Aggregate changed to Dense Grade Crushed Stone for road base and all paving Type1-I added
- Detail W-02.5: Temporary Trench Backfilling Method for all Streets in Springfield and Ludlow except for Arterial Streets Detail in Springfield added
- Detail W-02.6: Temporary Trench Backfilling Method for Arterial Streets in Springfield Detail added
- Detail W-06.7: Socket Clamp Detail minimum bolt size increased for 8-inch and 10-inch added
- Detail W-10.0: Changed Hose Connectin Vacuum Breaker to Check Valve added
- Detail W-11.2: Water Meter Sealing Detail added
- Detail S-02.4 Changed tee to cross and required 6-foot minimum inside diameter added
- Detail S-03.0: Clarified section views, minimum distance from edge of trench, and require 4-mil poly between pipe and concrete fill



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 2 GENERAL PROVISIONS

2.1.1 Introduction

1. These Guidelines and Policies will govern all work performed in the Springfield Water and Sewer Commission's (Commission) transmission and distribution systems.
2. The only persons allowed to work on the Commission's water transmission, water distribution systems, and/or sewer collection system are as follows:
 - (a) The Commission's own employees (Commission Construction Crew),
 - (b) Contractors hired directly by the Commission (Installer),
 - (c) Commission Approved Contractors (Installer) hired by an Owner of a property in the Commission's Service Area
3. When there is a conflict between these Guidelines and Policies and other referenced standards then these Guidelines and Policies shall govern.
4. The Guidelines and Policies contained herein are in accordance with Commission's Rules and Regulations.
5. Commission Guidelines and Policies do not supplant the Installer's obligation to comply with the Department of Labor, and Occupational Safety and Health Administration regulations. Construction site safety is the Installer's responsibility.
6. Questions regarding construction or other activities will be directed to the Commission's authorized field representative or in accordance with Section 2.1.9 of these Guidelines and Policies.
7. All Installers hired by Owners shall become Commission Approved Contractors to perform work in the Commission's Service Area.
8. Failure to meet the requirements of these Guidelines and Policies may result in removal of the Commission Approved Contractor's name from the approved list.
9. Failure to meet the requirements of these Guidelines and Policies may additionally result in fines in accordance with the Commission's Rules and Regulations.
10. The Commission reserves the right to remove anyone from the Commission Approved Contractors list for any reason. If a Commission Approved



Springfield Water and Sewer Commission

Guidelines and Policies

Contractor is removed from the list, that contractor shall not be allowed to perform any work in the Commission's Service Area.

2.1.2 Review of these Guidelines and Policies

These Guidelines and Policies will be reviewed annually and revised as necessary. In addition, if a near miss or incident occurs, CHAPTER 5 SAFETY of these Guidelines and Policies, will immediately be reviewed and revised if necessary.

2.1.3 Maintenance of these Guidelines and Policies

1. These Guidelines and Policies will be revised and updated by the Commission's Engineering and Technical Services.
2. At a minimum, the Version Number of these Guidelines and Policies, the Chapter and Section, and the date of last Revision shall be recorded in CHAPTER 1 of these Guidelines and Policies.

2.1.4 Acknowledgement of these Guidelines and Policies Form

Commission Employees, Commission Approved Contractors, and Contractors hired by the Commission shall read these Guidelines and Policies and sign the attached Guidelines and Policies Received Form in CHAPTER 15 of these Guidelines and Policies,

2.1.5 Acknowledgement of Trenching and Excavation Form

Commission Employees, Commission Approved Contractors, and Contractors hired by the Commission shall read CHAPTER 5 SAFETY of these Guidelines and Policies, and sign the attached Trenching and Excavation Form in CHAPTER 15 of these Guidelines and Policies,

2.1.6 General Installer Responsibilities

1. The Installer proposing to perform construction in the Commission's Transmission and/or Distribution System and who executes the appropriate paperwork with the Commission, to allow the same, shall conform to the following:
 - (a) Furnish all water pipe, hydrant, assemblies, valves and valve boxes, fittings, couplings, backfill materials, concrete thrust blocking, labor, tools, and equipment necessary to lay and joint all pipe in accordance with the Commission's Specifications and these Guidelines and Policies.
 - (b) All construction shall conform to the design provided by the Commission's Engineering and Technical Services (E&TS), the design



Springfield Water and Sewer Commission

Guidelines and Policies

provided by the Owner and approved by the Commission, or the Commission's authorized field representative.

- (c) All contracts, deposits, applications, and easements will be finalized before the Commission E&TS will schedule inspection.
 - (d) Prior to job start, all main and service materials and area of land to be developed will be subject to inspection by an authorized field representative of the Commission.
 - (e) All work related to services and inspections provided by Commission will be subject to fees and will be the responsibility of the Owner.
 - (f) The Owner is responsible for obtaining and using the most recent Material Specifications of the Commission.
 - (g) The Owner is responsible for obtaining and using the most recent copy of these Guidelines and Policies.
- 2. The most recent versions are available on www.springfieldwaterandsewer.org.
 - 3. The Commission shall be notified one week prior to the start of a project to schedule inspection.

2.1.7 General Commission Construction Crew Responsibilities

- 1. The Commission Construction Crew performing construction in the Commission's Transmission and/or Distribution System shall conform to the following:
 - (a) Furnish all water pipe, hydrant, assemblies, valves and valve boxes, fittings, couplings, backfill materials, concrete thrust blocking, labor, tools, and equipment necessary to lay and joint all pipe in accordance with the Commission's Specifications and these Guidelines and Policies.
 - (b) All construction shall conform to the design provided by the Commission's Engineering and Technical Services (E&TS), the design provided by the Owner and approved by the Commission, or the Commission's authorized field representative.
 - (c) Prior to job start, all main and service materials and area of land to be developed will be subject to inspection by an authorized field representative of the Commission.
 - (d) All work related to services and inspections provided by Commission will be subject to fees and will be the responsibility of the Owner.



Springfield Water and Sewer Commission

Guidelines and Policies

- (e) The Commission Construction Crew is responsible for obtaining and using the most recent Material Specifications of the Commission.
- (f) The Commission Construction Crew is responsible for obtaining and using the most recent copy these Guidelines and Policies.
- 2. The most recent versions are available on www.springfieldwaterandsewer.org.
- 3. The Commission shall be notified one week prior to the start of a project to schedule inspection.

2.1.8 Material Approval

- 1. All materials shall meet to the Commission's Material Specification and/or the Commission's authorized field representative's approval.
- 2. At an minimum all the components and chemicals that will come in contact with drinking water shall meet the requirements of the following:
 - (a) American Water Works Association
 - (b) Massachusetts Department of Environmental Protection
 - (c) NSF/ANSI Standards 60 (Drinking Water Treatment Chemicals)
 - (d) NSF/ANSI Standards 61 (Drinking Water Components).
- 3. When the quality of any material is questioned, it will be the Commission's Construction Crew's or the Installer's responsibility to prove to the Commission's field representative's satisfaction that the materials in question comply with the Commission Material Specifications.
- 4. Materials that, in the Commission's field representative's opinion, are damaged, mishandled, or defective shall be rejected from use on the job.
- 5. Materials that have been rejected from use by the Commission's field representative's shall be immediately removed from the construction site.

2.1.9 Clarification of Issues – Who to Call with Questions

- 1. For general questions relating to the Springfield Water and Sewer Commission call the Commission's Field Services Office @ 413-787-6206.
- 2. For questions relating to filling, flushing, and disinfecting water mains, and other water quality related issues call the Water Quality Manager @ 413-787-6207.



Springfield Water and Sewer Commission

Guidelines and Policies

3. For questions relating to scheduling, valve operations, water & sewer main installations or repairs, water & sewer service installations or repairs, hydrant flow tests, hydrant meter rentals, facilities markout, Commission Approved Contractor, and other construction related issues call the Commission's Field Services Office @ 413-787-6206.
4. Questions relating directly to these Guidelines and Policies or Material Specifications call Engineering and Technical Services @ 413-787-6254.
5. Questions relating to **main extensions only** call the Commission's Construction Inspectors Group @ 413-787-6069.

2.1.10 Reference to Guidelines & Policies

These guidelines and policies may be referred to as the Commission's Guidelines and Policies.

2.1.11 Severability

The provisions of these Guidelines and Policies are severable. If any provision of these Guidelines and Policies or any specific application to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, which can be given effect in the absence of the invalid provision or application.

2.1.12 Applicable Regulations

Every user of the public water system, private water mains, public sewer system, or private sewer mains shall be subject to regulations of the Commission, as they apply, and to any charges, rates, fees and assessments which are or may be established by the Commission. Any user of the public water system, private water mains, public sewer system, or private sewer mains shall also be subject to applicable Local, State, and Federal regulations.

2.1.13 Reference Standards

Where reference is made to one of the below standards, the revision in effect at the time is applicable.

1. American Concrete Institute (ACI)
2. American Iron and Steel Institute (AISI)
3. American National Standards Institute (ANSI)
4. American Society of Testing and Materials (ASTM)



Springfield Water and Sewer Commission

Guidelines and Policies

5. American Water Works Association (AWWA)
6. American Welding Society (AWS)
7. Ductile iron Pipe Research Association (DIPRA)
8. Manufacturing Standardization Society of the Valve and Fittings (MSS)
9. National Fire Protection Association (NFTA)
10. NSF International (NSF)



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 3 DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in these Guidelines and Policies shall be as follows:

1. Abutter means one who holds titles to real property within the limits of a Sewer Improvement Area and his/her successors in title.
2. Additional Meter shall mean a meter for the purpose of determining subdivisions of supply through master meters and are owned and maintained by the Owner.
3. Applicant shall mean any Owner or duly authorized Owner's agent applying for Water Service, Sewer Service, for a water main extension, alteration, replacement or relocation, for a sewer main extension, alteration, replacement or relocation, water or sewer pump station, or any Person requesting approval to discharge Wastewaters into municipal Facilities.
4. Application Fee shall mean the fee charged to apply for any Water Facility, Public Sewer, with the Commission's Rules and Regulations. A single Application Fee will be charged for both a water and a sewer main extension provided they are applied for at the same time. New Water Service Pipes, Fire Service Pipes, and Building Sewer Connections Application Fees shall be separate and in addition to any main extensions.
5. Application Fee to Review Crossing Commission Property shall mean the fee charged to review plans, specifications, and easements and inspect the crossing of Commission owned property.
6. Automatic Meter Reading Device (AMR) shall mean a device(s) used for reading a water meter without having to enter a premise.
7. Auxiliary Meter shall mean a meter for the purpose of determining water use for lawn sprinklers or other approved process use and are owned and maintained by the Commission in Springfield. Customers with Auxiliary meters in Ludlow are owned and maintained by the Owner of the Property.
8. Backflow Prevention Device (BFP) shall mean an approved mechanical device designed to prevent Backflow.
9. Backflow shall mean the flow of water or other fluids, mixtures or substances into the distribution pipes of a potable supply of water from any source or sources other than its intended source.
10. Best Management Practices (BMP) means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to



Springfield Water and Sewer Commission

Guidelines and Policies

implement the prohibitions as listed in the Commission's Rules and Regulations. BMP include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

11. Building Drain means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and/or other stacks inside the building and terminates ten (10) feet outside the inner face of the building wall.
12. Building Sewer means that part of the horizontal piping, which begins ten (10) feet outside the inner face of the building wall and extends to a Public Sewer, Private Sewer or other place of Wastewater disposal.
13. Building shall mean any roofed and walled structure built for permanent use.
14. Categorical Industrial User shall refer to industrial users subjected to EPA categorical pretreatment standards.
15. Charges means all fees, rates, rents, assessments, or liens for water, sewer, drainage or other services, facilities and commodities which are furnished or supplied by the Commission and for which it is authorized under MGL 40-N to assess.
16. City shall mean the City of Springfield, Massachusetts.
17. Combined Service shall mean a service pipe that is used to provide both Water Service and private fire protection service.
18. Combined Sewer means a Sewer receiving and conveying both sanitary Wastewater and surface runoff from storms.
19. Commercial shall mean a classification of Water Users that are engaged in providing products or services, whether to the general public or to its members, which includes all retail and wholesale establishments, businesses, and offices, including but not limited to office buildings, retail and wholesale outlets, service agencies, agents, brokers, professional offices, stores, cafes, theaters, bakeries, bus terminals, warehouses, store-houses, hotels, motels, restaurants, rooming-houses, trailer parks, funeral parlors, garages, farming, gas stations, newspapers, churches, private schools and colleges, hospitals, libraries, museums, cemeteries, not-for-profits, homes for aged and children, State buildings, State facilities, builder's use- metered and un-metered, water tankers, hydrant meters. Property, which contain both Residential and Commercial Water Users, shall be classified as Commercial.



Springfield Water and Sewer Commission

Guidelines and Policies

20. Commission Approved Contractor Application Fee shall mean the fee charged to review the qualifications and experience of the Persons seeking to become Commission Approved Contractors. The Fee is non-refundable. This Fee is for review of the Application Form and for the term of the approval period. The approval period shall be for a term of three (3) years. The 1st approval period shall begin January 1, 2008 and end December 31, 2010. Each approval period shall begin immediately after the previous approval period ends. Applications and Fees can be submitted anytime before or during the approval period, but shall be for the existing approval period and must be resubmitted for each approval period.
21. Commission Approved Contractor Application Renewal Fee shall mean the fee charged to review the qualifications and experience of the Persons seeking to renew their Commission Approved Contractors status at the end of the previous approval period. All other provision of the approval process shall remain the same.
22. Commission Approved Contractor shall mean any Contractor approved by the Executive Director in accordance with the Commission's Guidelines and Policies to provide a construction service for an Owner. All approved contractors shall have appropriate bonding, insurance, and experience with references to perform work on the Commission's water distribution system, sewer collection system, and water and/or sewer services on behalf of the Owner.
23. Commission means the Springfield Water and Sewer Commission, an independent body politic and corporate and political subdivision of the Commonwealth of Massachusetts created under MGL 40-N as adopted by the City of Springfield on March 28, 1996, the powers of which are exercised by a board of three members appointed in accordance with the MGL 40-N, and includes without limitation all its departments, divisions and Sections or pertaining or belonging to said Commission.
24. Commissioners refers to a board of three appointed members who shall govern the Commission as set forth in MGL 40-N.
25. Cross Connection shall mean any actual or potential connection between a distribution pipe of potable water supplied by the public water system and any waste pipe, soil pipe, sewer, drain or any other unapproved source. Without limiting the generality of the foregoing, the term "cross connection" shall also include any bypass arrangement, jumper connection, removal section, swivel or changeover connection and any other temporary or permanent connection through which Backflow can or may occur .



Springfield Water and Sewer Commission

Guidelines and Policies

26. Customer shall mean the Owner of the Premise / Property, who shall be responsible for payment of bills for charges for water and sewer service to the property whether or not the premises are occupied by the Owner or the Owner's authorized representative.
27. Customer Water Service shall be defined as the entire water service excluding any corporation stop and/or valves directly associated with the water main. The Customer will be assessed for any repairs, replacements, or other services rendered to the Customer Water Service.
28. Developed Property means property that generates wastewater.
29. Discontinuance shall mean a temporary cessation of Water Service at the Premise at the request a Customer for reasons other than ordinary repair or maintenance.
30. Domestic Wastewater means the liquid Wastes and liquid borne Wastes discharged from the sanitary conveniences such as toilets, washrooms, urinals, sinks, showers, drinking fountains, laundry rooms, kitchens, cafeterias and floor drains essentially free of industrial Wastes or toxic materials.
31. Drain For the meaning of "Drain," see "Storm Drain."
32. Dry Industry means a classification of Users which includes all industries which do not use water for processes, do not use large volumes of water for cleaning, or for which total annual wastewater production is less than one hundred thousand (100,000) cubic feet.
33. Easement shall mean an acquired legal right for the specific use of land owned and maintained by others, whether recorded or by prescription.
34. EPA means United States Environmental Protection Agency.
35. Executive Director means the Executive Director of the Commission or his/her authorized representatives.
36. Fire Department Permit to shut off sprinkler system shall mean the completed permit approved by the Fire Department and submitted to the Commission by the Owner or by the Owner's agent prior to demolition of any building having water or fire suppression system connections to the Commission's water system.
37. Fire Service Pipe shall mean the private water piping and associated valves, control valves, and appurtenances installed solely to furnish water for extinguishing fires that extend from a Water Service connection into a Premise. The Customer owns the Fire Service Pipe.



Springfield Water and Sewer Commission

Guidelines and Policies

38. Guidelines and Policies shall mean, but not limited to, these standards for access, design, operation, maintenance, construction, rehabilitation and / or use of the public water and sewer system used by the Commission.
39. Hydrant shall mean a device connected to a Public Water Main or private water service for the purpose of extinguishing fires or other authorized purpose.
40. Industrial shall mean a classification of Water Users that are primarily engaged in applying skill and labor to giving of new shapes, qualities or new combinations to matter as material products, or to the assembly or processing of manufactured or natural products.
41. Industrial User means an Industry discharging Industrial Wastewater to a Public Sewer.
42. Industrial Wastewater means the liquid Wastes from industrial manufacturing processes, laboratories, trades or businesses which predominate as distinct from Domestic Wastewaters.
43. Industry means an establishment with facilities for manufacturing, processing, fabricating, finishing, assembly, testing, or packaging goods including materials, chemicals byproducts, and finished and unfinished products and also means the establishment with Facilities for mechanical, testing, trade, or manufacturing purposes.
44. Institutional means a classification of Users which includes all schools, churches, governmental buildings and offices, religious organizations, and similar facilities, both profit and nonprofit.
45. Interceptor Sewer means a Sewer, located in public and/or private property, which collects the entire flow from a number of Public and/or Private Sewers, conveys the flow to a suitable collection point for final discharge to a place of Wastewater treatment and is entirely controlled by the municipality.
46. Leak shall mean an escape of water from the Commission's water mains, hydrants, or in the Owner's Water Service Pipe, Fire Service Pipe, or a Combined Service.
47. License Agreement shall mean a form prescribed by the Commission that provides for the construction of Public Water Mains and Public Sewers and other Water and Sewer Facilities and permission for limited use with respect to Commission property, easements, and other Water and Sewer Facilities.



Springfield Water and Sewer Commission

Guidelines and Policies

48. Lot means real property, which is described by deed, or filed subdivision plan, as a single entity and cannot be the further subdivided.
49. Main Extension Application shall mean the form provided by the Commission and completed by the Owner or by an Owner's authorized agent and submitted to the Commission prior to construction, reconstruction, repair or modification of a Public Water Main. A completed application includes verification that the Premise address listed therein is correct.
50. Master Meter shall mean the primary water meter used for billing purposes serving a building, group of buildings, or Premises / Property. There may be more than one (1) meter serving a building, group of buildings, or Premises / Property.
51. Material Specifications shall mean the Commission supplied description of materials to be used for construction and rehabilitation of the Public Water and Sewer Systems.
52. MDEP shall mean the Massachusetts Department of Environmental Protection.
53. Meter Pit shall mean an underground vault enclosing a Meter.
54. Meter shall mean an instrument or device, including any appurtenances thereto, for measuring the flow of water.
55. MGL 40-N means the Chapter 40-N of the Massachusetts General Laws, as amended.
56. Municipal shall mean a classification for the water use by facilities owned and operated by the City of Springfield and/or the Town of Ludlow solely for the purposes of providing the following municipal services: Administrative; Public Works; Police; Fire and Safety; Educational; Parks and Recreational facilities; Libraries.
57. Owner shall mean a Person(s) or entity (including but not limited to domestic, commercial, and/or industrial entities) listed on the records of the Commission as the party of record, who alone or jointly or severally with others, has the legal title to any Premises / Property.
58. Parcel means real property consisting of one (1) Lot, or two (2) or more contiguous Lots, under one (1) ownership.
59. Person(s) shall mean any individual, firm, company, association, society, corporation, group, trust, municipality or governmental authority, including, but not limited to, any agency of the federal government, any agency or



Springfield Water and Sewer Commission

Guidelines and Policies

political subdivision of the Commonwealth, any public or private corporation or authority, any corporation trust, firm, joint stock company, partnership or association, or other entity, or any group thereof, and any officer, employee, or agent of such person, and any group of persons.

60. Plumber shall mean a person with a current and valid license as a plumber by the Commonwealth of Massachusetts.
61. Potable Water shall mean water fit for human consumption in conformance with the regulations of the MDEP.
62. Premise / Property shall mean a parcel of real estate or portion thereof, including any improvements thereon, which is determined by the Commission to be a single user for purposes of receiving, using and paying for Water Service and/or Sewerage Service.
63. Private Drain means any Drain located on private property and not under the full care and control of the Commission nor the City of Springfield.
64. Private Fire Protection shall mean private water mains, Fire Service Pipes and other appurtenances installed for the purpose of fire protection and suppression at a particular Premise.
65. Private Hydrant shall mean a hydrant installed and maintained by an Owner for the purpose of private fire protection/suppression at a particular premise.
66. Private Sewer means any Sewer located on private property that collects and conveys Wastewater from two (2) or more Building Sewers, discharges into a Public Sewer, and is not under the full care and control of the Commission.
67. Private Water Main shall mean a water main that is not owned by the Commission.
68. Public Drain means a Drain located in a public, private way, or easement in which all owners of abutting properties have equal rights, and is under the full care and control of the City of Springfield.
69. Public Fire Protection shall mean the public water mains, hydrants and appurtenances installed for the purpose of fire protection in a public way, Commission-owned easement, whether recorded or by prescription, or private way open to public travel.
70. Public Sewer means any Sewer owned or maintained by the Commission and any Sewer situated outside the City of Springfield that is owned or maintained by a city, town, or district that discharges into Commission's Wastewater Treatment Works.



Springfield Water and Sewer Commission

Guidelines and Policies

71. Public Water Main shall mean the piping and associated valves, hydrants and appurtenances owned by the Commission installed in a public way, publicly-owned easements whether recorded or by prescription, or private way open to public travel, for the purpose of supplying water to one or more customers or for public fire protection.
72. Public Water Supply shall mean the water and/or ground water that is provided to the public for human consumption.
73. Public Water System shall mean a system for the provision to the public of piped water for human consumption. The Commission is a Public Water System.
74. Remote Meter Device means an instrument for reading a Water Meter, located at a distance from the meter, generally outside the building being metered.
75. Requirements for Site Plans shall mean the document that describes the information that must be included in site plans submitted to the Commission. A Site Plan is required by the Commission for review and approval by the Executive Director (or designee) of a proposed connection or reconstruction, repair or modification of a Water Service Pipe or Fire Service Pipe or appurtenance, which connects, to the Commission's water distribution system. The document also includes requirements for connections to the Commission's sanitary and combined sewers systems.
76. Residential shall mean a classification of Water Users that use or engage in providing housing facilities which include all dwellings, tenements, apartments, trailer houses (single), and other forms of housing.
77. Sanitary Sewer means a Sewer, which carries domestic, and/or Industrial Wastewaters and to which surface runoff from storms and groundwater is not intentionally admitted.
78. Service Application shall mean the form provided by the Commission and completed by the property Owner or by an Owner's agent and submitted to the Commission prior to construction, reconstruction, repair or modification of a Water Service Pipe or a Fire Service Pipe from a Public Water Main. A completed application includes verification that the premise address listed therein is correct.
79. Service Area shall mean the geographic area that is or can be serviced by the existing water system in the City of Springfield, the Town of Ludlow, and those portions of other Communities as set forth in inter-governmental agreements between the Commission and the Community, or those portions of



Springfield Water and Sewer Commission

Guidelines and Policies

other Communities serviced by existing connections to the Commission's water system.

80. Sewer means a pipe or conduit for carrying Wastewater.
81. Sewer Facilities include structures, conduits, pumping stations, treatment and disposal works, and other appurtenances for the purpose of collecting, treating and disposal of domestic and/or Industrial Wastewater.
82. Shut Off shall mean the closing of a control valve to temporarily stop Water Service or to terminate Water Service.
83. Storm Drain means a pipe or conduit for conveying rain water, groundwater, subsurface water, condensate, cooling water, or other similar discharge.
84. Surety Required shall mean the bond, letter of credit, or other Commission approved financial guarantee to be posted as surety by an Owner to extend a Public Water Main and/or Sewer Main. Bonds Required shall also mean the bond, letter of credit, or other Commission approved financial guarantee to be posted as surety by a Commission Approved Contractor to work on the Commission's Water Distribution System or Sewer Collection System for an approval period.
85. Tapping Main Charge (Basic) shall mean the cost charged for connecting to existing water mains for new mains, main extensions, and service connections. The Commission shall provide labor and equipment to tap the existing main. The following items are not included in this charge and are provided by the Applicant: permits, paving, location work, excavation, backfill, and compaction, police, traffic control, tapping sleeve, tapping valve, pipe installation, appurtenances, flowable fill, rock excavation, frost excavation, concrete removal, and hauling in suitable fill. This charge shall be paid when application is submitted.
86. Tapping Main Charge (Complete) shall mean the cost charged for connecting to existing water mains for new mains, main extensions, and service connections. The Commission provides excavation, materials, installation, and backfill. The following items are not included in this charge: permits, paving, flowable fill, rock excavation, frost excavation, pipe installation, police, traffic control, concrete removal, and hauling in suitable fill. This charge shall be paid when application is submitted.
87. Turn-On shall mean the opening of a control valve to initiate or restore Water Service. No Turn-on will occur for any account with an overdue balance.



Springfield Water and Sewer Commission

Guidelines and Policies

88. Undeveloped Property means property that is void of any buildings, does not have Wastewater facilities, and does not require a connection to the Public Sewer.
89. User means a person, , who owns real property within the Commission's Service Area, who discharges a Wastewater into the Commission's Wastewater Works.
90. Wastes mean substances in liquid, solid or gaseous form that can be carried in water.
91. Wastewater means the spent water of the municipality and may be a combination of the liquid and liquid borne wastes from residences, Commercial buildings, industrial plants, and institutions, together with any groundwater and surface water that may be present.
92. Wastewater Treatment Works means any arrangement of devices and structures used for treating Wastewater and associated residuals.
93. Wastewater Works means all structures, equipment and processes for collecting, pumping, treating and disposing of Wastewater and associated residuals.
94. Water / Sewer Pipe Inspection shall mean the cost charged to inspect the layout, installation, repair, water quality test, retest or reinspection of a scheduled Backflow Prevention Device of a Commission Water Facility, Public Sewer, Public Drain, Sewer, or Drain on a per day or per inspection basis. This charge shall be paid as a deposit when application is submitted based on an estimated number of days and/or inspections required in accordance with Section 3.10.1 of these Rules and Regulations. A final invoice shall be sent to the Customer that includes the actual number of days.
95. Water and Sewer Service shall include but not be limited to water, sewer and other services, facilities and commodities furnished or supplied by the Commission pursuant to MGL 40-N.
96. Water Facilities will mean Meters, Backflow Prevention Devices, water valves, water mains, Water Service Pipes, Fire Service Pipes, and water hydrants.
97. Water Meter means any device for measuring and recording the water consumption at a building or property, installed by or at the order of the Commission, which may be used for billing by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

98. Water Service Connection shall mean the connection and the associated valves and appurtenances at the water main for the purpose of turning Water Service on and off for the purpose of supplying water and for fire protection and suppression. The Commission owns the Water Service Connection.
99. Water Service Pipe shall mean the piping and associated valves and appurtenances that extend from a Water Service connection to the Commission's Meter for the purpose of supplying water, other than for fire protection and suppression. The Customer owns the Water Service Pipe.
100. Water Service shall mean the readiness to supply or actual supplying of water to Premises in which a Water Service Pipe or Fire Service Pipe has been installed. .
101. Water Users or Water Consumers shall mean all public and private users of the Commission's water system, irrespective of any person's responsibility for billing purposes for water used at any particular facility.
102. Watershed lands, Reservoir lands, Roads and Trails, and Waterways shall include boulevards, roadways, driveways, trails, bridges, buildings, structures, land, beaches, ponds, lakes, rivers and other waters under the care and control of the Springfield Water and Sewer Commission.
103. Well shall mean any dug, driven or drilled hole, with a depth greater than its largest surface diameter, developed to supply water intended and/or used for human consumption, irrigation, or industry and not subject to regulation by 310 CMR 22.00.
104. Wet Industry means a classification of Users which includes all industries which produce large volumes of Wastewater; or which produces a Wastewater of greater strength than residential Wastewater (or contains constituents which require pretreatment in accordance with Chapter 1) shall be classified as Wet Industry for purposes of this chapter.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 4 APPLICATIONS, SUBMITTALS/PLANS, APPROVALS, and INSPECTIONS

Section 4.1 Applications

4.1.1 General

1. An application is required for, but not limited to, the following:
 - (a) Water Service
 - (b) Water Main Extension
 - (c) Sewer Service
 - (d) Sewer Main Extension
 - (e) Commission Approved Contractor
 - (f) Cross Commission Transmission Mains, Easements, or Property
2. All applications except Application to Cross Commission Transmission Mains, Easements, or Property, can be made at the Commission's Customer Field Service office at 71 Colton Street, Springfield, MA. Applications to Cross Commission Transmission Mains, Easements, or Property can be made at the Commission's Engineering and Technical Services office at 250-M Street Extension, Agawam, MA 01001.
 - (a) Fill out an application form(s) according to Section 4.1 of these Guidelines and Policies;
 - (b) Pay application fees as set forth in the Commission's Schedule of Rates Fees and Charges in it's Rules and Regulations;
 - (c) Submit Proposed Site Plan(s) according to Section 4.2 of these Guidelines and Policies;
 - (d) Submit information on Fire Suppression System Plan according to Section 4.2 of these Guidelines and Policies;
 - (e) Submit information on Backflow Prevention Devices according to Section 4.2 of these Guidelines and Policies and;
 - (f) Submit information on Grease Interceptors for FOG control, according to Section 4.2 of these Guidelines and Policies.



Springfield Water and Sewer Commission

Guidelines and Policies

- (g) Application procedures, submittals and all other requirements to Cross Commission Transmission Mains, Easements, or Property shall be in accordance with CHAPTER 16 of these Guidelines and Policies.
- 3. An Applicant shall be the Owner or the Owner's representative. The Owner's representative shall have a letter signed by the Owner of the property to be serviced authorizing the Owner's representative to apply for service. The letter shall include the Owner's name, billable address, and phone number.
- 4. An Application fee is required at the time of application and at rates as set forth in the Commission's Schedule of Rates Fees and Charges in it's Rules and Regulations. The fee includes the cost of the site plan review.
- 5. Typically, one (1) service application is required for each billing account and may include both water service and sewer connections with the appropriate Application Fees and Plan Submittals.

4.1.2 Application Procedure for Residential Water/Sewer Service Pipe:

- 1. An Applicant shall submit a separate Residential Water/Sewer Service Application for each water service pipe requested entering a Property. A Building Sewer Connection for the same Property may be included on the Application.
- 2. An Applicant shall submit a Proposed Site Plan for review. See Section 4.2 for plan submittals.
- 3. If the Applicant requires a separate Water Service Pipe, see Section 4.1.6.

4.1.3 Application Procedure for Commercial/Industrial Water Service Pipe or Fire Service Pipe:

- 1. An Applicant shall submit a separate Water Service Application for each water service pipe requested entering a Property.
 - (a) A Fire Service Pipe Application for the same Property may be included on the Application.
 - (b) A Building Sewer Connection Application for the same Property may be included on the Application.
- 2. An Applicant shall submit a Proposed Site Plan for review. See Section 4.2 for plan submittals.
- 3. If applicable, an Applicant shall submit fire suppression system plans for review. See Section 4.2 for plan submittals.



Springfield Water and Sewer Commission

Guidelines and Policies

4. If applicable, an Applicant shall submit backflow prevention plans for review. See Section 4.2 for plan submittals.
5. If the Applicant requires a separate Water Service Pipe, see Paragraph 4.1.6.

4.1.4 Application Procedure for Residential Building Sewer Connection:

1. An Applicant shall submit a separate Building Sewer Connection Application for each building sewer connection requested. A Water Service Pipe for the same Property may be included on the Application.
2. An Applicant shall submit a Proposed Site Plan for review. See Section 4.2 for plan submittals.

4.1.5 Application Procedure for Non-Residential Building Sewer Connection:

1. An Applicant shall submit a separate Building Sewer Connection Application for each building sewer connection requested. A Water Service Pipe for the same Property may be included on the Application.
2. An Applicant shall submit a Proposed Site Plan for review. See Section 4.2 for plan submittals.
3. An Applicant shall submit a Proposed Plumbing Plan for review. See Section 4.2 for plan submittals.
4. An Applicant shall submit a Proposed Fats, Oils, and Grease (FOG) design, sizing and construction plan for review. See Section 4.2 for plan submittals.
5. An Applicant shall submit an FOG Maintenance Plan for review. See Section 4.2 for plan submittals.

4.1.6 Separate Water Services and Building Sewer Connections

1. An Applicant shall submit a separate Application for each Water Service Pipe requested. A Water Service Pipe for the same Property may be included on the Application.
 - (a) A Fire Service Pipe Application for the same Property may be included on the Application.
 - (b) A Building Sewer Connection Application for the same Property may be included on the Application.
2. Based on site use and/or type of service request see the above Application Procedures.



Springfield Water and Sewer Commission

Guidelines and Policies

4.1.7 Application Procedure for New Water Main, Water Main Extension, or Replacement:

1. An Applicant shall submit a separate Water Main Extension Application for each new water main, water main extension, and/or water main replacement requested.
2. An Applicant shall submit a separate Water and Sewer Application for each type of service requested in addition to the Water Main Extension Application. See the above Water Service and Building Connection Applications.
3. An Applicant shall submit a Proposed Site Plan when applying for a New Water Main, Water Main Extension, or Replacement. See Section 4.2 for plan submittals.
4. The Applicant shall also submit the Proposed Site Plan to the local Department of Public Works and local Fire Department that have jurisdiction.
5. The Applicant may also be required submit the Proposed Site Plan to the local Planning Department, local Fire Department, and/or local Conservation Commission that have jurisdiction as determined by the Commission.
6. The Applicant shall submit the block plan or Assessor's Plan. See Section 4.2 for plan submittals.
7. The New Water Main Installation/Extension Charge at rates as set forth in the Commission's Rules and Regulations.

4.1.8 Application Procedure for Subdivisions

1. Subdivisions require a single application for the water main and sewer main extension.
2. Each house requires a single application for both the water service and sewer connection.

4.1.9 Application Procedure for Commission Approved Contractor

1. The Installer is required to have completed the approval process to perform work on projects relating to the Commission's Public Water Mains and/or Public Sewers.



Springfield Water and Sewer Commission

Guidelines and Policies

2. This policy will evaluate Installers to determine if the Installer has the qualifications and experience to perform work on projects relating to the Commission's Public Water Mains and/or Public Sewers.
3. The scope of work for projects relating to the Commission's Public Water Mains and/or Public Sewers is limited to small to medium sized projects. Examples of this work are:
 - (a) Water mains — installation, repair
 - (b) Hydrants — installation, repair
 - (c) Valves and other appurtenances — installation, repair
 - (d) Bypass piping – installation, maintain
 - (e) Services — new installations, replacements, and cut offs
 - (f) Sewer Mains – installation, repair, cleaning, jetting
 - (g) Manholes – installation, repair, rehabilitation
 - (h) Repairs to sewer service
 - (i) Video inspection and analysis of sewer mains
 - (j) Excavation, backfilling, compaction, and/or surface restoration
4. Installers shall provide Required Bonding, as set forth in the Commission's Rules and Regulations, at the time of application.
5. At the time of Application Installers shall provide proof of Required Insurance as defined below:
 - (a) Workmen's Compensation, Employer's Liability Insurance, and Occupational Disease Insurance: The INSTALLER shall, before commencing the Work, provide by insurance for the payment of compensation and the furnishing of other benefits under MGL Chapter 152 (Ter. Ed.) to all persons employed under the contract and the INSTALLER shall continue such insurance in force and effect during the term thereof.
 - (b) Comprehensive General Liability Insurance: The INSTALLER shall, before commencing the Work, carry Public Liability Insurance and Property Damage Insurance, including coverage for contractual liability, and (if sub-contractors are involved) INSTALLER's Protection Liability



Springfield Water and Sewer Commission

Guidelines and Policies

Insurance, satisfactory to the COMMISSION so as to save the COMMISSION harmless from any and all claims for damages arising out of bodily injury to, accidental death, or destruction of property caused by accident resulting from the use of implements, equipment, or labor used in the performance of the contract or from any neglect, default, or omission or want of proper care, or misconduct on the part of the INSTALLER or any one in the INSTALLER's employ during the execution of the Work.

- (c) Limits in the amounts of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance.
 - (d) When any motor vehicles are used in connection with the Work to be performed, Automobile Public Liability Insurance with limits of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance.
6. The approval period will be 3 years.
7. The method of approval is as follows:
- (a) The Installer must complete the Commission Approved Contractor Application Form, attached in Section 15.1.1 of these Guidelines and Policies. The completed application must be submitted to the Commission at the Commission's Customer Field Service Office at 71 Colton Street, Springfield, MA.
 - (b) The Installer shall have at least one (1) responsible supervisor with a cellular phone number for immediate contact at any job site.
 - (c) The Installer's history shall indicate the Installer's company has been in business a minimum of five (5) years installing and repairing Public Water Systems and/or Public Sewer.
 - (d) The Installer's procedure and equipment for pressure testing water and sewer mains shall indicate the Installer's company has the proper equipment and method of work to successfully pressure test said mains in projects work as defined in Paragraph 3 above.
 - Hiring of a subcontractor to perform the pressure test is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted.



Springfield Water and Sewer Commission

Guidelines and Policies

- (e) The Installer's procedure and equipment for disinfecting water mains and services shall indicate the Installer's company has the proper equipment and method to successfully disinfect and put into service the water mains and services.
 - Hiring of a subcontractor to perform the disinfection procedure is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted.
 - (f) Any person licensed by the Commonwealth of Massachusetts as a Master or Journeyman Plumber shall be deemed qualified to make connections to sewers, but still must obtain a Commission Approved Contractor Card for such activities.
 - (g) Any person licensed by the Commonwealth of Massachusetts as a Drinking Water Operator – Distribution 2 or higher shall be deemed qualified to install or repair water mains, water services, and/or other water appurtenances, but still must obtain a Commission Approved Contractor Card for such activities.
 - (h) Provide proof of the Required Bonding as defined on the Application Form, attached in Section 15.1.1 of these Guidelines and Policies.
 - (i) Provide proof of Required Insurance as defined in Paragraph 5 above.
 - (j) Sign and date the Indemnity Form, attached in Section 15.1.1 of these Guidelines and Policies.
 - (k) The Installer shall provide references, on request, which shall list a minimum of five (5) Municipal projects that the Installer performed on water and/or sewer work, in the last five (5) years. The listing is to include:
 - Name of Municipal project
 - Description of services provided
 - Date the work was performed and date the work was completed
 - Point of contact with address and a desk top phone number whom the Commission has authorization to contact regarding the project
8. The Commission shall evaluate all Application Forms submitted by the Installer, interview the Installer, and make a recommendation to the Executive Director for approval or denial.



Springfield Water and Sewer Commission

Guidelines and Policies

9. Installers, who have their request denied, may appeal the decision, in writing to the Executive Director of the Commission.

Section 4.2 Submittals/Plans

4.2.1 General

1. The Applicant for any water or sewer service must submit a Proposed Site Plan(s) Backflow Prevention Plan(s), Fire Suppression Plan(s), Plumbing Plan(s) and/or Fats Oils and Grease Interceptor Plan(s) for review, comments, and potential approval by the Commission.
2. The Commission reviews Proposed Site Plan(s) and other plan(s), as appropriate to determine compliance with Commission Rules and Regulations, the Guidelines and Policies, and the Commission's Material Specifications.
3. The Applicant's engineer may contact the Commission for copies of records of existing water and sewer mains and services.
4. The Commission needs one (1) Proposed Site Plan for draft review and comment and after the draft is approved, five (5) Final Site Plans shall be submitted.
5. A License Agreement(s), according to the Commission's Rules and Regulations and Section 4.3.2 of these Guidelines and Policies, for all Water and Sewer Main Extensions shall be submitted after the Final Site Plan has been approved and before construction can begin. The License Agreement Form is attached in Section 15.1.3 of these Guidelines and Policies.
6. Surety Required, according to the Commission's Rules and Regulations, in a form approved by the Commission for all Water and Sewer Main Extensions, shall be submitted after the Final Site Plan has been approved and before construction can begin.
7. The Commission, at its discretion, may require additional design requirements based on site conditions, capacity issues, existing infrastructure materials, and/or other unknown conditions.

4.2.2 Proposed Site Plans

1. Proposed Site Plans for **Water Main Extensions and Sewer Main Extensions** shall include the following;



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) A narrative letter briefly describing the proposed project, type of establishment and anticipated average daily and peak water demand and sewer discharge is required;
 - (b) at a minimum may be submitted on 24-inches X 36-inches;
 - (c) MA Professional Engineer stamp;
 - (d) a Title Block that includes Street Name, sewer or water main extension, extents of extension, such cross street to cross street, date for submittal and latest revision, and scale of plan;
 - (e) a Block Plan or Geographical Information System (GIS) map from the City of Springfield Department of Public Works-Engineering or an Assessor's Plan from the Town of Ludlow Assessor's office at Town Hall showing the lot and/or parcel to be serviced and an intersecting street may also be required;
 - (f) new water and/or sewer main and/or service locations and existing water and/or sewer main and/or service locations, shall be shown on the Proposed Site Plan;
 - (g) existing and proposed water and/or sewer main structures, fittings and appurtenances to be connected;
 - (h) existing and proposed lots or parcels, right of way layout, labels of lots, and any existing street addresses of the project site;
 - (i) existing and proposed utilities particularly underground for the project area;
 - (j) proposed easements through which water and or sewer services are proposed;
 - (k) widths of proposed easements are to be determined by the Commission and;
2. There are several options for overall project sanitary service. In addition to Paragraph 1 above, the Proposed Site Plans for **Sewer Main Extensions** shall also include the following, in order of preference by the Commission;
- (a) Gravity sanitary flows to other existing gravity sewers.
 - (b) Gravity flows to an existing sanitary pump station. Capacity availability at the pump station and in existing sanitary mains must be determined



Springfield Water and Sewer Commission

Guidelines and Policies

based upon proposed peak design flows for this project and other potential building lots outside of this project area but served by proposed sewers.

- (c) In some cases an existing sanitary pump station is in the area. If available capacity of an existing sanitary Pump Station, force main, or gravity sewers is not adequate to serve the proposed project, the developer must fund the analysis, design, and construction of Commission infrastructure upgrades such that there is adequate capacity. The Commission would participate in the analysis of existing capacity of structures.
 - (d) Design, and construction of new private pumping facilities for project flows to existing public gravity sewers. The Commission currently has a moratorium on new public pump stations. Any proposed new pump station must be approved by the Commission Executive Director.
 - (e) Engineers will explore each alternative in order before proposing new private sanitary pump stations.
3. Proposed Site Plans for **Subdivisions** shall include the following;
- (a) Comply with the Water Main Extensions and Sewer Main Extensions requirements in Paragraphs 1 and 2, above;
 - (b) if the subdivision is to be built in phases then the phases shall be defined so that proper appurtenances for water and sewer can be installed at the end of each phase, so that the next phase can be started with out adverse affect on existing customers;
 - (c) any local Planning Board requirements must also be met by the Applicant's engineer, including, but not limited to, Preliminary Plan submission as defined by the State of Massachusetts and Definitive Plan submission as defined by the State of Massachusetts;
 - (d) any local Fire Department requirements must also be met by the Applicant's engineer;
 - (e) any local Department of Publics Works requirements must also be met by the Applicant's engineer;
 - (f) A coordination meeting(s) may be required to achieve this.
4. Proposed Site Plans for **Residential Water and Sewer Service** shall include the following;
- (a) At a minimum may be submitted on 8.5-inches X 11-inches;



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) a mortgage survey is acceptable for a Residential Proposed Site Plan;
 - (c) a Title Block that includes Service address, type of service(s) the plan is for, date for submittal and latest revision, and scale of plan;
 - (d) a Block Plan or Geographical Information System (GIS) map from the City of Springfield Department of Public Works-Engineering or an Assessor's Plan from the Town of Ludlow Assessor's office at Town Hall showing the lot and/or parcel to be serviced and an intersecting street may also be required;
 - (e) a street address and a lot or parcel number must be obtained from the Department of Public Works, that has jurisdiction;
 - (f) the proposed building(s) footprint;
 - (g) new water and/or sewer service locations, existing water and/or sewer service locations, and any water and/or sewer service locations to be discontinued and;
 - (h) may require MA Professional Engineer's stamp for unusual layouts and/or easements though adjacent properties of other Owners.
5. Proposed Site Plans for **Commercial/Industrial and Multi-family Residential (3-family or more) Water and Sewer Service** shall include the following;
- (a) A narrative letter briefly describing the proposed project, type of establishment and anticipated average daily and peak water demand and sewer discharge is required;
 - (b) at a minimum may be submitted on 24-inches X 36-inches;
 - (c) MA Professional Engineer stamp;
 - (d) a Title Block that includes Service address, type of service(s) the plan is for, date for submittal and latest revision, and scale of plan;
 - (e) a Block Plan or Geographical Information System (GIS) map from the City of Springfield Department of Public Works-Engineering or an Assessor's Plan from the Town of Ludlow Assessor's office at Town Hall showing the lot and/or parcel to be serviced and an intersecting street may also be required;
 - (f) a street address and a lot or parcel number must be obtained from the Department of Public Works, that has jurisdiction;



Springfield Water and Sewer Commission

Guidelines and Policies

- (g) the proposed building(s) footprint;
 - (h) new water and/or sewer service locations, existing water and/or sewer service locations, and any water and/or sewer service locations to be discontinued;
 - (i) existing and proposed water and/or sewer main structures, fittings and appurtenances within the site and within any right of way which contains mains serving the project site;
 - (j) existing and proposed lots or parcels, right of way layout, labels of lots, and any existing street addresses of the project site;
 - (k) existing and proposed utilities particularly underground for the project area;
 - (l) proposed easements through which water and or sewer services are proposed and;
 - (m) widths of proposed easements are to be determined by the Commission.
6. When applicable, a Demolition Plan showing the Discontinuance of Existing water and sewer services will also be submitted at this time. Discontinuance submittals include the following:
- (a) Location of service to be discontinued;
 - (b) Method that the will be used to discontinue the service.
7. When applicable, a plan showing any Cross Connection will also be submitted at this time. Any Cross Connection must be separated from the public water supply by a Backflow Prevention Device (BFP) for certain water uses according to CHAPTER 10 of these Guidelines and Policies.
8. **Backflow Prevention Device** submittals include the following:
- (a) Plumbing plan showing location of backflow prevention device (BFP) according to Section 10.1, Paragraph 6 of these Guidelines and Policies;
 - (b) the type of BFP to be installed and;
 - (c) the specifications of BFP to be installed.
9. When applicable, a plan showing a Fire Suppression System will also be submitted at this time. All fire suppression systems are a Cross Connection and must be separated from the public water supply by a Backflow Prevention



Springfield Water and Sewer Commission

Guidelines and Policies

Device (BFP) for certain water uses according to CHAPTER 10 of these Guidelines and Policies.

10. Fire Suppression System submittals include the following;

- (a) Comply with the BFP requirements in Paragraph 8, above;
- (b) The fire suppression system design is the responsibility of the Applicant's engineer;
- (c) a proposed site plan and plumbing plans of fire suppression system which is separate from the domestic water system to the public water main;
- (d) Fire Flow Testing may be required - Fire Flow Test results only represent the conditions of the public water system at the time of the test. Public water system functioning may vary from day to day and hour to hour within the parameters of DEP requirements. The Commission does not review or approve fire suppression systems for adequacy of flow or pressure;
- (e) all public and private hydrants existing and proposed;
- (f) the location of the External Fire Department Connections (FDC) (typically the FDC must be located within 100 feet of a public hydrant) on the exterior of building
- (g) any Fire Department requirements must also be met by the Applicant's engineer and;
- (h) a coordination meeting(s) may be required to achieve this.

11. When applicable a plan showing any internal and/or external Fats, Oils, and Grease (FOG) Interceptor will also be submitted at this time according to the Commission's Rules and Regulations.

12. Fats, Oils, and Grease Interceptor submittals include the following:

- (a) Grease interceptor equipment design and sizing and construction details.
- (b) Plumbing plan and/or site plan showing location of installation.
- (c) FOG Maintenance Plan.

13. Industrial Pretreatment Sanitary Survey – Certain industries require pretreatment of sanitary flows before being discharged to the public sewer



Springfield Water and Sewer Commission

Guidelines and Policies

system. Contact the Commission's Industrial Pretreatment Program for specific requirements at 787-6207 x 213.

4.2.3 Minimum Design Standards

1. Water Mains and Appurtenances shall be shown on Proposed Site Plan(s) according to CHAPTER 6 of these Guidelines and Policies and the minimum standards as follows;
 - (a) The Commission reserves the right to change any of the below requirements at its discretion during the review process.
 - (b) Water mains shall be a minimum of 8-inch diameter, ductile iron, pressure class 350, and cement lined. 6-inch diameter may be allowed with the Commission's approval.
 - (c) The water mains will be installed on the north or east side of the street.
 - (d) Typically, water mains in streets shall be located at least 7-feet from sewer mains and water services shall be located at least 10-feet from sewer services and 4-feet from other utilities, unless otherwise approved by the Commission.
 - On 40-foot wide streets the pipe will be located 15-feet from the appropriate street line.
 - On 50-foot wide streets the pipe will be located 18-feet from the appropriate street line.
 - On 60-foot wide streets the pipe will be located 20-feet from the appropriate street line.
 - On street widths not defined above the Applicant's engineer shall contact the Commission's Engineering and Technical Services group to determine the location of the water main.
 - (e) Valves:
 - Three (3) Isolation valves shall be installed on each side of three-way intersections at each street line.
 - Four (4) Isolation valves shall be installed on each side of four-way intersections at each street line.
 - Isolation valves shall installed every 500-feet on straight runs of water main.
 - Isolation valves shall be the same size as the water main being installed.



Springfield Water and Sewer Commission

Guidelines and Policies

- Isolation valves shall be gate valves up 12-inch in diameter. Isolation valves 16-inch may be butterfly valves, but require Commission approval prior to installation. Isolation valves larger than 16-inch shall be approved by the Commission prior to installation.

(f) Hydrants:

- Hydrants shall be located approximately every 300-feet to 400-feet, on the same side of the street as the water main, on a property line, and as approved by the local Fire Department.
 - Hydrants are not to be placed at the end of the main in a cul-de-sac, but rather at or before the point of curvature (PC).
 - Public hydrants are connected directly to public water mains.
 - Public water mains are only found in street right of ways or easements given to the Commission by the property owner.
 - Private hydrants within a site shall be installed so as to protect the public water supply per DEP requirements, Commission requirements and the local Fire Department requirements. The Applicant's engineer will contact the Commission's Engineering and Technical Services for each such installation.
 - The Applicant's engineer must provide information to the Commission and local Fire Department with flow and demand requirements and available flow.
 - Private hydrants are owned, operated, and maintained by the property owner. It is encouraged to work with the Fire Department for any private hydrants to be part of the hydrant certification process.
2. Sewer Mains and Appurtenances shall be shown on Proposed Site Plan(s) according to CHAPTER 11 of these Guidelines and Policies and the minimum standards as follows;
- (a) The Commission reserves the right to change any of the below requirements at its discretion during the review process.
 - (b) Sewer mains shall be a minimum of 8-inch diameter, PVC SDR 35, or RCP, or Ductile Iron pressure class 350, cement lined.
 - (c) Sewer mains shall be installed in the center of the street.
 - (d) Sewer mains shall be a minimum of 4-feet deep.
 - (e) 8-inch Sewer mains shall be sloped at 0.4% (4.8-inch/100-feet).



Springfield Water and Sewer Commission

Guidelines and Policies

- (f) Manholes shall be at no more than 300-feet apart and at all changes in diameter, material, slope, and direction.
- 3. All installations of utilities adjacent to Commission water and sewer mains must be a minimum of 4-feet from the existing water and/or sewer main, edge to edge of pipe. Adjacent utilities may include but not be limited to underground conduits for cable, electric, fiber optic, gas, and telephone.

4.2.4 As-Built Plans

- 1. An As-Built plan of all water and sewer mains and any other appurtenances, which have been constructed as part of the main extension construction shall be provided to the Commission. It is recommended that the engineer of record submit an initial paper draft for Commission review before submitting a mylar.
- 2. As-Built plans shall be submitted 60-days after the water and/or sewer main has been put into service.
- 3. The following information is to be included on any As-Built Plan of water and sewer main extensions and/or Subdivisions to be submitted to the Springfield Water and Sewer Commission.
 - (a) At a minimum, the description and location of sanitary structures includes size, material, and slope of mains, rim elevation, invert elevation of manholes, cleanouts, chimneys, and building sewer connections.
 - (b) At a minimum, the description and location of water structures must include size, material, of all mains, hydrants, fittings, bends, and water services.
 - (c) Any other information required for a full description of the infrastructure to be turned over to the Commission shall be included. The location and description of all other utilities, which have been constructed within the new or existing right of way will be included as practicable.
 - (d) The location and description of all easements, which are pre-existing and were created as part of the main extensions or the subdivision process, within the project area, shall be included.
 - (e) A full description of the layout of the newly established or existing street right of way and/or easements to be deeded to the Commission shall include the location, metes and bounds description of all monumentation.



Springfield Water and Sewer Commission

Guidelines and Policies

- (f) The lots, which have been established, and are pre-existing, within the project area shall be labeled with lot numbers and street addresses as appropriate.
4. The plan shall be stamped and signed by a main extension's design engineer, a Professional Engineer in the Commonwealth of Massachusetts, certifying that the information shown on the plan reflects a field investigation of the water and sewer mains and appurtenances which were constructed.
5. The quality of the plan and its material must be such that it can be recorded in the Hampden County Registry of Deeds. This includes but is not limited to a plan on mylar with original Professional Engineer's stamp and signature.

Section 4.3 Approvals

4.3.1 Site Plan Approval

1. A Status Memo that defines the status of project for all associated water and sewer mains, services, and appurtenances is written by ET&S.
2. The Status Memo is attached to the Final Site Plan(s) once the Proposed Site Plan(s) has met all Commission requirements.
3. The Applicant and/or Applicant's engineer is notified, by phone or email, once the Status Memo and final design plans are complete and available for pick-up at the Commission's Customer Field Services Office located at 71 Colton St., Springfield, MA.
4. The Applicant must pick up the Status Memo and Final Site Plan(s) and pay all required fees as described in the memo. Those fees may include, but not be limited to:
 - (a) remaining application fees,
 - (b) connection fees,
 - (c) tapping main fees,
 - (d) main shut down / turn on fees,
 - (e) service discontinuance fees,
 - (f) inspection fees, other construction related fees.



Springfield Water and Sewer Commission

Guidelines and Policies

5. All Commission fees as set forth in the Commission's Schedule of Rates, Fees, and Charges in its Rules and Regulations are also available on line at <http://www.waterandsewer.org/>
6. It is highly recommended that the Installer receive the Contractor's copies of the Status Memo and Final Site Plan(s), as there are important records and instructions included.
7. The Status Memo, Final Site Plan(s), and any other attachments are also distributed to the Commission's Inspectors, Customer Service, Customer/Owner/Developer, Billing office, and the record file in E&TS's office.

4.3.2 Utility Installation Approvals

1. All installations of utilities adjacent to Commission water and sewer mains must be a minimum of 4-feet from the existing water and/or sewer main, edge to edge of pipe. Adjacent utilities may include but not be limited to underground conduits for cable, electric, fiber optic, gas, and telephone.
2. **Standard Details** - Standard offsets of utilities from Commission water and sewer mains shall be in accordance with the **Utility Separation Detail (W-01.0)** and Springfield DPW Street Typical Section for Utilities, unless otherwise approved as described below.
3. **Alternative Locations Approval** - To obtain Commission approval for alternative locations and offsets, plans shall be submitted for review and approval to the local DPW having jurisdiction and the Commission's Engineering and Technical Services Office in accordance with these Guidelines and Policies. This review and approval must be complete before the beginning of construction.
4. **Inspections and Enforcement** – Commission Inspectors will perform periodic inspections of utility installations for compliance with this policy. If encroachments are noted, the local DPW having jurisdiction will be notified for enforcement of their street occupancy permit requirements.
5. **Failure to comply** with this Policy due to encroachment into the offsets to water and/or sewer mains as described above may be cause for the removal of said conduits, pipes, and other property located within the encroachment area by the Commission. It may also result in the Commission or their agents relocating said conduits, pipes, and other property at cost to the encroaching utility, and possible removal of the contractor from the Commission Approved Contractor's List.



Springfield Water and Sewer Commission

Guidelines and Policies

4.3.3 License Agreement Approval

1. One (1) draft License Agreement Form, attached in Section 15.1.3 of these Guidelines and Policies, will be submitted to the Commission's Engineering and Technical Services (E&TS) for review and approval prior to the Status Memo, Final Site Plans, and any other attachments are distributed.
 - A draft form of Surety, according to Section 4.3.4 of these Guidelines and Policies, will be submitted at this time as it is a requirement of the License Agreement.
2. E&TS and the Commission's legal Council will review the License Agreement. E&TS will contact the Applicant with any changes or corrections prior to the Applicant submitting the signed originals.
3. Two (2) original License Agreements shall be submitted and signed by the Applicant.
4. The Commission's Engineering and Technical Services (E&TS) will review the License Agreements and submit them to the Executive Director for Signature.
5. The Executive Director will sign the License Agreements.
6. One (1) original License Agreement will be attached to the Applicant's Status Memo.
7. One (1) original License Agreement will be filed at the Commission in the E&TS's Record Vault and one (1) copy will be filed in the street file in E&TS's office.

4.3.4 Surety Approval

1. One (1) draft form of a Surety document(s) will be submitted with the draft License Agreement to the Commission's Engineering and Technical Services (E&TS) for review and approval prior to the Status Memo, Final Site Plans, and any other attachments are distributed.
 - (a) The Surety document(s) will be in the form of a Bond. Other forms of surety may be submitted in place of a Bond, but must be approved prior to submittal.
 - Performance / Payment Bond shall be for the construction period until all mains have been approved. The construction period shall be considered over on the date the final bacteria test has passed.



Springfield Water and Sewer Commission

Guidelines and Policies

- Maintenance Bond shall be after the construction period from time of all main approvals until end of warranty period, typically one (1) year minimum, but may be longer at the Commission's discretion. The warranty period shall be considered over after one (1) year, all installation issues have been addressed to the satisfaction of the Commission, and an As-Built drawing, according to Section 4.2.4 of these Guidelines and Policies has been submitted and approved by the Commission.
 - Originals of Sureties shall be attached as part of the License Agreement for the Commission
- (b) The Surety document(s) shall be made out to the Springfield Water and Sewer Commission.
- (c) The Surety document(s) shall not have an expiration date.
- (d) The Surety document(s) shall be made out for the project.
2. E&TS and the Commission's legal Council will review the Surety document(s). E&TS will contact the Applicant with any changes or corrections prior to the Applicant submitting the signed original(s).
 3. One (1) original Surety document(s) shall be submitted and signed by the Applicant.
 4. The Commission's Engineering and Technical Services (E&TS) will review the Surety document(s).
 5. One (1) original Surety document(s) will be filed at the Commission in the Billing Office, one (1) copy will be filed in the E&TS's Record Vault, and one (1) copy will be filed in the street file in E&TS's office.

4.3.5 Surety Release

1. The Commission's Billing Office will notify E&TS when any Surety Document is to expire.
2. E&TS will determine when the surety will be released and send notification to the Surety provider and Applicant. Copies of the release will be kept in each file.
3. Surety shall be released one (1) year from the date of water main acceptance for service, which will be the day that the final bacteria test passes and/or one year from the date of sewer main acceptance, which will be the day that the television inspection was completed and reviewed by the SWSC's Inspectors.



Springfield Water and Sewer Commission

Guidelines and Policies

4. No surety shall be released if the Applicant has not completed the above and submitted an approved As-Built drawings on mylars to the Commission's E&TS.

Section 4.4 Inspections for 1-inch to 2-inch Water Service (by Installers)

4.4.1 Installer Responsibilities at the Installation

1. The Owner or Installer shall have all Fees paid at the Commission's Customer Service Office at 71 Colton Street, Springfield, MA, before a Commission Work Order will be issued to have an installation inspected. Typically, single-family homes will require two (2) site visits for inspections. The Commission's Inspectors must have a Work Order issued by the Customer Service Office to perform an inspection.
2. The Owner or Installer shall call Customer Service Office, at 413-787-6206, to schedule the next available inspection appointment. A minimum 48 hrs advance notice is required. The Commission's Customer Service Office will schedule time slots during which the installation shall be ready for inspection.
3. A responsible supervisor, as defined in Section 6.1.4 these Guidelines and Policies, of the Installer shall be on site at all times during an installation.
4. The responsible supervisor of the Installer shall have all the Commission issued paper work including, but not limited to, receipts, plans, and memoranda, at the site at all times during an installation.
5. The Owner or Installer shall provide safe access, including trench shoring and safe ladders if necessary, to all trenches. The Owner or Installer shall provide safe access, including safe ladders to all foundations. Other areas that require inspection by the Commission Inspectors shall also be required to provide safe access as determined by the Inspectors.
6. The Owner or Installer shall have all work completed when the Inspector arrives. If the work is not completed when the Commission Inspector arrives, the Owner or Installer must schedule an additional inspection, at rates as set forth in the Commission's Rules and Regulations, by calling the Commission's Customer Service Office.
7. Inspection from water main to tree belt:
 - (a) The tap at the main must be completed by the Commission in accordance with the 2-inch and less Water Service Installation Section of these Guidelines and Policies.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) The copper tube shall be laid by the Installer from the shut-off valve at the main to the shut-off valve in the tree-belt prior to the Commission Inspectors arriving at the site.
 - (c) The Commission Inspectors must witness the water service pipe being flushed, the valve at the tree-belt being turned off, and the water service pipe, including all copper tube, fittings, and valves not having any water leaks at static line pressure.
 - If leaks are observed by the Commission's Inspector the Installer will be allowed to make minor repairs to stop the leak. If the leak continues or the repair is not acceptable to the Commission Inspector, the Owner or Installer must schedule an additional inspection at rates as set forth in the Commission's Rules and Regulations by calling the Commission's Customer Service Office.
 - (d) No work shall be backfilled before the water service installation is inspected by the Commission's Inspectors.
8. Inspection from water main to house:
- (a) The tap at the main must be completed by the Commission in accordance with the 2-inch and less Water Service Installation Section of these Guidelines and Policies.
 - (b) The copper tube shall be laid by the Installer from the shut-off valve at the main to the shut-off valve in the tree-belt and from the shut-off valve in the tree-belt to the meter valve in the building prior to the Commission Inspectors arriving at the site.
 - (c) The Commission Inspectors must witness the water service pipe being flushed, the meter valve in the building being turned off, and the water service pipe, including all copper tube, fittings, and valves not having any water leaks at static line pressure.
 - If leaks are observed by the Commission's Inspector the Installer will be allowed to make minor repairs to stop the leak. If the leak continues or the repair is not acceptable to the Commission Inspector, the Owner or Installer must schedule an additional inspection at rates as set forth in the Commission's Rules and Regulations by calling the Commission's Customer Service Office.
 - (d) No work shall be backfilled before the water service pipe is inspected by the Commission's Inspectors.
9. Inspections for water services that cannot be completed in a single day:



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) Inspection of water service from shut-off valve at the main to the shut-off valve in the tree-belt shall be as described in Paragraph 7 of this Section, so that the Installer can backfill the trench in the street.
 - No open trench shall be allowed in the street or right of way over night.
- (b) Inspection of water service from the shut-off valve in the tree-belt to the end of the copper tube shall be left open until it is inspected by the Commission's Inspectors.
- (c) The Installer may backfill after each installation has been inspected and approved by the Commission's Inspector. The Installer shall not backfill over any connection, joints, and/or valves until the water service pipe is installed into the building and tested
- (d) Inspection of water service from the shut-off valve in the tree-belt to the meter valve in the building, including all connections, joints, and/or valves shall be as described in Paragraph 8 of this Section, so that the Commission Inspectors can witness proper depth of cover and no leakage at joints.

4.4.2 Commission Responsibilities Prior to Arriving at the Installation

1. The Commission's Engineering and Technical Services Department will provide the Commission's Customer Service Office and Inspectors with copies of all reviewed plans, memoranda, and details associated with each installation.
2. The Commission's Customer Service Office will issue a work order to the Commission's Inspectors after the Owner or Installer has paid all fees and the time slot(s) that the installation will be inspected is scheduled.
3. The Commission's Inspectors will arrive at the installation during the time slot.
4. Typically, single-family homes will require two (2) site visits for inspections.
5. In sub-divisions the Commission will allow up to four (4) water main to treebelt inspections during one (1) site visit as long as the installations are in close proximity to each other.
6. In sub-divisions the Commission Inspectors will inspect from the treebelt to the building as one (1) site visit, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

4.4.3 Inspectors Responsibilities at the Installation

1. The Commission's Inspectors will visually inspect the job site and installation for unsafe conditions and/or inaccessible areas to be inspected.
2. The Commission's Inspectors will enter the Installer's safe trench, confirm that all fittings are no-lead brass, and meet the Commission's Specifications.
3. The Commission's Inspectors will confirm shut-off in the tree-belt is closed.
4. The Commission's Inspectors will open shut-off valve at main and check for leaks from main to shut-off valve in tree-belt.
5. The Commission's Inspectors will check backfill material. Common borrow/fill, as specified in the Commission's Specifications, shall be placed around the copper pipe.
6. The Commission's Inspectors will enter the building to open the meter valve so the water service pipe is ready to be flushed.
7. The Commission's Inspectors will open shut off valve in tree-belt so that the water service pipe may be flushed. The Inspector will wait for the water to run clear before shutting the meter valve
8. The Commission's Inspectors will close the meter valve and perform visual leak test. The copper tube service line and valves shall not have any water leaks at static line pressure. The Owner or Installer may be allowed to make minor repairs during inspection so that any leaking joints may be tightened.
9. If any of the above items is not ready for inspection at the scheduled time slot or fails inspection then the Commission Inspector shall notify the Owner or Installer that the inspection must be rescheduled. The Owner or Installer must schedule an additional inspection at rates as set forth in the Commission's Rules and Regulations by calling the Commission's Customer Service Office. The Commission's Customer Service Office will schedule the next available time slot during which the installation shall be ready for inspection.
10. The Commission's Inspectors will attach a completed meter valve tag to the meter valve inside the building after the inspection is complete and the meter is ready to be installed.
11. The Commission's Inspectors will close the shut-off valve in the tree-belt before leaving the site.
12. The Commission's Inspectors will leave the shut-off valve at the main open unless conditions exist that will not allow; such as leaks, improper installation,



Springfield Water and Sewer Commission

Guidelines and Policies

unapproved material, and/or other conditions as determined by the Commission's Inspector.

13. The Commission's Inspectors will take pictures, measurements, and ties including depths as defined in Section 4.4.4 of these Guidelines and Policies.
14. The Commission's Inspectors may remain on-site until the Owner or Installer has backfilled the water service pipe with a minimum of 8-inch of clean Common Borrow/Fill.
15. The Commission's Inspectors will send the Work Order back to Customer Service Office stamped "Complete" and signed by Inspector. This completed Work Order will be considered the Inspection Certificate, as defined in the Commission's Rules and Regulations. The completed Work Order will be filed at Customer Service Office.

4.4.4 Commission Record Requirements for 1-inch through 2-inch Water Service Installations

1. After each water service is installed, the Commission's Inspectors will inspect the installation, as defined in Section 4.4.3 of these Guidelines and Policies, prior to backfilling to record location and insure proper depth and quality of workmanship.
2. The Commission Inspectors will take pictures of the installation. The Commission's Inspectors will keep the picture records for at least one (1) year.
3. The Commission's Inspectors will take location ties to all water service pipe valves by measuring and tying the location of each water box.
 - (a) Measurements will be taken and recorded by the Commission's Inspectors when final paving is complete. Temporary ties may be required prior to finish paving.
 - (b) Buried valves shall have at least three (3) ties to a permanent structure.
 - (c) Temporary ties shall have at least three (3) ties to a permanent structure.
 - (d) Valves installed with a gate box or water service box shall have ties taken as follows:
 - When possible, measure at least three ties from a permanent structure such as a building, including two from each end of the structure and one tie will be taken one out from the structure.



Springfield Water and Sewer Commission

Guidelines and Policies

- Monuments will be installed when a permanent structure is not available to take ties from. Monuments are Commission Gate Markers, property line pins or stone bounds, hydrants, or other permanent structure that is not a building.
 - At least one other tie will be taken from another permanent structure such as another building, monument, or a hydrant.
 - Also, a tie will be taken from street line, property line or edge of easement.
4. The Commission's Inspectors will measure locations along the length of the water service pipe to each bend, coupling, tee, cross, and/or any other type of fitting.
 5. The Commission's Inspectors will measure the depth of water service pipe and location from street line, property line and/or edge of easement, if needed. Typically, the depth of pipe is needed if the pipe is not installed with five (5) feet of cover.
 6. The Commission's Inspectors will include on the record sketch the size and type of water main, the street name, any side streets abutting the building property, and any unusual installation details.
 7. The Commission's Inspectors will create a finished record sketch of the finished installation that is not to scale. The finished record sketch will be sent to Customer Service Office where it will be permanently filed.

Section 4.5 Inspections for 4-inch and Larger Water and Fire Service Installations

4.5.1 Installer Responsibilities

1. The Owner or Installer shall have all Fees paid at the Commission's Customer Service Office at 71 Colton Street, Springfield, MA, before a Commission Work Order will be issued to have a water or fire service installation inspected. Typically, the Commission will estimate the number of site visits required at about 100-feet per site visit. The Commission's Inspectors must have a Work Order to perform an inspection.
2. The Owner or Installer shall call the Commission's Construction Inspection Group, at 413-787-6256, extension 133 to schedule the next available inspection appointment. A minimum 48 hrs advance notice is required. The Construction Inspection Group will schedule time slots during which the water or fire service installation shall be ready for inspection.



Springfield Water and Sewer Commission

Guidelines and Policies

3. A responsible supervisor (as defined in the Control of Work Section below) of the Installer shall be on site at all times during an installation.
4. The responsible supervisor of the Installer shall have all the Commission issued paper work including, but not limited to, receipts, plans, and memoranda, at the site at all times during an installation.
5. The Owner or Installer shall layout the new water or fire service installation according to the approved plan.
6. The Owner or Installer shall provide safe access, including trench shoring and safe ladders if necessary, to all trenches. The Owner or Installer shall provide safe access, including safe ladders to all foundations.
7. The Owner or Installer shall have all work completed when the Inspector arrives or, the Owner or Installer must be reschedule an additional inspection at rates as set forth in the Commission's Rules and Regulations.
8. Installation of water or fire service shall be as follows:
 - (a) New water or fire service connection may be either by tapping an existing main or shutting an existing main and installing a mechanical joint tee, gate valve(s), and other fittings as required and shall be as follows:
 - The tap at the main must be completed by the Commission in accordance with the Tapping sleeve and Mechanical Joint Valve Section of these Guidelines and Policies.
 - The of shutting an existing main or water service(s) must be by the Commission and installing a mechanical joint tee, gate valve(s), and other fittings as required by the Installer in accordance with the Ductile Iron Fitting and Mechanical Joint Valve Sections of these Guidelines and Policies.
 - (b) The ductile iron water or fire service shall be laid by the Installer from the new connection in accordance with the Ductile Iron Water Main Section of these Guidelines and Policies, prior to the Commission Inspectors arriving at the site.
 - (c) No work shall be backfilled before the water or fire service installation is inspected by the Commission's Inspectors.
 - (d) The Springfield Fire Department must witness the fire service being flushed by the Installer.



Springfield Water and Sewer Commission

Guidelines and Policies

- (e) The Installer is responsible to schedule the fire department flush along with the Commission pressure test, disinfection, and bacteria testing. The fire department flush shall be before the Commission pressure test and bacteria test.
- (f) The Commission Inspectors must witness the water or fire service being pressure tested by the Installer.
- (g) The water or fire service shall not be Turned-on or put into service until the backflow preventer has been inspected by the Commission's Cross Connection Inspector.

4.5.2 Layout

1. The Owner or Installer shall have the road or easement to sub-grade, lot pins, and easement boundaries installed before any layout begins.
2. The Owner or Installer shall have the project layed-out according to plan, memo, and any attachments.
3. After a Work Order is received by the Inspectors from Customer Service then the layout can be field checked by the Commission's Inspectors.
4. The Commission's Inspectors will check the lay out of the project to confirm that it has been performed according to the plan, memo, and any attachments.
 - (a) It shall remain the Owner's responsibility that the layout has been performed according to the plan, memo, and any attachments.
 - (b) Construction cannot begin until the layout has been field checked by the Commission.
5. All questions to the Commission's Engineering and Technical Services.
6. Layout, at a minimum, includes:
 - (a) Location of connection to existing facilities;
 - (b) Location of new main, valves, hydrants, air valve assemblies, and other appurtenances on the plan;
 - (c) Provide center line of water and/or sewer main;
 - (d) Provide offset stakes that will not get damaged during construction and;
 - (e) Provide line stakes at end of main.



Springfield Water and Sewer Commission

Guidelines and Policies

4.5.3 Inspection of Water or Fire Service Installation

1. Inspectors must inspect the installations daily prior to backfilling
2. Inspection includes that the pipe is installed and located according to the plan and at the proper depth.
3. Use the Ductile Iron Pipe Research Association (DIPRA) Installation Guide for Ductile Iron Pipe as a guide to inspect for properly installed water pipe.
4. Measure location along the length of the pipe to each bends, couplings, tees, crosses, and any other type of fittings.
 - (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken prior to back filling.
 - (c) Measure depth of pipe and location from street line, property line or edge of easement.
5. Take pictures of installation
6. Backfilling can begin.

4.5.4 Water or Fire Service into Service

1. After water or fire service and all other appurtenances are installed then the Inspectors will contact the water quality group to operate the valves to allow the main to fill and air bled out of the main.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer will supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
2. The Springfield Fire Department must witness the fire service being flushed by the Installer.
 - (a) The Installer is responsible to schedule the fire department flush along with the Commission pressure test, disinfection, and bacteria testing.
 - (b) The fire department flush shall be before the Commission pressure test, disinfection, and bacteria test.
3. The Commission Inspectors must witness the water or fire service being pressure tested by the Installer.



Springfield Water and Sewer Commission

Guidelines and Policies

4. After pressure test passes, Inspectors will contact the water quality group to operate the valves to flush water main and begin disinfection procedures according to Section 6.3 of these Guidelines and Policies.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer will supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
5. The Water Quality Group will sample for Cl₂ residual, pH, and turbidity.
6. The Water Quality Group will call the lab to take bacteria samples.
7. The Lab will report to all Commission groups the bacteria results.
8. After two (2) consecutive bacteria tests passing the Water Quality Group will put the new water main in service by:
 - (a) Shutting all flush and sample sites.
 - (b) Allow the Installer/owner/developer to remove all flushing equipment.
 - (c) The water or fire service shall not be Turned-on or put into service until the backflow preventer has been inspected by the Commission's Cross Connection Inspector.
 - (d) Open all water valves and notify all other Commission groups that the water or fire service is in service.
9. Paving may begin.
10. Location ties shall be taken to all valves, hydrants, and other operable appurtenances by measuring the location of each water box.
 - (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken when final paving is complete. Temporary ties may be required prior to finish paving.
 - (c) When possible, measure at least three ties from a permanent structure such as a building, including two from each end of the structure and one out from the structure and at least one other tie from another permanent structure such as another building or a hydrant. In addition, a tie from street line, property line or edge of easement will be taken.



Springfield Water and Sewer Commission

Guidelines and Policies

11. After water main is put into service and the Inspectors and Customer Service are notified by the Water Quality Group, the Commission's Construction Crew and/or the Installer will begin to install individual water services to each home.

Section 4.6 Inspections for Water Main Installation (by Installers)

4.6.1 Installer Responsibilities

1. The Owner or Installer shall have all Fees paid at the Commission's Customer Service Office at 71 Colton Street, Springfield, MA, before a Commission Work Order will be issued to have a water main installation inspected. Typically, the Commission will estimate the number of site visits required at about 100-feet per site visit. The Commission's Inspectors must have a Work Order to perform an inspection.
2. The Owner or Installer shall call the Commission's Construction Inspection Group, at 413-787-6256, extension 133 to schedule the next available inspection appointment. A minimum 48 hrs advance notice is required. The Construction Inspection Group will schedule time slots during which the water main installation shall be ready for inspection.
3. A responsible supervisor (as defined in the Control of Work Section below) of the Installer shall be on site at all times during an installation.
4. The responsible supervisor of the Installer shall have all the Commission issued paper work including, but not limited to, receipts, plans, and memoranda, at the site at all times during an installation.
5. The Owner or Installer shall layout the new water main installation according to the approved plan.
6. The Owner or Installer shall provide safe access, including trench shoring and safe ladders if necessary, to all trenches. The Owner or Installer shall provide safe access, including safe ladders to all foundations.
7. The Owner or Installer shall have all work completed when the Inspector arrives or, the Owner or Installer must be reschedule an additional inspection at rates as set forth in the Commission's Rules and Regulations.
8. Installation of water main shall be as follows:
 - (a) New water main connection may be either by tapping an existing main or shutting an existing main and installing either a valve, solid sleeve, or coupling shall be as follows:



Springfield Water and Sewer Commission

Guidelines and Policies

- The tap at the main must be completed by the Commission in accordance with the Tapping sleeve and Mechanical Joint Valve Section of these Guidelines and Policies.
 - The of shutting an existing main must be by the Commission and installing either a valve, solid sleeve, or coupling must be by the Installer by the Commission in accordance with the Ductile Iron Valve and Mechanical Joint Valve Sections of these Guidelines and Policies.
- (b) The ductile iron water main shall be laid by the Installer from the new connection in accordance with the Ductile Iron Water Main Section of these Guidelines and Policies, prior to the Commission Inspectors arriving at the site.
- (c) The Commission Inspectors must witness the water main being pressure tested by the Installer.
- (d) No work shall be backfilled before the water main installation is inspected by the Commission's Inspectors.

4.6.2 Layout

1. The Owner or Installer shall have the road or easement to sub-grade, lot pins, and easement boundaries installed before any layout begins.
2. The Owner or Installer shall have the project layed-out according to plan, memo, and any attachments.
3. After a Work Order is received by the Inspectors from Customer Service then the layout can be field checked by the Commission's Inspectors.
4. The Commission's Inspectors will check the lay out of the project to confirm that it has been performed according to the plan, memo, and any attachments.
 - (a) It shall remain the Owner's responsibility that the layout has been performed according to the plan, memo, and any attachments.
 - (b) Construction cannot begin until the layout has been field checked by the Commission.
5. All questions to the Commission's Engineering and Technical Services.
6. Layout, at a minimum, includes:
 - (a) Location of connection to existing facilities;



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) Location of new main, valves, hydrants, air valve assemblies, and other appurtenances on the plan;
- (c) Provide center line of water and/or sewer main;
- (d) Provide offset stakes that will not get damaged during construction and;
- (e) Provide line stakes at end of main.

4.6.3 Inspection of Water Main Installation

1. Inspectors must inspect the installations daily prior to backfilling
2. Inspection includes that the pipe is installed and located according to the plan and at the proper depth.
3. Use the Ductile Iron Pipe Research Association (DIPRA) Installation Guide for Ductile Iron Pipe as a guide to inspect for properly installed water pipe.
4. Measure location along the length of the pipe to each bends, couplings, tees, crosses, and any other type of fittings.
 - (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken prior to back filling.
 - (c) Measure depth of pipe and location from street line, property line or edge of easement.
5. Take pictures of installation
6. Backfilling can begin.

4.6.4 Water Main into Service

1. After water main and all other appurtenances are installed then the Inspectors will contact the water quality group to operate the valves to allow the main to fill and air bled out of the main.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer will supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
2. Inspectors must witness pressure tests.



Springfield Water and Sewer Commission

Guidelines and Policies

3. After pressure test passes, Inspectors will contact the water quality group to operate the valves to flush water main and begin disinfection procedures according to Section 6.3 of these Guidelines and Policies.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer will supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
4. The Water Quality Group will sample for Cl₂ residual, pH, and turbidity.
5. The Water Quality Group will call the lab to take bacteria samples.
6. The Lab will report to all Commission groups the bacteria results.
7. After two (2) consecutive bacteria tests passing the Water Quality Group will put the new water main in service by:
 - (a) Shutting all flush and sample sites.
 - (b) Allow the Installer/owner/developer to remove all flushing equipment.
 - (c) Open all water valves and notify all other Commission groups that the water main is in service.
8. Paving may begin.
9. Location ties shall be taken to all valves, hydrants, and other operable appurtenances by measuring the location of each water box.
 - (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken when final paving is complete. Temporary ties may be required prior to finish paving.
 - (c) When possible, measure at least three ties from a permanent structure such as a building, including two from each end of the structure and one out from the structure and at least one other tie from another permanent structure such as another building or a hydrant. In addition, a tie from street line, property line or edge of easement will be taken.
10. After water main is put into service and the Inspectors and Customer Service are notified by the Water Quality Group, the Commission's Construction Crew and/or the Installer will begin to install individual water services to each home.



Springfield Water and Sewer Commission

Guidelines and Policies

Section 4.7 Inspections for Water Main Installation (by Commission)

4.7.1 Layout

1. After a Work Order is received by the Inspectors from Customer Service then the layout can begin.
2. Inspectors shall lay out the center-line of the trench in the roadway and/or easement, and all other appurtenances, such as, but not limited to; water mains, valves, hydrants, air valves and/or air corps, and water services according to plan, memo, and any attachments.
3. The Commission's Construction Crew supervisor shall have the trench marked out after the centerline and other appurtenances are layed out by the Inspectors.
4. Construction cannot begin until the layout has been completed.
5. All questions to the Commission's Engineering and Technical Services.
6. Require sub grade and lot pins before any layout begins.
7. Layout, at a minimum, includes:
 - (a) Location of connection to existing facilities;
 - (b) Location of new main, valves, hydrants, air valve assemblies, and other appurtenances on the plan;
 - (c) Provide center line of water and/or sewer main;
 - (d) Provide offset stakes that will not get damaged during construction and;
 - (e) Provide line stakes at end of main.

4.7.2 Inspection of Water Main Installation

1. Inspectors must inspect the installations daily prior to backfilling
2. Inspection includes that the pipe is installed and located according to the plan and at the proper depth.
3. Use Ductile Iron Pipe Research Association (DIPRA) Installation Guide for Ductile Iron Pipe as a guide to inspect for properly install water pipe.
4. Measure location along the length of the pipe to each bends, couplings, tees, crosses, and any other type of fittings.



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken prior to back filling.
 - (c) Measure depth of pipe and location from street line, property line or edge of easement.
- 5. Take pictures of installation
 - 6. Backfilling can begin.

4.7.3 Water Main into Service

- 1. After water main and all other appurtenances are installed then the Inspectors will contact the water quality group to operate the valves to allow the main to fill and air bled out of the main.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer will supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
- 2. Inspectors must witness pressure tests.
- 3. After pressure test passes, Inspectors will contact the water quality group to operate the valves to flush water main and begin disinfection procedures according to Section 6.3 of these Guidelines and Policies.
 - (a) Inspector will inform supervisor or call Water Quality Group.
 - (b) The customer/owner/developer shall supply all material to fill and bleed air out of water main such as hoses, diffusers, erosion control, etc.
- 4. The Water Quality Group will sample for Cl₂ residual, pH, and turbidity.
- 5. The Water Quality Group will call the lab to take bacteria samples.
- 6. The Lab will report to all Commission groups the bacteria results.
- 7. After two (2) consecutive bacteria tests passing the Water Quality Group will put the new water main in service by:
 - (a) Shutting all flush and sample sites.
 - (b) Allow the Installer/owner/developer to remove all flushing equipment.



Springfield Water and Sewer Commission

Guidelines and Policies

- (c) Open all water valves and notify all other Commission groups that the water main is in service.
- 8. Paving may begin.
- 9. Location ties shall be taken to all valves, hydrants, and other operable appurtenances by measuring the location of each water box.
 - (a) Start at the beginning of the new work.
 - (b) These measurements shall be taken when final paving is complete. Temporary ties may be required prior to finish paving.
 - (c) When possible, measure at least three ties from a permanent structure such as a building, including two from each end of the structure and one out from the structure and at least one other tie from another permanent structure such as another building or a hydrant. In addition, a tie from street line, property line or edge of easement will be taken.
- 10. After water main is put into service and the Inspectors and Customer Service are notified by the Water Quality Group, the Commission's Construction Crew and/or the Installer will begin to install individual water services to each home.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 5 SAFETY

Section 5.1 General

1. Commission employees interns hired by the Commission, contractors hired by the Commission, and visitors approved by the Commission, who may be exposed to physical, chemical and biological hazards in the workplace are required to follow all of the following safety guidelines herein.
2. Commission Guidelines and Policies do not supplant the Installer's obligation to comply with the Department of Labor, and Occupational Safety and Health Administration regulations. Construction site safety is the Installer's responsibility.

Section 5.2 Personal Protection Equipment (PPE) Policy

5.2.1 General

1. The purpose of the Commission Personal Protection Equipment Policy is to protect workers from health and physical hazards in the workplace. Personal Protection Equipment (PPE) is used to protect workers from injury by creating a barrier against workplace hazards.
2. This policy applies to all Commission employees, interns hired by the Commission, contractors hired by the Commission, and visitors approved by the Commission, who may be exposed to physical, chemical and biological hazards in the workplace. The selection of PPE must be based on an assessment of hazards anticipated in the work area. It is strongly recommended that all Commission Approved Contractors and Installers adhere to this Policy.
3. Supervisors shall be responsible for ensuring that employees are protected from the hazards that they may be exposed to including ensuring that employees have been issued and using PPE. Commission Employees shall be responsible to assure its adequacy, including proper maintenance, and sanitation of such equipment.
4. Defective or damaged equipment PPE shall not be used.

5.2.2 Safety Procedures Governing the Use of Personal Protective Equipment

1. The following PPE shall be worn by all Commission employees while at active construction work sites, work sites where employees are exposed to vehicular traffic or heavy equipment, Commission locations identified for



Springfield Water and Sewer Commission

Guidelines and Policies

specific PPE, and any inspection or installation locations that expose employees to head hazards:

- (a) Commission issues Hard Hat
- (b) Commission issued high visibility Safety vest, coat, and or shirts
- (c) Safety shoes/boots
- (d) Eye and Face protection (as required)
- (e) Hearing protection (as required)

2. **Head Protection:** Commission hard hat shall be issued to and worn by all Commission employees performing duties in situations where they are exposed to a risk of head injuries caused by impact of flying or falling objects or electrical shock. Hard hats shall always be worn when an employee is on any worksite where equipment such as cranes, backhoes, screening plants, conveyers or other large equipment is being used which would create a risk of head injury; in an area where overhead work or excavation is being performed; around or near hoisting; trenches, or sump pump pits; flagging operations, and activities designated for hard hat usage.
3. **High Visibility Outer Wear:** Commission issued safety vest/shirt or high visibility class 2 coats shall be worn/used by all employees when they are performing duties on roads, streets, bridges or highways and any other area they are exposed to vehicular traffic.
4. **Eye and Face Protection:** Commission issued eye and/or face protection shall be provided and used by all employees when machines or operations present potential eye or face injury from physical, chemical, or radiation agents. Any employee who wears contact lens shall wear goggles when working with chemicals since safety glasses are not sufficient.
5. **Hearing Protection:** Commission issued hearing conservation devices shall be provided to and worn by all employees working in areas where machines or operations present potential ear injury by noise exposure which may exceed 80 decibels.
6. **Respiratory Protection:** Commission issued respiratory protective devices shall be provided to and used by all employees where an exposure to contaminants are likely to have adverse effects on the health of the employee.
7. **Foot Protection:** Commission issued safety shoes/boots shall be used by all employees when working where equipment operations or the movement of heavy materials or construction situations could cause injury to the feet.



Springfield Water and Sewer Commission

Guidelines and Policies

Employees shall not wear inappropriate footwear, including canvas and athletic shoes, in any location where the potential exist for foot and toe injury.

8. **Gloves:** Gloves are to be worn when the risk of injury from cuts/punctures, burns, chemicals, electrical shock, human blood or body fluids, or abrasive materials cannot be engineered out of the workplace. There is not a single glove that will provide adequate protection from all exposures.
9. **Safety Belts, Lifelines, and Lanyards:** Commission issued safety belts, lifelines, and lanyards shall be provided to and used by all employees when working in an overhead position which may require the use of both hands and when there is danger of falling.
10. **Life Jackets or Buoyant Work Vests:** Commission issued life jackets or buoyant work vests shall be provided and used by all employees when working over or near water where the risk of drowning exists.
11. **Laboratory Coats:** Commission issued lab coats shall be used to protect street clothing from biological and chemical spills as well as to provide additional body exposure in laboratories.

5.2.3 Supervisor Responsibilities:

Supervisors are responsible for ensuring that employees are following Commission safety policies. Supervisors will ensure that employees have been issued and are using proper PPE for their work site.

5.2.4 Employee Responsibilities:

1. Employees are responsible to assure the adequacy of their PPE, including proper maintenance and sanitation of such equipment. Employees are also responsible for ensuring damaged PPE is turned in and replacements obtained.
2. Defective or damaged Personal Protection Equipment shall not be used.

Section 5.3 Trenching/Excavation Policy and Procedures

5.3.1 General

1. Springfield Water and Sewer Commission has established this written policy to standardize procedures for trenching and excavation operations so that Commission employees are protected from injuries.
2. Commission Employees, supervisors and managers are required to follow this policy. Failure to comply with this policy will result in disciplinary action and



Springfield Water and Sewer Commission

Guidelines and Policies

possible termination. If there are any questions about this policy, contact the Executive Director's office.

3. A copy of these Guidelines and Policies will be kept in each Foreman/Working Foreman's vehicle along with the Daily Worksite Checklist Form, attached in CHAPTER 15 of these Guidelines and Policies, for employee review.

5.3.2 Designation of Authority

The Executive Director is ultimately responsible for Trenching/Excavation Safety in this Commission. However, for the purpose of daily operations, this responsibility is delegated to the following individuals within the Commission. The chain of authority for the trenching/excavation program follows:

1. Executive Director
2. Administration and Field Services Director/Operations Director
3. Deputy Director Field Services/Deputy Director of Operations
4. Distribution and Collection Superintendents
5. Foremen/ Working Foremen (Competent Persons)

5.3.3 Program Manager

1. The Safety and Training Manager has been designated as the trenching program manager. He/she is ultimately responsible for insuring that the procedures set forth in this policy are followed by all members of the Commission (managers, supervisors and employees). The *Deputy Director of Field Services/Deputy Director of Operations and Distribution and Collection Superintendents* are responsible for assigning a competent person to trench/excavation-sites. The Working Foremen/Foremen (Competent Persons) will meet with employees to review the trenching/excavation policy and procedures annually and will make any modifications as needed. In addition, if near misses or accidents occur, the program manager will immediately review the program to determine if procedures were followed and to determine if any changes in procedures are needed to prevent future incidents.
2. The Safety and Training Manager may delegate daily responsibilities for program operation as set forth in the chain of command below.



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.4 Competent Person(s)

1. The OSHA Trenching Standard requires the designation of a “competent person”. This individual is someone who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous or dangerous to employees. This individual is trained to identify soil classifications* and protective systems and is knowledgeable and trained in the OSHA Trenching Standards. This individual will also be competent to use air monitoring equipment to determine acceptable entry conditions, and know how to use ventilation to control hazardous atmospheres.
2. (*Note-In lieu of soil classification expertise the competent person will assume that all soil is Type C).
3. This individual is furthermore AUTHORIZED by the Executive Director to take prompt corrective measures to eliminate them. The following individuals have been designated as competent persons and are considered to have this level of competency and authority.
 - (a) Deputy Director of Operations
 - (b) Deputy Director of Field Services
 - (c) Construction Manager
 - (d) Distribution and Collection Superintendents
 - (e) Foremen
 - (f) Working Foreman
 - (g) Safety and Training Manager
 - (h) Security and Emergency Response Manager
 - (i) Resident Manager, Operations, Treatment, Storage
 - (j) Resident Manager, Provin Mountain Reservoir
4. The Program Manager or designee will assign a competent person to every trenching/excavation-site.
5. The competent person will pre-plan all work using the Pre-Job Checklist Form, attached in CHAPTER 15 of these Guidelines and Policies,. This individual will be on-site at least initially and thereafter at least daily to fill out



Springfield Water and Sewer Commission

Guidelines and Policies

the Daily Worksite Checklist, attached in CHAPTER 15 of these Guidelines and Policies, in order to ensure that the proper protective systems and equipment are in place.

6. The competent person will provide all employees on-site with a daily briefing that will include any unusual hazards or special work practices at the particular worksite. The Daily Worksite Checklist, attached in CHAPTER 15 of these Guidelines and Policies, will be left on site for employees to review.
7. While the competent person does not need to be on-site at all times, he/she will at a minimum perform a daily inspection and will re-inspect the site after rainstorms or other situations that arise to ensure that conditions have not changed and that proper procedures continue to be followed. If at any time the competent person feels there is a hazardous condition, this individual will be responsible for removing employees from the trench/excavation until the hazard has been corrected. If the competent person is not on-site, he/she must delegate authority to the senior Maintenance Technician.

5.3.5 Foreman/Onsite Supervisor

Every worksite must have a foreman/supervisor present for all trenching/excavation work. Commission policy states that Foremen/Working Foremen will be trained to the competent person level. Will a Foreman/Working Foreman leaves the worksite, the on-site senior Maintenance Technician will become responsible for assuring that safety procedures established on the Daily Worksite Checklist, attached in CHAPTER 15 of these Guidelines and Policies, are being followed. If safety issues arise the Foreman/Working Foreman/senior Maintenance Technician is responsible for removing employees from the danger and to immediately contact their supervisor. Employees shall be removed from the hazardous area until the necessary precautions have been taken ensure their safety.

5.3.6 Employee Responsibilities

1. Employees are required to follow safety procedures established by the competent person. They are also responsible for notifying management of safety concerns or near misses. Will safety concerns arise, employees are expected to exit the site and immediately notify either the on-site supervisor or competent person. **Employees are NOT to work or allow others to work in a situation that they feel is unsafe.**
2. If there is any dispute or concern that is not adequately addressed by the on-site supervisor or competent person, the employee is expected to follow the chain of command and notify management of unresolved safety issues.



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.7 Registered Professional Engineer

A Registered Professional Engineer is required design and approve protective systems used when excavations are deeper than 20 feet. A Registered Professional Engineer is also required to design and approve plans when the stability of adjoining structures such as walls or buildings may affect the excavation/trench.

5.3.8 Pre-Job Check List

A competent person shall complete a Pre-Job Checklist Form, attached in CHAPTER 15 of these Guidelines and Policies, at least 72 hours prior to work in non-emergency situations. This Pre-Job checklist will be available to employees at the worksite prior to work. The Pre-Job Checklist will be submitted as part of the Foreman's Return Report.

5.3.9 Work Around Utilities/Safety Zone

1. Prior to digging, the competent person responsible for the trenching/excavation will contact the appropriate authorities and reference documentation to determine the location of all utilities such as sewer, telephone, fiber, gas, electric and water lines. For non-emergency work, this will be completed at least 72 hours in advance of work. The Superintendents of Distribution and Collection must approve emergency work, which is generally defined as unplanned events that require immediate attention.
2. All utilities in the vicinity will be clearly marked with the standard color-coding and markings used by DIGSAFE. If work is required near such utility lines, the competent person must ensure that the appropriate measures are taken to protect employees prior to the start of work.
3. When working around utilities, a safety zone will be established. When excavating operations approach the estimated location of underground installations, the exact location of the installation shall be determined by safe and acceptable means. The competent person assigned to the site will ensure that the safety zone around these utilities is clearly marked.

5.3.10 Traffic Control

Employees exposed to public vehicular traffic are required to wear orange, yellow, yellow-green or fluorescent safety vests, shirts, or coats with reflective striping (class 2) that meet the ANSI standard. Appropriate control devices such as jersey barriers or cones must be placed around the work area. Traffic control work will follow the Manual of Uniform Traffic Control Devices (MUTCD).



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.11 Daily Worksite Checklist

1. A Daily Worksite Checklist Form, attached in CHAPTER 15 of these Guidelines and Policies, has been developed to ensure that all routine safety issues are reviewed on each worksite. The competent person will fill out the Daily Worksite Checklist at every trenching/excavation-site on the day the work is being performed. If the work extends beyond one day, the competent person will complete a new Daily Worksite Checklist Form, at the beginning of the work shift each day. Should any questions arise, the competent person shall contact the Safety and Training Manager prior to commencing work at the job site.
2. This Daily Worksite Checklist Form will be kept at the worksite for the entire time employees are working at the trenching/excavation site so it can be reviewed if necessary. These checklists will be retained by the Commission for a period of five years so they can be referenced when the program is reviewed on an annual basis.
3. The Checklist will be submitted as part of the Foreman's Return Report.

5.3.12 Personal Protective Equipment

1. The competent person will make the determination what personal protective equipment (PPE) is required. At a minimum, Commission issued hardhats, safety vests/shirts/coats, and safety shoes will be required on every trenching/excavation site PPE and shall be in accordance with Section 5.1 of these Guidelines and Policies. In addition, the following PPE may be required:
 - (a) Eye and Face Protection
 - (b) Hearing Protection
2. The competent person as well as the supervisor on-site will be responsible for insuring that the designated PPE is worn at all times as specified on the Daily Worksite Checklist, attached in CHAPTER 15 of these Guidelines and Policies.

5.3.13 Loose Rock and Soil/Spoil Pile Placement

1. Employees will be protected from loose rock or soil that could pose a hazard by falling or rolling from an excavation face by such measures as scaling, installation of barricades or other protective measures.



Springfield Water and Sewer Commission

Guidelines and Policies

2. Spoil piles and heavy equipment must be set at least two (2) feet back from the trenching/excavation. If the site does not permit such a set back, spoils will be temporarily hauled to another location.

5.3.14 Soil Classification

Trenching standards require the identification of soil types in order to determine the types of protective systems needed. However, because most trenching/excavations in the Commission's service area will be conducted to replace existing lines or equipment, trenching/excavation work conducted by the Commission will be considered to have Type C soil-soil that has previously been disturbed. This presumes a "worst-case scenario" so that the most protective measures will be implemented by default.

5.3.15 Support Methods for Trenching Operations

1. All trenches five feet or greater in depth (or at more shallow depths as decided by the competent person) must have protection. It is the policy of the Commission that the deepest part of the trench will be measured to determine if protection is needed.
2. One of the following protective systems must be used to protect employees within the trench.
 - (a) Trench boxes (Shields)
 - (b) Sloping or Benching to the angle of repose
 - (c) Shoring (Timber or Aluminum Hydraulic)
3. **Trench Boxes-** Trenching/excavation work by the Commission will be done using trench boxes. The trench boxes must extend to a level no greater than 2 feet of the bottom of the trench (as long as there is no loss of soil from behind or below the bottom of the support system) and must extend 18 inches above the vertical wall of the trench. Sloping can be used in conjunction with the trench shield, however where the top of the shield is below the excavation grade, it must extend a minimum of 18 inches above the vertical part of the wall (see Figure B-1.3 in Appendix B of the OSHA Standards 1926). The excavated space between the face and the outside of the trench box will be as small as possible to prevent movement of the box.
4. The competent person on-site daily will inspect these trench box systems prior to work.



Springfield Water and Sewer Commission

Guidelines and Policies

5. Trench boxes must be installed and used in accordance with manufacturer's specific instructions and limitations using the manufacturer's tabulated data. Commission Policy that all soil will be classified *Type C*.
6. No employee will be allowed in the trench box during installation, removal or relocation.
7. Removal of the trench box will be done in conjunction with back filling.
8. **Sloping/Benching**- can only be used in limited circumstances and will not routinely be used. All Sloping or benching systems will meet the requirements of Appendix B of OSHA Standards 1926 Subpart P. If the configurations allowed in Appendix B are not followed, then a Registered Professional Engineer must design the sloping or benching system. A Professional Engineer will design and sign off on all sloping or benching systems. Plans for a protective system designed by a Registered Professional Engineer will remain on site during construction.
9. **Shoring**-Timber or Aluminum Hydraulic –will generally not be used by the Commission. Aluminum hydraulic shoring will meet the requirements of Appendix A and D of OSHA Standards 1926 Subpart P or be used in accordance with manufacturer's instructions. Timber shoring will meet the requirements of Appendix A and C of OSHA Standards 1926 Subpart P or be used in accordance with manufacturer's instructions. If the appendices or manufacturer's instructions are not followed, then shoring systems must be designed by a Registered Professional Engineer. The Commission will use a Registered Professional Engineer who will design and sign off on all shoring systems. Plans for any protective system designed by a Registered Professional Engineer will remain on site during construction.

5.3.16 Air Sampling

1. Whenever trenching/excavations deeper than 4 feet occur and there is reason to believe that a hazardous atmosphere may exist or could reasonably be expected to exist, air sampling with the Industrial Scientific Model M40 must be conducted prior to entry. The competent person will be responsible for determining the potential for hazardous atmospheres. Vapors, liquids and gases may travel through soil from sources such as nearby gas lines, underground chemical/gas/oil storage tanks or sewer lines. Hazardous atmospheres may also exist in soil that is nearby or in current or prior landfill areas. The Industrial Scientific Model M40 meters are located at Colton Street, Bondi's Island, West Parish Filters, and Provin Mountain.



Springfield Water and Sewer Commission

Guidelines and Policies

2. Calibration of the meters will be done in accordance with manufacturer's recommendations, which is once a month. The date of calibration and person doing the calibrated shall be noted on a sticker attached to the meter
3. The competent person will conduct air monitoring and record this data on the Daily Worksite Checklist. After initial monitoring, air monitoring will be repeated at the frequency specified by the competent person. The competent person may delegate responsibility for periodic testing to an on-site supervisor or employee only if that individual is trained in the use, maintenance, calibration, storage and limitations of the gas meter. If the possibility of sudden/instant atmospheric change may occur, the trench/manhole area shall be continually monitored with the air sampling meter at all times while the Commission employee(s) occupy the area.

5.3.17 Hazardous Atmosphere

1. Where oxygen deficiency (atmospheres containing less than 19.5 percent oxygen) or a hazardous atmosphere exist or could reasonably be expected to exist, such as in excavation areas where hazardous substances are stored nearby, the atmospheres in the excavation shall be tested before employees enter excavations greater than four feet in depth, and while Commission employees occupy the area..
2. Adequate precautions shall be taken to prevent employee exposure to atmospheres containing less than 19.5 percent oxygen and other hazardous atmospheres. These precautions include providing proper respiratory protection or ventilation.

5.3.18 Emergency Rescue Equipment

Emergency rescue equipment, such as a safety harness and line shall be readily available where hazardous atmospheric conditions exist or may reasonably be expected to develop during the work in an excavation. This equipment shall be attended when in use.

5.3.19 Excavation with Water Accumulation

Employees will not work in excavations with accumulated water or in excavations where water is accumulating unless adequate control measures are taken. These may include temporary shut off of water lines, water removal to control the level of accumulating water, diversion ditches, dikes, or other means to provide adequate drainage. The competent person must monitor any water removal equipment and operations. In addition, the competent person must re-inspect open excavations after rainfall or other extreme weather conditions prior to reentry by employees.



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.20 Surface Encumbrances in the Work Area

An encumbrance is anything that creates a load on the side of the open trench and could therefore cause it to cave in. This includes spoil piles, heavy equipment, vibration sources (including traffic), trees, utility poles, foundations, sidewalks, pipes or even the trench box itself. Surface encumbrances will be removed whenever possible or must be adequately supported in accordance with a design a design by a Registered Professional Engineer.

5.3.21 Superimposed Loads/Heavy Equipment

1. Superimposed Loads (crane, backhoe or other such equipment working close to excavation edges) also create additional load and will require extra shoring or other bracing to assure that the soil does not collapse. Vehicle barricades may need to be used to prevent heavy equipment from approaching too close to the work area. If mobile equipment is operated adjacent to an excavation, or when such equipment is required to approach the edge of the excavation, and the operator does not have a clear view of the edge of the excavation, a warning system such as barricades, hand or mechanical signals, or stop logs must be used. If possible, the grade will be away from the excavation.
2. The competent person will determine the safe distance for the placement of heavy equipment and the vehicle safety zone. As a minimum, a safety zone of 1½ times the depth of the trench will be established unless the protective system used is rated for the loads imposed.
3. All equipment must be kept 10 feet away from overhead utility lines rated at 50kv. For lines rated over 50kv, keep 10 feet away plus 0.4 inches for every 1kv over 50. The competent person or on-site supervisor will assign an individual to observe clearance if it is necessary for heavy equipment to enter near a power line.
4. Workers who operate hoisting or other mechanical equipment used in excavations must be licensed by the Massachusetts Department of Public Safety in accordance with 520 CMR 6.00.

5.3.22 Exposure to Falling Loads

No employees will be allowed to walk or work underneath loads handled by lifting or digging equipment. Employees must stand away from any vehicle being loaded or unloaded to avoid being struck by spillage or falling materials. Vehicle operators must remain in the cab while loading and unloading.



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.23 Stability to Adjacent Structures

Sidewalks, pavement, buildings, walls or other structures must not be undermined unless a support system or another method of protection is provided to prevent the collapse of such structures. A Registered Professional Engineer must approve such a support system or must approve the work to ensure that undermining will not pose a hazard to employees.

5.3.24 Access and Egress from Excavation

Ladders, stairs or walkable ramps must be located in trenches/excavations more than four feet deep. Ladders must be placed so that no more than 25 feet of unobstructed lateral travel is required for egress. The competent person will determine the number and placement of ladders needed on the site. All ladders must extend at least three feet above the trench opening.

5.3.25 Surface Crossing of Trenches/Fall Protection

In general, crossing over trenches will not be allowed. Where employees or equipment must cross over excavations, these walkways must have a minimum width of 20 inches as well as a standard railing. Note that standard railing requirements are provided in OSHA Standard 1926.502 (b). In general, these railings have a top rail height of between 39-45 inches above the walking/working level with a mid-rail halfway between. Top railings must be capable of withstanding 200 pounds of downward and outward pressure while mid-rails must withstand 150 pounds of pressure. The walkways must extend a sufficient distance beyond each side of the trench wall to ensure stability. The competent person must approve the use of these walkways.

5.3.26 Training

1. Initial Training

- (a) Before being allowed to work at any trenching/excavation-site, employees must be formally trained on the hazards of such work and measures that must be taken to prevent these hazards. Within the Commission, New England Water Works Association will conduct the training.
- (b) In addition, all employees will be trained in accordance with the Commission's specific policies and procedures for trenching and excavation work. Employees will be provided with a copy of this policy and will be required to sign the policy to indicate that they have reviewed the policy and understand the contents.

2. Refresher Training



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) The Commission will provide refresher training when there is a change in equipment, when there is a change in the Commission's procedures and policies, and when there is an incident/near miss that indicates a potential breakdown in the procedures.
- (b) In addition, when the competent person or on-site supervisor finds that a hazardous condition exists at the worksite or that an individual or group of employees is not following procedures, immediate onsite reminder/retraining will be conducted. If the competent person or on-site supervisor finds that this is an ongoing problem or that the employee(s) are routinely not following the required procedures, then disciplinary action will be taken in accordance with Commission policy.

3. Daily Briefings

The competent person will provide a daily briefing to employees on a trenching site if there are any unusual site-specific hazards or safe work practices beyond those that are normally required for most trench/excavations.

5.3.27 Commission Approved Contractors

All Commission Approved Contractors and contractors hired by the Commission will be expected to follow OSHA standards for trenching and excavation work. Any Commission employee who observes a contractor who is not following these standards will report the condition to the on-site supervisor or competent person immediately.

5.3.28 Unattended Trenches

To prevent public or unauthorized entry, no trenches will be left unattended per Department of Public Safety regulations. At the end of the work shift, trenches are to be backfilled, plated, and/or fenced.

5.3.29 Reporting of Accidents or Near Misses

Commission Employees, Commission Approved Contractors, and Contractors hired by the Commission will report accidents and near misses, including any soil collapses, to the on-site supervisor or competent person. This individual will then report the situation to the next individual in the chain of command and the Commission's Safety and Training Manager, until the Program Manager is ultimately notified. The Program Manager will investigate and make changes as needed.



Springfield Water and Sewer Commission

Guidelines and Policies

5.3.30 Emergency Procedures for Trench Cave-Ins

1. GET ALL OTHER EMPLOYEES AND/OR PERSONS OUT OF THE TRENCH!!
2. CALL 911
3. NOTIFY COMPETENT PERSON and SAFETY & TRAINING MANAGER
4. Note time of Cave-in.
5. Note location of trapped worker(s)
6. Leave all victims hand tools in place
7. Shut down all heavy equipment
8. Stop nearby traffic that may cause vibration
9. Keep everyone back from trench at least 50 feet
10. Gather information for rescue team
11. WAIT for rescue team. Do not attempt to rescue.

Do not attempt to dig the person out using hand tools or heavy equipment. This could cause the trench to collapse further and could cause further injuries!!!!

5.3.31 Acknowledgement of Trenching and Excavation Form

Commission Employees, shall read this Chapter and sign the attached Acknowledgement of Trenching and Excavation Training Form in CHAPTER 15 of these Guidelines and Policies.

Commission Approved Contractors, and Contractors hired by the Commission will read this chapter and are required to comply with the Department of Labor, and Occupational Safety and Health Administration regulations. Construction site safety is the Installer's responsibility.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 6 WATER MAINS AND APPURTANANCES

Section 6.1 Control of Work

6.1.1 General

1. No work may begin without a Street Occupancy Permit from the Springfield Department of Public Works, a Dig Permit from the Town of Ludlow Department of Public Works, or the Public Works Department having jurisdiction at the site to be excavated.
2. No existing valves or hydrants may be operated by the Installer. It is a serious offense to tamper with the drinking water system and any violation will result in penalties as defined in the Commission's Rules and Regulations and removal from the Commission Approved Contractors list. Only Commission employees or the Commission's designee may operate any valves connected to the Commission's transmission or distribution system.
 - (a) The Commission's Construction Crew shall locate and operate all valves as needed for any type of work involving the operation of valves.
 - (b) The Commission's Construction Crew shall note all valves operated and report this information to the Commission's Customer Service office. At a minimum this information shall include the valve number, the condition the valve was found, the number of turns to operate the valve, and the condition the valve was left.
 - (c) When the job is complete, all valves shall be returned to their proper condition and this information shall be reported to the Commission's Customer Service office.
 - (d) Installers shall not operate any valves or hydrants within the Commission's transmission and distribution systems.
3. The Commission's Cross Connection Control requirements, as set forth in the Commission's Rules and Regulations, and in accordance with CHAPTER 10 of these Guidelines and Policies, and the Commission's Material Specifications must be followed at all times.
4. At all times, it is the responsibility of the Commission's Construction Crew or Installer to guarantee the sanitary and clean internal condition of all pipe and fittings and lubricants and materials that will come in contact with the drinking water. Contaminated materials may be rejected for use by the Commission. The use of temporary plugs while laying water mains is mandatory.



Springfield Water and Sewer Commission

Guidelines and Policies

5. Failure to meet the requirements for cleanliness or the Specifications for materials may result in removal of the pipe from the construction site and the rejection of its use by the Commission.
6. Distribution system pipe shall be at least 8-inches in diameter, shall be pressure class 350 ductile iron pipe, cement lined, and asphaltic coated per AWWA Standards, unless otherwise approve by the Commission. The pipe shall be in accordance with the Commission's Material Specifications unlass otherwise approved by the Commission.
7. Pipe used for hydrant branches shall be at least 6-inches in diameter, shall be pressure class 350 ductile iron pipe, cement lined, and asphaltic coated per AWWA and shall be restrained the entire length of the branch. Pipe used for sprinkler lines shall be at least 6-inches in diameter, unless it can be documented that a different size line will meet design specifications and shall meet the above specifications.
8. When a conflict exists between the new or proposed water main and a sewer main or other utility requiring protection than the sewer main or other utility shall be encased in concrete and installed in accordance with the **Concrete Encasement Detail (S-03.0)**, unless otherwise approved by the Commission.

6.1.2 Labor, Materials, and Equipment

1. The Installer shall furnish labor, materials, and equipment that is appropriate to accomplish quality work in an efficient and timely manner. Sufficient resources must be committed to the work to insure a rate of progress that will enable completion within established timelines.
2. All equipment requiring special licenses shall be operated only by persons who possesses a current, valid license for that piece of equipment

6.1.3 Private Land

1. The Commission Construction Crew or Installer will have to enter private land and private residences in order to accomplish the work. The Commission Construction Crew or Installer shall plan the work to insure the Owner or the Owner's representative is on site to permit the Commission Construction Crew or Installer and his/her employee's access to the Premises.
2. The Commission Construction Crew or Installer must ensure that Premises are left neat and clean after job completion.



Springfield Water and Sewer Commission

Guidelines and Policies

3. In all homes and businesses the Commission Construction Crew or Installer shall take all necessary precautions to ensure that theft or damage does not occur during work activities.

6.1.4 Supervision

1. The Installer shall have, on site, at all times during the work activities, a full time competent Foreman who shall be in charge of the project. This Foreman shall be the agent for the Installer on site, and shall coordinate inspections, record keeping, future work, and other issues with the Field Inspector assigned by the Commission to inspect the work.
2. The Installer shall notify the Commission in writing whenever there is a change in Foremen.

6.1.5 Existing Underground Utilities and Structures

1. Before making any cuts or excavating, the Commission Construction Crew or Installer shall notify all utility companies and DIG SAFE at 1-888-DIG SAFE, in accordance with the Massachusetts Dig Safe Law, MGL Chapter 82:sec. 40A – 40E, 220 CMR 99.00.
 - Please note that the Commission is not part of DIG SAFE and must be notified separately for any construction activity in its Service Area.
2. The Commission Construction Crew or Installer shall determine the location or absence of all underground utilities, and plan and conduct his work operations to ensure that those utilities shall not be damaged.
3. The Commission Construction Crew or Installer shall assume full responsibility for the protection of all buildings, structures, and utilities, public or private, including poles, signs, and services to buildings, mail boxes, utilities, gas pipes, water pipes, hydrants, sewers, drains, and cables, whether on private or public property.
4. Any damage resulting from the Installer's operations shall be repaired at the Installer's expense.

6.1.6 Delivery, Storage, and Handling

1. New pipe, fittings, valves, hydrants, and other appurtenances shall be delivered to the construction site as close in time to installation as possible.
2. All pipe, shall be shipped with lifts separated by work separators such that, pipe to pipe contact is prevented during the transit and/or storage of the pipe.



Springfield Water and Sewer Commission

Guidelines and Policies

3. Care shall be taken during the loading, trucking, unloading and handling of all pipe, fittings, valves, hydrants, and other appurtenances so as not to damage the materials or surrounding area. Pipe, fittings, valves, hydrants, and other appurtenances shall not be dropped directly from the truck to the ground. The Commission's Construction Crew or Installer is responsible for any pipe, fittings, valves, hydrants, and other appurtenances damaged during delivery, handling or storage. All damaged materials will be removed from the site immediately.
4. All pipe, fittings, valves, hydrants, and other appurtenances shall be stored in a manner that prevents water on the ground and / or animals from entering the material and prevent damage to the material and / or others' property.
5. Materials must be stored in such a manner that it does not obstruct driveways, sidewalks, etc.
6. Pipe may not be strung along the line of work unless approved by a Commission Representative. The Installer shall contact the Department of Public Works having jurisdiction to determine if it is Permitted to string materials along the roadway of the work.

Section 6.2 Product Installation

6.2.1 Ductile Iron water Main

1. The new or proposed water main shall be located in the street in accordance with **Utility Separation Detail (W-01.0)**.
2. Ductile iron water main shall be bedded and installed in accordance with the applicable **Trench Detail (W-02.0, W-02.1, W-02.2, W-02.3, or W-02.4)**.
3. All water mains shall be installed in accordance with DIPRA Installation Guide for Ductile Iron Pipe and these Guidelines and Policies.
4. Trenches must be kept free of excessive water during installation of pipe and fittings.
5. A visual inspection of the interior of each pipe length and fitting must be made before the pipe is installed. Any entry of contaminants, such as water and / or soil, into a pipe or fitting while in the trench must be reported to the Commission's Representative and an approved corrective action taken. All pipe and fittings with internal coatings will be thoroughly cured, not tacky to the touch, before installation.



Springfield Water and Sewer Commission

Guidelines and Policies

6. Thoroughly clean the groove and bell socket and insert the gasket, making sure that it faces the proper direction and that it is correctly seated.
7. If pipe or fittings become contaminated by environmental water, trench water or soil, backfill material, trash or the like, the pipe or fittings shall not be used until the Commission Representative is notified and a reasonable technique for cleaning is approved. This could involve onsite use of hydraulically propelled foam pigs or swabs, followed by chlorination. The Commission reserves the right to reject contaminated pipe and fittings from use.
8. All cut-in pipe and fittings must be swabbed or sprayed with 1-5% or greater bleach solution immediately before installation but after inspection for internal cleanliness. The installed couplings, pipe, and/or fittings shall be disinfected according to Section 6.3.4 of these Guidelines and Policies.
9. All components to be cut-in to an existing water main shall be coated with petrolatum based primer and wrapped with prefabricated petrolatum coating in tape form designed to protect wet or dry irregularly shaped metal surfaces according to Section 6.2.23 of these Guidelines and Policies and the Commission's Material Specifications.
10. Only lubricants that meet the Commission's Material Specifications may be used in the installation of the pipe. Clean, disposable applicators shall be used for the application of the lubricant to the gaskets. Used lubricant shall be discarded after every job.
11. Packing materials and gaskets and lubricants shall be kept clean at all times.
12. After cleaning dirt or foreign material from the plain end, apply lubricant supplied by the pipe manufacturer in accordance with their recommendations. The lubricant is supplied in sterile cans and every effort shall be made to keep it sterile.
13. Plain end must be beveled; square or sharp edges may damage or dislodge the gasket and cause a leak. The plain end of field cut pipe must be beveled with a heavy file, grinder or pipe saw to remove all sharp edges. Recoat all cut ends with bitumastic when used for push-on joint.
14. Push the plain end into the bell of the pipe. Keep the pipe straight while pushing. Make deflection after the joint is assembled.
15. Pipe can be pushed into the bell socket with a long bar, a pipe jack, lever puller or backhoe. The pipe supplier may provide a pipe jack or lever puller on a rental basis. A timber header will be used between the pipe and jack or backhoe bucket to avoid damage to the pipe.



Springfield Water and Sewer Commission

Guidelines and Policies

16. Foreign material shall be prevented from entering the pipe while it is being placed in the trench. No debris, tools, clothing, or other material (or people) shall be placed in the pipe at any time.
17. All pipe and fittings in trenches will be protected from contamination entering the internal parts upon any length of delay of construction, at the end of every working day, and upon the threat of water in the trench. The open ends of all pipe and fittings must be plugged with a watertight seal at the end of every working day.
18. Temporary pipe plugs. At times when work is not in progress, the open end of the pipes shall be closed by means of a watertight plug or other means acceptable to Commission. When practical, the plug shall remain in place until the trench is pumped completely dry. Care must be taken to prevent pipe floatation should the trench fill with water.
19. Pipe placement. As each length of pipe is placed in the trench, the joint shall be assembled and the pipe brought to correct line and grade. The pipe shall be placed on raised common fill about 18-inch behind the bell or the bedding shall be excavated 2-inches to 6-inches at the bell prior to backfilling, in accordance with the applicable **Trench Detail (W-02.0, W-02.1, W-02.2, W-02.3, or W-02.4)**.
20. Direction of bells: It is common practice to lay pipe with the bells facing the direction in which work is progressing.



Springfield Water and Sewer Commission

Guidelines and Policies

21. Maximum cumulative (horizontal and vertical planes) pipe deflection is listed below:

Pipe Size (DIA)	Deflection Angle (in degrees)	Maximum Allowable Offset (in inches)*
3 – 12	4	15
14 & 16	3.2	12
18+	2.4	9

* For 18-foot pipe lengths, measured at the end of the pipe.

22. Any deviation in joint deflection in excess of the above stated amount must be approved by the Commission representative.
23. All water mains shall be installed with a minimum cover of 5-feet. Any installation with less than 5-feet of cover shall require approval by the Commission representative.
24. Insulation for Water Main or Water Service Pipe shall be as follows, unless otherwise approved by the Commission;
- (a) Styroboard (blue), minimum R-value of 7 per inch thick, as used in normal construction of buildings, shall be placed 6 to 10 inches over the pipe with 8-inches being the preferred separation.
 - (b) For each additional foot of cover required 1-inch of insulation is required with a minimum of 2 inches. For a 5-foot desired bury and the pipe at 3-feet, 2-inches of insulation would be required.
 - (c) For 2-inch or less copper tube water service pipe, 2-foot wide insulation board shall be used.
 - (d) For 6-inch or greater ductile iron water pipe, 4-foot wide insulation board shall be used.
25. When crossing other utilities the Commission Construction Crew or Installer shall install the water main in accordance with **Utility Crossing Detail (S-03.0)**, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

26. The installed pipe shall be disinfected according to Section 6.3 of these Guidelines and Policies.
27. Backfill to be installed in accordance with the applicable **Trench Detail (W-02.0, W-02.1, W-02.2, W-02.3, or W-02.4)**, and the following:
 - (a) The pipe embedment material shall be placed in 6-inch layers above top of pipe and hand compact to a point 12-inches, minimum, above the top of pipe.
 - (b) Materials placed in the trench from the pipe embedment materials shall be Common Borrow Fill, according to the Commission's Material Specifications and shall be mechanically compacted. Common Borrow Fill shall be free from large clods, rocks and cinders.
 - (c) Backfill shall be graded with the placement of suitable soil material, as determined by the Commission Representative, in 12-inch (maximum) layers compacted to 95% of the maximum density of the soil as determined by the Standard Proctor Test, AASHTO Designation T-99.
 - (d) Any backfill area that does not conform to the above to the compaction requirement shall be replaced and tests performed again.
28. Commission construction Crews and Installers shall restore or install pavement in accordance with CHAPTER 8 of these Guidelines and Policies, unless otherwise approved by the Commission.
29. Commission Construction Crews shall notify the Commission Construction Crew responsible for pavement restoration the amount of pavement to be installed at the end of each week.
30. Air Valve Assemblies and Air Corporations shall be installed at the following locations and as described, unless otherwise approved by the Commission's Engineering and Technical Services:
 - (a) When required by the Commission's E&TS, a 1-inch air valve assembly or 1-inch air corporation shall be installed at the beginning of the water main installation to allow for disinfection of the water main. The air valve assembly shall be installed in accordance with **Air Valve Assembly Detail (W-03.0, W-03.1, or W-03.2)** in accordance with Section 6.2.2 of these Guidelines and Policies, unless otherwise approved by the Commission.
 - (b) An air valve assembly shall be installed at the end of each dead end main, unless other wise approved by the Commission's E&TS. The size of the



Springfield Water and Sewer Commission

Guidelines and Policies

air valve assembly shall be a 2-inch corporation and 2-inch drilled IK with 2-inch brass pipe or as specified by the Commission representative. . The air valve assembly shall be installed in accordance with **Air Valve Assembly Detail (W-03.0, W-03.1, or W-03.2)** and in accordance with Section 6.2.2 of these Guidelines and Policies, unless otherwise approved by the Commission. The dead end main shall be installed in accordance with **End of Main Details (W-04.0 or W-04.1)**.

- (c) An air valve assembly shall be installed at all high points on the pipeline and/or other locations approved by the Commission's E&TS. If a high point is created by the Commission's Construction Crew or Installer at a point other than those designated on the plans, the Commission's Construction Crew or Installer shall install a release valve at said high point. The air valve assembly shall be installed in accordance with **Air Valve Assembly Detail (W-03.0, W-03.1, or W-03.2)** and in accordance with Section 6.2.2 of these Guidelines and Policies, unless otherwise approved by the Commission.
- (d) At a minimum, a 1-inch air corporation shall be installed on each side of newly installed valves. After the water main is in service the Air Corporations shall be left shut, capped with a brass cap, and buried. The air corporation shall be installed in accordance Section 6.2.3 of these Guidelines and Policies, unless otherwise approved by the Commission.

6.2.2 Air Valve Assembly

1. Air Valve Assemblies shall be either one-inch or two-inch. The size and location required shall be determined by the Commission.
2. Tapered inlet ball type corporations, either one-inch or two-inch, with one-inch or two-inch CC thread on the inlet side and one-inch or two-inch female IP thread on the outlet side, shall be installed before the standard or one-piece air valve assembly is installed, unless otherwise approved by the Commission.
3. When tapping water mains with two-inch corporations tapping saddles shall be required.
4. The one-inch and two-inch corporations shall be tapped on top of the water main.
5. The standard air valve assembly acceptable to the Commission shall be installed as follows:
 - (a) One-inch or Two-inch 90-degree elbows: shall be female on both ends with One-inch or Two-inch IP thread. Three are required with two laid



Springfield Water and Sewer Commission

Guidelines and Policies

vertically and horizontally before the curb stop and one laid vertically after the curb stop.

- (b) One-inch or Two-inch Ball Valve Curb Stop and Waste: shall be ball valve type with female, One-inch or Two-inch IP thread on both ends, and shall be furnished with an Erie base adaptor and rod of the appropriate length. The One-inch or Two-inch Curb Stop and Waste shall be set on a concrete brick. The stop & waste hole shall be on the downstream side (away from water main). The rod shall be set in an Erie service box complete.
- (c) One-inch and/or Two-inch Nip: shall be male on both ends with One-inch or Two-inch IP thread. Minimum length shall be six-inches, maximum length shall be twelve-inches, unless otherwise approved by the Commission.
- (d) One-inch or Two-inch Riser pipe: shall be male on both ends with One-inch or Two-inch IP thread. The length shall be from the last 90-degree elbow to four-to-six-inches below finished roadway. The riser pipe shall be set in a Valve Box top and cover and a bottom is not required.
- (e) One-inch or Two-inch cap: shall be One-inch or Two-inch female IP thread. The caps shall be installed with Teflon tape and shall be hand tightened on to the One-inch or Two-inch Riser pipe.
- (f) The standard air valve assembly components shall be installed in the following order after the Tapered inlet ball type corporation: 1) Nip, 2) 90-degree elbow (vertically), 3) Nip, 4) 90-degree elbow (horizontally), 5) Nip, 6) Ball Valve Curb Stop and Waste, 7) Nip, 8) 90-degree elbow (vertically), 9) Riser pipe, and 10) cap.
- (g) The air release valve shall be installed in accordance with **Air Valve Assembly Detail (W-03.0)**.
- (h) Boxes for Standard Air Valve Assemblies shall be installed as follows:
 - Boxes for 1-inch and 2-inch air valves curb stops shall be the Commission's standard two-piece Buffalo style service box and shall be installed on concrete block or other Commission approved support.
 - Boxes for 1-inch and 2-inch air valves brass riser pipe shall be the Commission's standard gate box top, only, and shall be set to finish grade in paved areas and set 2-inches below grade in non-paved areas.
 - Install valve box and cover in accordance with **Air Valve Assembly Detail (W-03.0)**

6. One-Piece Air Valve Assembly may be used with the Commission's approval.



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) The one-piece air valve assembly shall be installed onto the one-inch or two-inch corporations.
 - The one-inch or two-inch corporations shall be brass 85-5-5-5, tapered inlet ball corporation, with one-inch or two-inch CC thread on the inlet side and one-inch or two-inch **male** IP thread on the outlet side. One is required for each assembly.
 - (b) The one-piece air valve assembly shall be installed vertically plumb.
 - (c) The air release valve shall be installed in accordance with **Air Valve Assembly Detail (W-03.1, or W-03.2)**
7. Boxes for One-Piece Air Valve Assemblies shall be installed as follows:
- (a) Boxes for 1-inch air valves shall be the Commission's standard two-piece gate box and shall be installed on concrete block or other Commission approved support.
 - (b) Boxes for 2-inch air valves shall be the Commission's standard three-piece gate box and shall be installed on concrete block or other Commission approved support.
 - (c) Install valve box and cover in accordance with **Air Valve Assembly Detail (W-03.2)**

6.2.3 Air Corporation

1. Air corporations shall be one-inch.
2. Tapered inlet ball type corporations, shall be with one-inch CC thread on the inlet side and one-inch male IP thread on the outlet side and in accordance with the Commission's Material Specifications..
3. The one-inch corporations shall be tapped on top of the water main.
4. After the water main or water service pipe is in service and the air corporation is no longer needed it shall be left shut and capped with a 1-inch female IP threaded cap.

6.2.4 Ductile Iron Mechanical Joint Fittings

1. All tees, bends, crosses, and other fittings shall be ductile iron mechanical joint unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

2. All fittings shall be inspected prior to installation to ensure the gasket seats are free of excess coating. Excess coating, if present, shall be manually removed so as to ensure proper seal of gasket, however, all bare metallic surfaces created as the result of removing the excess coating shall be re-coated with similar material to prohibit corrosion.
3. All fittings shall be installed with retainer glands as specified for Mechanical Joint Restraint for Ductile Iron Fittings, unless otherwise approved by the Commission.
4. All fittings shall be placed, supported and installed in strict accordance with the manufacturer's instructions and as directed by Commission.
5. All joint bolts shall be torqued using a calibrated torque wrench in accordance with the manufacturers specifications. If manufacturers specifications are not available tighten the bolts in accordance with Paragraph 6 of this Section.
6. Back up bends, tees, end caps, and other fittings in pipelines buried in ground with Class A concrete thrust blocks placed against undisturbed earth unless otherwise specified. A layer of 4 mil poly shall be placed between the concrete and the fitting. The concrete thrust block shall be installed in accordance with the **End of Main Details (W-04.0 or W-04.1), Tee Detail (W-05.0 – 05.1), Thrust Block Behind Fitting Detail (W-14.0), and/or Hydrant Details (W-07.0, W-07.1, or W-07.2).**
7. **Unless otherwise specified, all mechanical joints fittings shall be installed with restrained joints as specified in the Commission's Specifications. Grip rings will only be allowed with Commission approval.**
8. Maximum cumulative (horizontal and vertical planes) deflection per joint shall not exceed the angles listed below:

Joint Size	Deflection Angle
(in inches)	(in degrees)
3 – 4	6.4
6	5.6
8 – 12	4.0
16	2.8



Springfield Water and Sewer Commission

Guidelines and Policies

20

2.4

24

1.6

9. Any deviation in joint deflection in excess of the above stated amount must be approved by Commission.
10. The installed fittings shall be disinfected according to Disinfection Section of these Guidelines and Policies.

6.2.5 Ductile Iron Mechanical Joint Hydrant Anchoring Tees

1. Ductile iron mechanical joint hydrant anchoring tees shall be used to install all hydrants in the Commission's distribution system unless otherwise approved by the Commission.
2. Ductile iron mechanical joint hydrant anchoring tees shall be installed with retainer glands in accordance with Section 6.2.4 Mechanical Joint Restraint for Ductile Iron Fittings of these Guidelines and Policies, unless otherwise approved by the Commission.
3. Mechanical joint gate valves shall be installed directly onto ductile iron mechanical joint hydrant anchoring tee.
4. Mechanical joint gate valves shall be installed in accordance with Section 6.2.6 Mechanical Joint Resilient Wedge Gate and Butterfly Valves of these Guidelines and Policies, unless otherwise approved by the Commission.

6.2.6 Mechanical Joint Resilient Wedge Gates and Butterfly Valves

1. All valves installed on water mains up to and including 12-inch diameter shall be resilient seat gate valves. All water mains larger than 16-inch diameter water mains may have either resilient seat gate valves or butterfly valves. Butterfly valves must be approved by the Commission.
 - Butterfly valves shall be installed with the operating nut on the short side of the street unless otherwise approved by the Commission.
2. Where static pressure is 75-PSI and below, pressure class 150 valves will be allowed.
3. Where static pressure exceeds 75-PSI, pressure class 250 valves are required.



Springfield Water and Sewer Commission

Guidelines and Policies

4. Typically valves are to be located at each intersection, in each direction on street line, and approximately every 500-feet on an un-interrupted length of water main, unless otherwise approved by the Commission.
 - (a) Three (3) Isolation valves shall be installed on each side of three-way intersections at each street line.
 - (b) Four (4) Isolation valves shall be installed on each side of four-way intersections at each street line.
 - (c) Isolation valves shall installed every 500-feet on straight runs of water main.
 - (d) Isolation valves shall be the same size as the water main being installed.
 - (e) Isolation valves shall be gate valves up 12-inch in diameter. Isolation valves 16-inch and larger may be butterfly valves, but require Commisison approval prior to installation.
5. The valve body shall be set level such that the operator is plumb with the vertical plane which is perpendicular to the ground surface.
6. The valve joints shall be assembled with retainer glands in accordance with Section 6.2.4 Mechanical Joint Restraint for Ductile Iron Fittings of these Guidelines and Policies, unless otherwise approved by the Commission.
7. After bolts are inserted and made finger tight, the nuts shall be tightened diametrically opposite, progressively, and uniformly around the coupling with a properly calibrated torque wrench. All bolts shall be tightened to the correct torque value using a calibrated torque wrench in accordance with the manufacturer's specifications.
8. Care shall be taken to ensure that the fusion-bonded epoxy coated exterior is not damaged. Any damaged areas shall be repaired by the Commission's Construction Crew or Installer in accordance with the manufacturers recommendation at the sole expense of the Installer.
9. All valves shall be restrained on both sides by use of restrained joints in accordance with **Tee Detail (W-05.0)**.
10. All valves shall be installed complete with valve box and cover. Install valve box and cover in accordance with **Valve Box Detail (W-08.0)**.
11. The installed valves shall be disinfected according to Disinfection Section of these Guidelines and Policies.



Springfield Water and Sewer Commission

Guidelines and Policies

6.2.7 Couplings

1. Pipe installations shall conform to, but not limited to, these Guidelines and Policies, and/or AWWA C219.
2. Standard range couplings, wide range couplings, and large diameter wide range couplings typically, shall be used to repair pipe that would connect new pipe to old pipe in accordance with the **Repair Pipe Detail (W-06.0)** or as otherwise approved by the Commission's Engineering and Technical Services.
3. Standard range couplings shall be installed only when connecting standard outside diameter pipe to standard outside diameter pipe in main line or service line repair.
4. Wide range couplings may be allowed only when connecting standard outside diameter pipe to oversize or pit cast pipe in main line or service line repair.
5. Large diameter wide range couplings (Hymax or equal) may be allowed only when connecting standard outside diameter pipe to oversize or pit cast pipe in main line or service line repair in which the diameter is 16-inch or larger.
6. Clean pipe ends for distance of 12-inch each side.
7. Use soapy water or non-toxic, NSF approved gasket lubricant on pipe.
8. The installed couplings shall be disinfected according to Section 6.3.4 of these Guidelines and Policies. All cut-in pipe and fittings must be swabbed or sprayed with 1-5% or greater bleach solution immediately before installation but after inspection for internal cleanliness.
9. Slip follower and gasket over each pipe to distance of 6 inches from end, place middle ring on pipe end until centered over joint. Use reference marks to determine exact center location.
10. Insert other pipe end into middle ring and bring the ring to the proper position in relation to pipe laid.
11. Press gaskets and followers into middle ring flares.
12. After bolts are inserted and made finger tight, the nuts shall be tightened diametrically opposite, progressively, and uniformly around the coupling with a properly calibrated torque wrench. All coupling bolts shall be tightened to the correct torque value using a calibrated torque wrench in accordance with the manufacturer's specifications.



Springfield Water and Sewer Commission

Guidelines and Policies

6.2.8 Friction Clamps

1. Friction Clamps designed for restraint and in accordance with the Commission's Material Specifications shall be used to restrain pipe that would connect new pipe to old pipe in accordance with the **Installation or Cutting-In of Valve or Fitting Details (W-06.1, W-06.2, W-06.3, W-06.4, W-06.5 or W06.6)** or as otherwise approved by the Commission's Engineering and Technical Services.
2. Friction Clamps designed for restraint may be either a four-bolt socket clamp or a fabricated steel harness each used with threaded rods, nuts, and washers per the Commission's Material Specifications and in accordance with **Threaded Rod Detail (W-06.7) and Thrust Restraint to Mechanical Joint Detail (W-06.8)**.
3. Friction Clamps designed for restraint shall be installed only when restraint cannot be achieved by other means in main line or service line installation or repair.
4. Depending on the installation the number of sockets clamps or fabricated steel harnesses, diameter and number of threaded rods required will vary.
 - (a) 4-bolt Socket Clamps require the following number and diameter of threaded rod and shall be according to the Commission's Material Specifications:
 - 6-inch – 10inch diameter pipe requires two (2) $\frac{3}{4}$ -inch threaded rods
 - 12-inch diameter pipe requires two (2) 1-inch threaded rods
 - 16-inch diameter pipe requires four (4) 1-inch threaded rods
 - Larger than 16-inch shall be approved the Commission's Engineering and Technical Services.
 - (b) Fabricated steel harnesses shall be provided and installed according to the Manufacturers directions and the Commission's Material Specifications:
5. Clean the pipe surface and make sure it is free from scale and irregularities for distance of 12-inches on each side of location of friction clamp. Ensure nothing will prevent the inside of the friction clamp from attaining full contact with the pipe.
6. Using the threaded rod as a positioning guide, place the friction clamp on the pipe with the lug side or washer side positioned opposite the direction of the joint to be restrained.



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) Typically the friction clamp will be installed about 2-feet to 4-feet away from fitting, valve, or coupling, unless otherwise approved by the Commission
 - (b) Threaded couplings may be used to connect threaded rod when longer lengths of rod or varying lengths of rod are required for difficult installations.
- 7. Position the friction clamp so that a minimum of 1-inch of the restraint rod will protrude past the lug or washer when installation is complete.
 - 8. Make sure the lugs or washers and the bent eyebolts and washers from each end of the restraint are properly aligned so that the restraint rods run straight with the pipe.
 - 9. After clamping bolts and nuts are inserted and made finger tight, the nuts shall be tightened evenly on each side of the friction clamp with a properly calibrated torque wrench to the following values:
 - (a) 4-bolt socket clamps shall be evenly tightened to the following torque amounts:
 - 5/8-inch bolts shall be tightened to 65-foot-pounds
 - 3/4-inch and larger bolts shall be tightened to 75-foot-pounds.
 - (b) Fabricated steel harnesses shall be tightened according to the manufacturer's recommendations.
 - 10. Keep the spacing at the clamping pads equal between the mating friction clamp sections. Alternate between bolts until all bolts reach the recommended torque.
 - 11. Install the restraint rods through the lugs or washers and the bent eyebolts and washers.
 - 12. Rods shall be used in pairs.
 - 13. Rods shall not be bent or formed.
 - 14. Both rod nuts shall be hand tightened plus one-half revolution each.
 - 15. Recheck clamping bolt torque on friction clamps prior to application of protective coatings and backfilling and re-tighten if necessary.
 - 16. All components to be cut-in to an existing water main shall be coated with petrolatum based primer and wrapped with prefabricated petrolatum coating



Springfield Water and Sewer Commission

Guidelines and Policies

in tape form designed to protect wet or dry irregularly shaped metal surfaces according to Section 6.2.23 of these Guidelines and Policies and the Commission's Material Specifications.

6.2.9 Cut-in Fittings, Valves, Hydrants, Pipes, and Repairs -General

1. All components to be cut-in to an existing water main shall be new and meet the Commission's Material Specifications.
2. When applicable the cut-in components shall be assembled and installed according to the other relevant sections of these Guidelines and Policies.
3. The Commission Construction Crew or the Installer shall excavate and expose the pipe to be cut out.
4. The Commission shall shut all valves to isolate the pipe to be cut out. The Installer must coordinate with the Commission so that customers are properly notified.
5. When ever possible the components to be cut-in shall be pre-assembled so that the laying length can be accurately measured.
6. All the joints for each new component, where applicable, shall be restrained with retainer glands. All components shall be properly restrained either by following these Guidelines and Policies or as directed by the Commission's Engineering and Technical Services.
7. Air Corporations and/or Air Valve Assemblies shall be installed on each side of any new or replacement valve as approved by the Commission.
8. The installed couplings shall be disinfected according to Section 6.3.4 of these Guidelines and Policies. All cut-in pipe and fittings must be swabbed or sprayed with 1-5% or greater bleach solution immediately before installation but after inspection for internal cleanliness.
9. All new cut-in components shall be pressure and leakage tested by filling the section of pipe according to Section 6.3 of these Guidelines and Policies and visually inspecting the new cut-in components prior to backfilling.
10. The pipes shall be properly backfilled and compacted according to Section 6.2.21 of these Guidelines and Policies.
11. The Commission's Engineering and Technical Services group would define the restraint required for the Commission's Construction Crew.



Springfield Water and Sewer Commission

Guidelines and Policies

12. The Installer would have to hire an engineer to submit a design to the Commission's Engineering and Technical Services group for approval.
13. All components to be cut-in to an existing water main shall be coated with petrolatum based primer and wrapped with prefabricated petrolatum coating in tape form designed to protect wet or dry irregularly shaped metal surfaces according to Section 6.2.23 of these Guidelines and Policies and the Commission's Material Specifications.

6.2.10 Install Valves and Fittings at Dead-Ends for Main Extensions

1. When cutting-in a valve onto the end of a ductile iron or cast iron water main in order to extend a water main the installation shall be in accordance with the **Install Valve or Fitting at Dead End Water Main(s) Detail (W-06.1)**, unless otherwise approved by the Commission.
2. Comply with the General requirements in Section 6.2.9;
3. Typically at dead end water mains up to 16-inch in diameter and with less than 76-PSI static pressure, mechanical joint restraint and at least two (2) 18-foot or 20-foot pipe lengths are required after a cut-in valve. All other diameters or higher pressures require the following:
 - (a) By Installer an engineer's design approved by the Commission's Engineering Technical Services.
 - (b) By Commission Construction Crew a design from Engineering and Technical Services.
4. The Commission's Engineering and Technical Services group shall be contacted to determine the type and length of pipe being extended.
5. The pipe length required would be computed based on system pressure at the extension location, pipe diameter, and trench type.
6. When extending a ductile iron main the following shall be adhered to:
 - (a) The Commission has determined that the existing main being extended is 18-feet or 20-feet lengths.
 - (b) The cut-in valve shall be restrained with retainer glands to the end of the new and existing ductile iron water main.
7. When extending a cast iron main the following shall be adhered to:



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) The Commission has determined that the existing main being extended is 18-feet or 20-foot lengths.
- (b) The cut-in valve shall be restrained with retainer glands to the end of the new ductile iron water main.
- (c) The cut-in valve shall be restrained with a follower gland to the end of the existing cast iron water main.
- (d) One (1) friction clamp shall be installed on the existing cast iron pipe.
- (e) The follower gland shall be restrained to the friction clamp with $\frac{3}{4}$ -inch or 1-inch, 4140-alloy steel, grade B7 threaded rods, and grade B7 fasteners and associated hardware as required.
- (f) $\frac{3}{4}$ -inch or 1-inch, 4140-alloy steel, grade B7 threaded rods, and grade B7 fasteners and associated hardware shall be used. Rods are to be attached to the fittings with 90-degree bent eyebolts and to the clamps with lugs provided or cast iron or steel washers.
- (g) 10-inch diameter and smaller pipe require two (2) $\frac{3}{4}$ -inch threaded rods and associated hardware.
- (h) 12-inch diameter pipe requires two (2) 1-inch threaded rods and associated hardware.
- (i) 16-inch diameter pipe requires four (4) 1-inch threaded rods and associated hardware.
- (j) All threaded rods and associated hardware shall be assembled with anti-seize lubricant applied according to the manufacturer's recommendations.
- (k) All threaded rods and associated hardware shall be wrapped in a protective coating according to Section 6.2.23 of these Guidelines and Policies, prior to backfilling.
- (l) All larger diameters require review and approval by the Commission's Engineering and Technical Services group.

6.2.11 Cut-In To Existing Water Mains to Replace a Valve or Fitting

1. When cutting-in a valve or fitting into existing ductile iron or cast iron water mains to replace an existing valve or fitting all the joints for each new component shall be restrained accordance with the **Cutting Into Existing Water Main to Replace Valve or Fitting Detail (W-06.2)**, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

2. Comply with the General requirements in Section 6.2.9, above;
3. The pipe to be cut into with a new fitting or valve shall be returned to its existing condition by the following means of joint restraint.
4. For existing cast iron pipe joint restraint using couplings and friction clamps shall be as follows:
 - (a) Each end of the cut-in valve or fitting shall have a short piece of ductile iron installed and restrained with retainer glands.
 - (b) The existing pipe to be cut out shall be cut so as not to be longer than a ½-inch of the assembled valve or fitting and two (2) pieces of ductile iron pipe.
 - (c) Typically, two (2) coupling and two (2) friction clamps are required and shall be installed in accordance with Section 6.2.7 and Section 6.2.8 of these Guidelines and Policies.
 - (d) Both couplings shall be slipped onto either the existing pipe or the new pieces.
 - (e) The valve or fitting and two (2) pieces of ductile iron pipe shall be installed in place of the cut out pipe and butted up against one (1) end of the existing pipe.
 - (f) The couplings shall be slipped into position so that the ends of the new pipe are in the middle of the couplings.
 - (g) The friction clamps shall be installed on the existing water main.
 - (h) The friction clamps shall be restrained to the new valve or fitting with stainless steel rods and associated hardware as required.
 - (i) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.
5. For existing ductile iron pipe joint restraint using a MJ solid sleeve shall be as follows:
 - (a) One (1) end of the cut-in valve or fitting shall have a short piece of ductile iron installed and restrained with retainer glands.
 - (b) The existing pipe to be cut out shall be cut so as not to be excessively longer than the assembled valve or fitting and piece of ductile iron pipe.



Springfield Water and Sewer Commission

Guidelines and Policies

- (c) Typically, one MJ solid sleeve with two (2) retainer glands is required and shall be installed in accordance with Section 6.2.4 of these Guidelines and Policies and as follows:
- (d) The solid sleeve shall be slipped into position so that the ends of the new pipe are in the middle of the solid sleeve.

6.2.12 Cut-In To Existing Water Mains Install Valve with Bell Facing Valve

1. When cutting-in a valve or fitting to water mains, such as cast iron, the bell of the next pipe is found, and the bell is facing the valve or fitting to be cut-in. The installation shall be in accordance with the **Cutting into Existing Main with Bell Facing Valve Detail (W-06.3)**, unless otherwise approved by the Commission.
2. Comply with the General requirements in Section 6.2.9;
3. The pipe to be cut into with a new fitting or valve shall be returned to its existing condition by the following means of joint restraint.
4. A short piece of ductile iron pipe shall be installed into the valve or fitting and restrained with a retainer gland.
5. For existing cast iron pipe joint restraint using a coupling, retainer gland, and a split ring clamp shall be as follows:
 - (a) A coupling shall be installed to connect the cast iron or other pipe to the new short piece of ductile iron pipe.
 - (b) An additional retainer gland shall be installed on the new short piece of ductile iron pipe.
 - This retainer gland may be omitted if the split ring clamp is restrained directly to the valve or fitting.
 - (c) One (1) split ring clamp shall be installed on the other side of the bell of the existing pipe.
 - (d) The additional retainer gland shall be restrained to the split ring clamp with stainless steel rods as required.
 - (e) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.



Springfield Water and Sewer Commission

Guidelines and Policies

- (f) Two (2) new full lengths of ductile iron pipe shall be installed after the new valve. The first piece shall be restrained to the new valve with a retainer gland.
- 6. For existing cast iron pipe joint restraint using a MJ solid sleeve and a split ring clamp shall be as follows:
 - (a) A MJ solid sleeve shall be installed to connect the cast iron or other pipe to the new short piece of ductile iron pipe.
 - (b) One (1) retainer gland and one (1) follower gland shall be installed on the solid sleeve. The retainer gland shall be installed on the new ductile iron pipe. The follower gland shall be installed on the existing cast iron or other pipe.
 - The retainer gland may be omitted if the split ring clamp is restrained directly to the valve or fitting.
 - (c) One (1) split ring clamp shall be installed on the other side of the bell of the existing pipe.
 - (d) The follower gland shall be restrained to the split ring clamp with stainless steel rods as required.
 - (e) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.
 - (f) Two (2) new full lengths of ductile iron pipe shall be installed after the new valve. The first piece shall be restrained to the new valve with a retainer gland.

6.2.13 Cut-In To Existing Water Main to Install Valve with Bell Facing Away from Valve

- 1. When cutting-in a valve or fitting to water mains, such as cast iron, the bell of the next pipe is found, and the bell is facing away from the valve or fitting to be cut-in. The installation shall be in accordance with the **Cutting into Existing Water Mains with Bell Facing Away from Valve (W-06.4)**, unless otherwise approved by the Commission.
- 2. Comply with the General requirements in Section 6.2.9, above;
- 3. The pipe to be cut into with a new fitting or valve shall be returned to its existing condition by the following means of joint restraint.



Springfield Water and Sewer Commission

Guidelines and Policies

4. A short piece of ductile iron pipe shall be installed into the valve or fitting and restrained with a retainer gland.
5. For existing cast iron pipe joint restraint using a coupling, retainer gland, and a friction clamp shall be as follows:
 - (a) A coupling shall be installed to connect the cast iron or other pipe to the new short piece of ductile iron pipe.
 - (b) An additional retainer gland shall be installed on the new short piece of ductile iron pipe.
 - This retainer gland may be omitted if the split ring clamp is restrained directly to the valve or fitting.
 - (c) One (1) friction clamp shall be installed on the other side of the bell of the existing pipe.
 - (d) The additional retainer gland shall be restrained to the friction clamp with threaded rods as required.
 - (e) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.
 - (f) Two (2) new full lengths of ductile iron pipe shall be installed after the new valve. The first piece shall be restrained to the new valve with a retainer gland.
6. For existing cast iron pipe joint restraint using a MJ solid sleeve and a split ring clamp shall be as follows:
 - (a) A MJ solid sleeve shall be installed to connect the cast iron or other pipe to the new short piece of ductile iron pipe.
 - (b) One (1) retainer gland and one (1) follower gland shall be installed on the solid sleeve. The retainer gland shall be installed on the new ductile iron pipe. The follower gland shall be installed on the existing cast iron or other pipe.
 - The retainer gland may be omitted if the split ring clamp is restrained directly to the valve or fitting.
 - (c) One (1) friction clamp shall be installed on the other side of the bell of the existing pipe.
 - (d) The follower gland shall be restrained to the friction clamp with threaded rods as required.



Springfield Water and Sewer Commission

Guidelines and Policies

- (e) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.
- (f) Two (2) new full lengths of ductile iron pipe shall be installed after the new valve. The first piece shall be restrained to the new valve with a retainer gland.

6.2.14 Cut-In To Existing Water Main to Install Valve with No Bell Found

1. When cutting-in a valve or fitting to existing water mains, such as cast iron, the bell of the next pipe is not found. The installation shall be in accordance with the **Cutting into Existing Water Main with No Bell Found (W-06.5)**, unless otherwise approved by the Commission.
2. Comply with the General requirements in Section 6.2.9;
3. Typically, at least one (1) MJ solid sleeve is required and shall be installed in accordance with Section 6.2.4 of these Guidelines and Policies and as follows:
 - (a) One (1) retainer gland and one (1) follower gland shall be installed on the solid sleeve. The retainer gland shall be installed on the ductile iron pipe. The follower gland shall be installed on the cast iron or other pipe.
 - (b) One (1) concrete thrust collar and one (1) friction clamp shall be installed on the existing pipe.
 - (c) The concrete thrust collar shall be installed in accordance with the **Concrete Thrust Collar Detail (W-06.6)**, unless otherwise approved by the Commission.
 - (d) The follower gland shall be restrained to the friction clamp with threaded rods as required.
 - (e) The threaded rods and associated hardware shall be installed in accordance with Section 6.2.10 of these Guidelines and Policies.
 - (f) Two (2) new full lengths of ductile iron pipe shall be installed after the new valve. The first piece shall be restrained to the new valve with a retainer gland.
 - (g) The Commission's Engineering and Technical Services group would define the restraint required for the Commission's Construction Crew.
 - (h) The Installer would have to hire an engineer to submit a design to the Commission's Engineering and Technical Services group for approval.



Springfield Water and Sewer Commission

Guidelines and Policies

4. or as otherwise approved by the Commission's Engineering and Technical Services.

6.2.15 Tapping Sleeves and Mechanical Joint Valve

1. Ductile iron tapping sleeves shall be used when taps onto water mains are to be size on size or as required by the Commission.
2. Stainless steel tapping sleeves will be allowed when the connecting pipe is a minimum of one size smaller than the main it is connecting to or as approved by the Commission.
3. Before ordering or installing a tapping sleeve confirm with the Commission's Engineering and Technical Services what type of tapping sleeve is required for each installation.
4. The Commission will make all taps, unless otherwise approved.
5. Install both stainless steel and ductile iron tapping sleeves in strict accordance with the manufacturer's instructions.
 - (a) Pressure test sleeve and valve with air at a minimum of 50 PSI prior to beginning tap.
 - (b) While the sleeve is under pressure from the air test liberally spray the tapping sleeve and valve with a soapy water solution.
 - (c) Make up all body bolts to torques specified by the manufacturer.
 - (d) The mechanical joint outlet of the valve shall be made up in accordance with the specifications regarding mechanical joints.
6. The tapping sleeve shall be installed under pressure while flow is maintained. The tapping operation shall be conducted by workers experienced in the procedure. The tapping machine shall be furnished by the Commission's Construction Crew or Installer.
7. The tap shall be made a minimum of three (3) feet from existing joints or fittings, unless otherwise approved by the Commission. Adequate support shall be provided under the sleeve and valve during the operation. Pipe bedding material shall be properly tamped and compacted around the work.
 - (a) A concrete block 4-inches thick or equal shall be placed under valves, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

8. Provide thrust blocking at the back of the tapping sleeve in accordance with the plans. The size and location of the thrust block shall be determined based on the application.
9. Install the tapping sleeve such that the flanged face of the sleeve is plumb with the vertical plane.
10. The coupon from the valve tap shall be supplied to Commission after the tap.
11. After completing the tap, the valve shall be flushed to ensure that the valve seat is clean.
12. The installed tapping sleeve and valves shall be disinfected according to Disinfection Section of these Guidelines and Policies.
13. If authorized, cutting of the existing pipe shall be done so that the cut is square and clean, without causing damage to the pipe lining. All pipe cutting shall be done by means of an approved type of power cutter. All cut edges shall be field beveled by use of a power grinder when necessary.
14. The tapping sleeves and valves shall be installed in accordance with **Ductile Iron Tapping Sleeve Detail (W-09.0) and Stainless Steel Tapping Sleeve Detail (W-09.1)**.

6.2.16 Valve Boxes and Covers

1. Valve boxes shall be installed concentric to the operating nut and plumb with the vertical plane.
2. The belled base section shall be placed on standard concrete blocking (typically 4-inches X 2-2/3-inches X 8-inches) in such a way that no additional loading is transferred to the valve, unless otherwise approved by the Commission.
3. Longer valve box bottoms and/or tops will be specified as required for water mains at depths that exceed the limitations of the above specified valve box.
4. Valve boxes located in traveled ways shall be left flush with the pavement or gravel shoulder unless otherwise specified.
5. Valve boxes located in other non-paved areas shall be left flush with finish grade unless otherwise specified.
6. Valves and boxes shall be set with the stem vertical and valve box vertically centered over the operating nut.



Springfield Water and Sewer Commission

Guidelines and Policies

7. The valve box shall be supported during backfilling and maintained in vertical alignment with the top section flush with finished grade.
8. A concrete ring shall be placed around the top of each Valve Box, flush with finished grade, if designated by the Commission's representative.
9. Install valve box and cover in accordance with **Valve Box Detail (W-08.0)**.

6.2.17 Mechanical Joint Restraint for Ductile Iron Fittings (Retainer Glands)

1. Retainer glands shall be installed as specified for ductile iron mechanical joint fittings.
2. Once gland is made up in accordance with paragraph 1, proceed to tighten.
3. Twist lugs until each one is in contact with the pipe before completing tightening.
4. Tighten heads in a diametric pattern until all heads have twisted off the nut.
5. Retainer glands may be used in place of follower glands on cast iron mains but under no circumstances shall retainer gland lugs be tightened and broken off when installed on cast iron mains.

6.2.18 Bolt-Thru Mechanical Joint Restraint (Foster Adapter)

1. The bolt-thru mechanical joint restraint may be used on 4-inch through 24-inch diameter joints with approval from the Commission.
2. The bolt-thru mechanical joint restraint may be used to restrain the following:
 - (a) Mechanical joint valves to mechanical joint tees and crosses
 - (b) Mechanical joint reducers and other mechanical joint fittings to mechanical joint tees and crosses
 - (c) Mechanical joint bends and other mechanical joint fittings to each other
3. The bolt-thru mechanical joint restraint may not fit on both the "branch" and the "run" of compact tees or crosses because longer bolts are required and may obstruct each other.
4. The bolt-thru mechanical joint restraint is not recommended for direct connection to hydrant shoes due to bolt clearance issues.



Springfield Water and Sewer Commission

Guidelines and Policies

6.2.19 Grip Ring Pipe Retainer

1. Grip Ring Pie Retainer shall only be allowed with Commission approval.
2. Clean pipe to remove as much dirt and corrosion as possible from the surface.
3. Slide the gland, Grip Ring, and M.J. gasket on to pipe end. Make sure the tapered side of the Grip Ring faces the gland.
4. Insert the pipe end into the M.J. fitting.
5. Slide the gasket into the M.J. bell pocket as far as possible. The gland (and Grip Ring) may be used to tap the gasket into place if required.
6. Slide the Grip Ring up the pipe until its face is against the M.J. gasket.
7. Slide the gland up the pipe until it engages the Grip Ring.
8. Install T-bolts in the M.J. fitting and gland. Tighten hand tight.
9. Using a torque wrench, tighten the nuts to 75-90 ft-lb. Care must be taken to assure that the flanges of the gland and M.J. fitting remain parallel. This can be done by alternating side-to-side while tightening. Wait 10 minutes and re-torque.

6.2.20 Fire Hydrants

1. All fire hydrants are to be installed on a minimum 6-inch water main branch.
2. Hydrants shall be located approximately every 300-feet to 400-feet, on the same side of the street as the water main, on a property line, and as approved by the local Fire Department.
3. Hydrants are not to be placed at the end of the main in a cul-de-sac, but rather at or before the point of curvature (PC).
4. Public hydrants are connected directly to public water mains.
5. Public water mains are only found in street right of ways or easements given to the Commission by the property owner.
6. Private hydrants within a site shall be installed so as to protect the public water supply per DEP requirements, Commission requirements and the local Fire Department requirements. The Applicant's engineer will contact the Commission's Engineering and Technical Services for each such installation.



Springfield Water and Sewer Commission

Guidelines and Policies

7. The Applicant's engineer must provide information to the Commission and local Fire Department with flow and demand requirements and available flow.
8. Private hydrants are owned, operated, and maintained by the property owner. It is encouraged to work with the Fire Department for any private hydrants to be part of the hydrant certification process.
9. No other connections are allowed onto a hydrant branch unless approved by the Commission and the local Fire Department.
10. All fire hydrants shall be installed with a mechanical joint (MJ) hydrant valve attached to a mechanical joint by anchor (swivel) tee off the water main in accordance with **Hydrant Details - Standard (W-07.0)**.
 - (a) Hydrant valves may be mechanically restrained to a mechanical joint by mechanical joint tee off the water main in accordance with **Hydrant Details – Alternate 1 (W-07.1)**. This method requires Commission approval.
 - A short piece ductile iron pipe, at least 18-inches long shall be mechanically restrained to both the MJ X MJ tee and hydrant valve.
 - (b) Hydrant valves may be mechanically restrained to a mechanical joint by mechanical joint tee off the water main in accordance with **Hydrant Details – Alternate 2 (W-07.2)**. This method requires Commission approval.
 - A bolt through mechanical joint adapter shall be mechanically restrained to both the MJ X MJ tee and hydrant valve.
11. Hydrant shall be installed vertically plumb.
12. The front body of the hydrant shall be set a minimum of 2-feet behind the curb when the sidewalk is set back from curb. If the sidewalk meets the curb the hydrant may be placed 1-foot in front of the property line or in the sidewalk if handicap access is not restricted. Placement 1-foot from the property line and all other locations shall be approved by the Commission.
13. All hydrants must be installed with breakaway coupling located at least 2-inches above the finished grade surrounding the hydrant and not more than 6-inches above the finished grade surrounding the hydrant.
14. All hydrant bases shall be installed on a 16-inch by 8-inch by 4-inch concrete block and in ½ of a cubic yard of 1-1/2-inch crushed stone (about 2-1/2-feet by 2-1/2-feet by 2-1/2-feet) to allow for free draining of the hydrant. Make sure the drain holes of the hydrant are not blocked.



Springfield Water and Sewer Commission

Guidelines and Policies

15. The installed hydrants shall be disinfected according to Section 2.3 of these Guidelines and Policies.
16. Backfill around the hydrant from the ground surface to 1-foot above the top of the hydrant shoe shall be with select common borrow.

6.2.21 Fire Hydrant Relocation

1. All fire hydrants that are relocated shall be installed according Sections 6.2.9 and 6.2.20 of these Guidelines and Policies and the following:
 - (a) Hydrant branches shall be mechanically restrained with retainer glands or friction clamps and threaded rods according to Section 6.2.8 of these Guidelines and Policies, unless otherwise approved by the Commission.
 - (b) Intentionally left blank for future use

6.2.22 Fire Hydrants Replacement

1. All fire hydrants that are relocated shall be installed according Sections 6.2.9 and 6.2.20 of these Guidelines and Policies and the following:
 - (a) Hydrant branches shall be mechanically restrained with retainer glands or friction clamps and threaded rods according to Section 6.2.8 of these Guidelines and Policies, unless otherwise approved by the Commission.
 - (b) Intentionally left blank for future use

6.2.23 Protective Coatings

1. Protective Primer
 - (a) Wire brush and scrape the surface clean.
 - (b) Apply protective primer by brush, rag, or hand (glove). A thin film of primer to a minimum thickness of 2 mils (.002-inch) will be sufficient.
 - (c) On wet, cold or rusty surfaces, rub and press Protective Primer firmly onto these areas, displacing moisture and ensuring adhesion to the surface.
 - (d) After application of the primer, Protective Coating Tape shall be applied immediately.
2. Protective Coating Tape



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) After application of the primer, Protective Coating Tape shall be applied immediately.
- (b) Protective Coating Tape shall be spirally wrapped around the fitting, valve, or other appurtenance and hand molded to conform to the shape of the surfaces being coated.
- (c) Protective Coating Tape shall be overlapped no less than 1-inch. When wet or other corrosive conditions exist the overlap shall be 50% of the width.
- (d) While wrapping all air shall be hand pressed out of the tape and a smooth seam shall be made.
- (e) After application of the Protective Coating Tape, Protective Coating Outer Wrap shall be applied immediately.

3. Protective Coating Outer Wrap

- (a) After application of the Protective Coating Tape, Protective Coating Outer Wrap shall be applied immediately.
- (b) Protective Coating Outer Wrap shall be spirally wrapped around the fitting, valve, or other appurtenance and hand molded with sufficient tension to conform to the shape of the surfaces being coated.

6.2.24 Backfill

1. Bank-run, Screened, and Structural Gravel Aggregate

- (a) The gravel aggregate shall be spread in layers of uniform thickness not exceeding 12-inch before compaction and moistened or allowed to dry as directed.
- (b) The gravel aggregate shall be thoroughly compacted by means of suitable power driven tampers or other power driven equipment.
- (c) Backfill shall be graded with the placement of suitable soil material, as determined by the Commission Representative, in 12-inch (maximum) layers compacted to 95% of the maximum density of the soil as determined by the Standard Proctor Test, AASHTO Designation T-99.

2. Sand

- (a) The sand shall be spread in layers of uniform thickness not exceeding 8-inch before compaction and moistened or left in natural state as directed.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) The sand shall be thoroughly compacted by means of suitable power driven tampers or other power driven compaction equipment.
- 3. Common Borrow/Fill and Select Common Borrow/Fill
 - (a) The common borrow and select common borrow fill shall be spread in layers of uniform thickness not exceeding 12-inch before compaction and moistened or allowed to dry as directed.
 - (b) The common borrow and select common borrow fill shall be graded with the placement of material, as determined by the Commission Representative.
 - (c) The common borrow gravel shall be thoroughly compacted by means of suitable power driven tampers or other power driven equipment.
 - (d) The common borrow and select common borrow fill shall be compacted to 95% of the maximum density of the soil as determined by the Standard Proctor Test, AASHTO Designation T-99.
- 4. Excavatable Flowable Fill
 - (a) The Commission's representative shall approve all fill procedures prior to placing excavatable flowable fill.
 - (b) All pipes, bends, fittings, and other appurtenances shall be secured prior to the delivery of the excavatable flowable fill.
 - (c) A piece of 4-mil poly shall be placed between all pipes, bends, fittings, and other appurtenances and excavatable flowable fill.
 - (d) When possible excavatable flowable fill shall be placed on a bed of compacted gravel fill.
 - (e) Excavatable flowable fill shall be furnished and placed in a fluid condition on the secured pipes, bends, fittings, and other appurtenances.
 - (f) Excavatable flowable fill exposed surfaces shall be protected from premature drying, wash by rain or running water, wind, mechanical injury, and excessive hot or cold temperature.
- 5. Non-Excavatable Flowable Fill
 - (a) The Commission's representative shall approve all fill procedures prior to placing non-excavatable flowable fill.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) All pipes, bends, fittings, and other appurtenances shall be secured prior to the delivery of the non-excavatable flowable fill.
- (c) A piece of 4-mil poly shall be placed between all pipes, bends, fittings, and other appurtenances and non-excavatable flowable fill.
- (d) When possible non-excavatable flowable fill shall be placed on a bed of compacted gravel fill.
- (e) Non-excavatable flowable fill shall be furnished and placed in a fluid condition on the secured pipes, bends, fittings, and other appurtenances.
- (f) Non-excavatable flowable fill exposed surfaces shall be protected from premature drying, wash by rain or running water, wind, mechanical injury, and excessive hot or cold temperature.

6. Concrete for Fill

- (a) The Commission's representative shall approve all fill procedures prior to placing concrete for fill.
- (b) All pipes, bends, fittings, and other appurtenances shall be secured prior to the delivery of the concrete for fill.
- (c) A piece of 4-mil poly shall be placed between all pipes, bends, fittings, and other appurtenances and concrete fill.
- (d) When possible concrete for fill shall be placed on a bed of compacted gravel fill.
- (e) Concrete for fill shall be furnished and placed in a fluid condition on the secured pipes, bends, fittings, and other appurtenances.
- (f) Concrete for fill, exposed surfaces, shall be protected from premature drying, wash by rain or running water, wind, mechanical injury, and excessive hot or cold temperature.

Section 6.3 Filling, Pressure and Leak Test, Flushing, Disinfecting, and Testing Water Main

6.3.1 Filling of Pipe:

1. The new main or repaired main must be separated from the active water system at all times until the Filling, Pressure and Leak Test, Flushing, Disinfecting, and Testing is completed and approved.



Springfield Water and Sewer Commission

Guidelines and Policies

2. The supply main, to which the new or repaired mains will obtain its fill water, will be flushed for 15 minutes prior to filling under the direction and upon approval of the Commission.
3. The fill water shall come from a potable source in one direction at a slow rate equivalent to a valve cracked open. In any event the maximum number of turns on any valve shall be five (5) ½-turns.
4. The pipe that is to be filled with water shall have all air expelled from the water main through hydrants, air valve assemblies located at the high points, services and blow-offs, located at the end of water mains. If temporary air corporations are installed by Commission's Construction Crew or Installer they shall be capped with a threaded brass cap upon the successful completion of the pressure test.
5. All temporary air corporations used for flushing shall have a Commission style flushing device temporarily installed on it according to the Flushing Section of these Guidelines and Policies.
6. Once the new main or repaired main is filled with water see the Pressure and Leakage Section of this document.
7. Once the new main or repaired main passes the pressure and leakage tests see the Disinfection Section of this document.
8. Once disinfection has been achieved, see the Flushing Section of this document.

6.3.2 Pressure and Leakage Testing

1. All water mains and fire services shall be subjected to pressure and leakage testing in accordance with the latest version of AWWA standard C-600. Allowable leakage for each section of water main tested shall be compared against the table attached at the end of this section in order to determine the acceptability of the test.
2. The Owner, Owner's representative, the Pre-Qualified Contractor, or the Commission's designee shall hire a testing company who is acceptable to Commission to complete the required pressure and leakage test. The tester shall submit certified leakage testing results in writing to Commission for each section of main tested. The tester shall be approved by Commission prior to initiating the pressure test. Commission shall be notified a minimum of 24 hours in advance prior to any pressure and leakage testing. **Pressure and leakage testing must be completed in the presence of a Commission field representative unless otherwise arranged.**



Springfield Water and Sewer Commission

Guidelines and Policies

3. If a section of main fails pressure and leakage testing, the Commission's Construction Crew or Installer shall locate, uncover, and repair or replace the defective section of pipe, fitting, valve or joint at no additional expense to Commission. The Commission's Construction Crew's or Installer's tester shall then conduct additional pressure and leakage testing until satisfactory test results are achieved.



Springfield Water and Sewer Commission

Guidelines and Policies

4. Table for Allowable Leakage per 1000 ft. of Pipeline in gallons per hour*

Average Test Pressure (in PSI)	NOMINAL PIPE DIAMETER (in inches)																
	3	4	6	8	10	12	14	16	18	24	30	36	42	48	54	60	64
450	0.48	0.64	0.96	1.27	1.59	1.91	2.23	2.55	2.87	3.82	4.78	5.73	6.69	7.64	8.60	9.56	10.19
400	0.45	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.60	4.50	5.41	6.31	7.21	8.11	9.01	9.61
350	0.42	0.56	0.84	1.12	1.40	1.69	1.97	2.25	2.53	3.37	4.21	5.06	5.90	6.74	7.58	8.43	8.99
300	0.39	0.52	0.78	1.04	1.30	1.56	1.82	2.08	2.34	3.12	3.90	4.68	5.46	6.24	7.02	7.80	8.32
275	0.37	0.50	0.75	1.00	1.24	1.49	1.74	1.99	2.24	2.99	3.73	4.48	5.23	5.98	6.72	7.47	7.97
250	0.36	0.47	0.71	0.95	1.19	1.42	1.66	1.90	2.14	2.85	3.56	4.27	4.99	5.70	6.41	7.12	7.60
225	0.34	0.45	0.68	0.90	1.13	1.35	1.58	1.80	2.03	2.70	3.38	4.05	4.73	5.41	6.08	6.76	7.21
200	0.32	0.42	0.64	0.85	1.06	1.27	1.49	1.70	1.91	2.55	3.19	3.82	4.46	5.10	5.73	6.37	6.80
175	0.30	0.40	0.60	0.79	0.99	1.19	1.39	1.59	1.79	2.38	2.98	3.58	4.17	4.77	5.36	5.96	6.36
150	0.28	0.37	0.55	0.74	0.92	1.10	1.29	1.47	1.66	2.21	2.76	3.31	3.86	4.41	4.97	5.52	5.88
125	0.25	0.34	0.50	0.67	0.84	1.01	1.18	1.34	1.51	2.01	2.52	3.02	3.53	4.03	4.53	5.04	5.37
100	0.23	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	4.80

* If the pipeline under test contains sections of various diameters, the allowable leakage will be the sum of the computed leakage for each size.

6.3.3 Flushing

1. The Commission's Construction Crew or Installer shall conduct flushing operations using methods and procedures conforming to AWWA C651.
2. The Commission's Construction Crew or Installer shall flush the water main under the direction of Commission's field representative.
3. The Commission's Construction Crew or Installer shall notify all customers affected by the flushing 24-hours in advance of any flushing operation.
4. Flushing may be required during the late evening hours if it is determined that flushing will result in off colored water to the Commission's existing customers.
5. All flushing must be done using fire hydrants, air valve assemblies, air corporation, or end caps through a Commission approved flushing device.
6. The flushing device should be made up in accordance with the **Flushing Device Detail (W-10)**, unless another method to flush the water main or water service is approved by the Commission. Flushing devices may be provided by the Installer or rented from the Commission beginning July 1, 2008, at rates as set forth in the Commission's Rules and Regulations.
7. The flushing device shall be made up of the following components:



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) The flushing devices shall be either 1-inch or 2-inch, which ever is required by the Commission.
 - (b) All components shall be 85-5-5-5 brass and/or k-type copper.
 - (c) All threaded joints shall be assembled with Teflon tape sealant.
 - (d) The flushing device shall have a copper tube or brass riser/connector from the fire hydrant, air valve assembly, air-corporation, or end cap. The riser shall be 1-inch or 2-inch diameter.
 - (e) The riser shall connect to the brass tee with a brass copper tube service quick joint inlet by male iron pipe thread outlet. The tee shall be 1-inch or 2-inch diameter.
 - (f) One side of the tee shall be bushed down to $\frac{3}{4}$ -inch with a brass bushing. This side of the tee shall be used for water quality sampling.
 - (g) A $\frac{3}{4}$ -inch nip shall be used to connect a $\frac{3}{4}$ -inch by $\frac{1}{2}$ -inch brass reducer.
 - (h) A $\frac{1}{2}$ -inch, chrome plated, and without threads brass globe spigot, shall be installed onto the reducer. Be sure the spigot is always pointing down.
 - (i) On the other side of the tee, which shall be used for flushing, it shall be either bushed down to $\frac{3}{4}$ -inch or left at 2-inches.
 - (j) A $\frac{3}{4}$ -inch or 2-inch brass ball valve shall be installed onto the $\frac{3}{4}$ -inch bushing or 2-inch brass nip.
 - (k) A $\frac{3}{4}$ -inch or 2-inch brass nip shall be installed onto the $\frac{3}{4}$ -inch brass ball valve.
 - (l) A $\frac{3}{4}$ -inch brass vacuum breaker with hose thread shall be installed onto the $\frac{3}{4}$ -inch brass nip or a 2-inch Commission approved check valve shall be installed onto the 2-inch nip.
 - (m) Proper support of the flushing device shall be provided.
8. Water that is flushed to the street or sewer must be collected in a controlled manner and not find access to nearby natural waterways. Hoses hooked up to hydrants to facilitate flushing and the control of drainage shall not be submerged or laid flat on the ground, but must be air gapped at the discharge end.
9. The following is the approved procedure for flushing pipe.



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) The discharge hose shall be equivalent in diameter or greater to the discharge opening.
- (b) The allowed flushing time in minutes for 500 feet of up to 8-inch pipe using a fire hydrant (preferred) or end cap with 2-inch or larger opening shall be as follows:
 - All flushing must follow flushing time requirements.
 - A wide-open flush (greater than 250 gallons per minute) shall be a minimum of 15 minutes (a diffuser must be in place prior to beginning the flush).
 - A low flow flush (up to 250 gallons per minute) shall be a minimum of 30 minutes (a diffuser must be in place prior to beginning the flush).
 - Flushing may not extend for longer periods of time unchecked.
 - Contact the Water Quality Manager or the Commission's Engineering and Technical Services for assistance with flushing time requirements.
- (c) After each period of flushing, a decision must be made to stop or continue for another designated period.
- (d) Disposal of water from the flushing of new mains must be pre-approved by the Commission.
 - All newly installed hydrants shall also be flushed at this time.
 - In most instances, a discharge of chlorinated water into a sewer main is acceptable provided a sewer manhole is available. If a catch basin, that is part of the Combined System, is available discharge of chlorinated water may be allowed.
 - The sewer inlets or allowed catch basins to which the chlorinated water will be flushed must be identified and pre-approved for use.
 - If a sewer main is not available then de-chlorination of the discharge of chlorinated water must be in accordance with AWWA standard C651 prior to discharge.

10. By Commission's Construction Crew:

- (a) A Commission owned water meter and back flow preventer shall be installed on the fire hydrants, air valve assemblies, air corps, or end caps.
- (b) The begin reading and end reading shall be recorded and submitted to the Customer Service office of the Commission.

11. By Installer:



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) An Installer owned water meter or Commission owned that is rented from the Commission by the Installer, that reads in gallons and back flow preventer shall be installed on the fire hydrants, air valve assemblies, air corps, or end caps.
 - (b) The begin reading and end reading shall be recorded and submitted to the Customer Service office of the Commission.
12. When flushing and scouring the pipe of debris, in the event the main became contaminated, cannot be done from a hydrant or any smaller hookup. Flushing to remove contamination must involve installing a blow-off at least 2/3 the size of the pipe being flushed.
13. All residual from the flushing must be cleaned up after the flushing process is complete.

6.3.4 Disinfection – General:

- 1. The Commission's Construction Crew or Installer shall conduct disinfection operations using methods and procedures conforming to AWWA Standard C651.
- 2. Methods for the disinfection of pipe must be pre-approved by the Commission.
 - (a) The continuous feed method shall be used to disinfect new water main installations.
 - (b) The tablet method may be allowed to disinfect new water mains, but shall be approved by the Commission.
 - (c) The swab method shall be used to disinfect, but not limited to, repairs, replacement of valves, fittings, and/or hydrants.
 - (d) Any other method to disinfect new or repaired/replaced water mains shall be submitted to the Commission for review and approval prior to being used.
- 3. A free chlorine residual of at least 25 mg/L of throughout the newly installed main must be maintained for at least 24 hours.
- 4. Failure of the newly constructed main to meet the Commission's requirements for cleanliness and water quality could require flushing of the system, disinfection of the system, removal of system components, or other action as deemed necessary by the Commission to guarantee the protection of the existing drinking water system.



Springfield Water and Sewer Commission

Guidelines and Policies

5. All costs associated with filling, pressure and leakage testing, flushing, and disinfecting the water main shall be borne by the Installer.

6.3.5 Disinfection – Continuous Feed Method:

1. This procedure for disinfection requires that the below amount of water be chlorinated outside the new water main, such as in a water truck, and then pumped into the main to displace the existing water in the main.

Gallons of Chlorine Water Required to Fill 100 Feet of Pipe With 25 ppm of Chlorine According to Diameter of Pipe			
		Add the following amount of chlorine to the water:	
Pipe Diameter (Inches)	Water in Pipe (Gallons)	<u>5%Chlorine Solution</u>	<u>1%Chlorine Solution</u>
6	150	1 cup	1-½ quarts
8	260	1 pint	2-½ quarts
12	590	1-½ quarts	1-½ gallons
16	920	2 quarts	2-½ gallons

2. Making Chlorine Solutions:
 - (a) With HTH Granular Calcium Hypochlorite: add 1 pound of calcium hypochlorite to every 8-gallons of water to make a 1% solution.
 - (b) With liquid Sodium Hypochlorite: dilute according to the percent available chlorine on the container.
 - (c) For example, a 20% available chlorine solution would require 1 gallon in 19 gallons of water to get a 1% chlorine solution.
3. The chlorine water is fed in through a corporation near the valve for the supply.
4. The valve(s) connecting the new pipe to the existing system must be closed completely.
5. At the other end of the main, or at several ends, water is flushed at a low rate to allow the existing water to be displaced with the chlorine water.
6. It is good practice to test for chlorine at these flushing points to confirm that highly chlorinated water has made it through to all ends before the main is shut down.



Springfield Water and Sewer Commission

Guidelines and Policies

7. This chlorinated water will then be allowed to sit inside the main for at least 24 hours before it is flushed out according to the Flushing section of this document.
8. Testing at the sampling location at the end of the main will be done until the flushed water contains at least 25 mg/L of chlorine (which could require increasing the injection rate of chlorine).
9. Once the proper amount of chlorine is produced all other sampling locations that were installed for the sanitary release must be flushed until chlorine is also detected at these points (flush one point at a time while maintaining chlorine injection).
10. When all sampling points have a proper level of chlorine, the main is shut down and the chlorine injection stopped.
11. This chlorinated water will then be allowed to sit inside the main for at least 24 hours before it is flushed out according to the Flushing section of this document.

6.3.6 Disinfection – Tablet Method

1. This procedure for disinfection is the application to each pipe length (see table) of an approved calcium hypochlorite tablet(s) using approved adhesives. The Commission approves the use of 5-7-gram calcium hypochlorite tablets (approximately 65% available chlorine by weight or 3.25-4.55 grams of available chlorine per tablet). These tablets shall be affixed using approved adhesive (Permatex Form A-Gasket No. 2 or Permatex Clear RTV Silicone Adhesive Sealant) to the top of each pipe length, internally. Marking of the pipe externally is a good practice to identify the locations of the tablets so that the pipe is installed correctly.
2. One chlorine tablet shall be placed in each fire hydrant branch.



Springfield Water and Sewer Commission

Guidelines and Policies

3. Minimum Number of Tablets for Each Pipe Length (18-20 feet) to obtain a 25 mg/L dose of Chlorine shall be as follows:

<u>Pipe Diameter (in inches)</u>	<u>Number of Tablets per Pipe Length (in inches)</u>
6	1
8	2
10	3
12	4
16	6
24	8

4. All tie-in pipe and fittings must be swabbed or sprayed with 1-5% or greater bleach solution immediately before installation but after inspection for internal cleanliness.
5. Free Chlorine Residual Sampling Procedure:
- (a) The Commission's representative shall take an, initial free chlorine residual test immediately following the filling procedure or the tablet disinfection procedure. The initial free chlorine residual shall exceed 25 mg/L (Parts per Million (PPM)) at this time.
 - (b) The chlorinated water shall set in the main for 24 hours.
 - (c) At the end of the 24-hour period, a free chlorine residual shall be taken by the Commission's representative from the main and it must exceed 10 mg/L (PPM) of free chlorine residual.
 - (d) If sufficient free chlorine is detected by the Commission's representative then the main will be considered disinfected because the chlorine demand has been met and the interior has been sanitized.
 - (e) The chlorinated water shall be flushed from the main upon completion of the chlorination process and a bacteriological sample shall be taken from the main once the chlorine residual of the water being discharged from the main has dropped below 1.5 PPM.
 - (f) If sufficient free chlorine is not detected by the Commission's representative then the main will be considered to have failed without testing. Re-chlorination shall be required.



Springfield Water and Sewer Commission

Guidelines and Policies

6. After the flushing and disinfection of the new main, the water in the new main must sit without movement for at least 24 hours and there must result no negative impact on the water's quality as tested and determined by the Commission.
7. The Commission's Construction Crew or Installer must provide approved sampling access to the new main for the testing of the water. New mains exceeding 500 feet or tie-ins exceeding 50 feet in length must have multiple sampling locations.
8. Re-chlorination or additional disinfection requires the following the procedures set forth in the Disinfection – Chlorinated Water Supply Section of this document.
9. After the new main has been approved, the water main shall be flushed by approved means before installing the service connections. Refer to the procedures as set forth in Flushing Section of this document.
10. If the water main has been approved but has not been put into service for more than one week then the main shall be flushed weekly using approved means. Refer to the procedures as set forth in Flushing Section of this document.

6.3.7 Disinfection – Swab method

1. This procedure for disinfection is used when existing mains are dewatered and cut open for a repair.
2. If the trench cannot be dewatered then liberal quantities of 1% solution of water and sodium hypochlorite (bleach) shall be applied to the trench areas.
3. The existing pipe shall be cleaned and swabbed or sprayed with bleach prior to the repair piece being put in to place.
4. The repair piece and repair couplings shall be cleaned and swabbed or sprayed with bleach prior to the repair piece being put in to place.
5. The Commission's Construction Crew or Installer shall flush as described in this section and/or until discolored water is eliminated.
6. The Commission's Construction Crew shall put the main into service.

6.3.8 Disinfection of Water Service Pipes and By-Pass Hoses

1. Disinfection of Water Service Pipes and Bypass Hoses provides an as needed method for disinfection of Water Services and a mandatory method for



Springfield Water and Sewer Commission

Guidelines and Policies

disinfection of By-Pass Hoses before being placed in service. The Commission shall determine when a Water Service Pipe shall be disinfected.

2. The intent is to provide a methodology and a minimum essential standard for disinfection of water services, 2-inches and smaller, that are new, replaced, or repaired and hoses used for By-Pass Connections and house tie-overs. This is an as needed procedure that may be used before any copper tube water service pipe is placed in service. This mandatory procedure shall be used before any hose is placed in service. This applies to any work of any nature being performed within the Commission's Water Transmission or Distribution System.
3. When work on the job has proceeded to the point that all joints have been made, the service shall be flushed at full open until the water runs clear for a minimum of one (1) minute. The water meter must be removed during this flushing operation. The use of a discharge hose is normally necessary.
4. Close the meter valve in the cellar. Close the curb stop at the main, Open the joint on the outlet side of the curb stop at the main. Pour the chlorine and water solution into the tubing that has been prepared according to the Chlorine Disinfection Table that follows.
5. Add the amount of Household Bleach as indicated by the size and length of service to one (1) gallon of water. Strength will be approximately 300 mg/l or 300 PPM.

Water Service Pipe Chlorine Disinfection Table

Diameter of Copper Tube Pipe	Approximate Length of Water Service			
	30FT.	60FT.	90FT.	120FT.
¾"	1oz	1 ½ oz	2 ¼ oz	3 oz
1"	1 ½ oz	2 ½ oz	4 oz	5 oz
1 ¼"	2 oz	4 oz	6 oz	8 oz
1 ½"	3 oz	5 ½ oz	8 ½ oz	11 oz
2"	15 oz	30 oz	45 oz	60 oz

6. Remake the connection. With the cellar valve closed, open the curb stop at the main. Open the Cellar valve just enough to get a stream the size of a pencil lead (less than 1/8 of an inch) flow. Let this run until the water smells



Springfield Water and Sewer Commission

Guidelines and Policies

of chlorine. Shut the cellar valve and wait 15 minutes. After 15 minutes flush very slowly open until all chlorine has been removed.

7. At the conclusion of the disinfection process, pressure test at existing main pipe pressure. After inspecting the joint(s) and eliminating any observed leaks, backfilling may proceed.
8. **IMPORTANT REMINDER:** The most important and most basic factor to insure that water of the highest quality is provided is to avoid contamination. This is accomplished by using good construction practices, which includes preventing dirt, water, and other contaminating materials from entering the service pipe.

6.3.9 Disinfection of By-Pass Hoses

1. Using the same principles of Service Disinfection above By-Pass hoses are also disinfected. A hose is flushed, dosed, filled, slowly flowed (1/8-inch) and then flushed clear.
2. Storage time and location may require an increase in dose rate and/or slow flow rate.
3. Hoses used for House tie-overs must be disinfected in the same manner as By-Pass Hoses.

6.3.10 Testing of the Water in the New or Repaired Main:

1. The Commission's field representative will communicate with the Commission lab for sampling arrangements needed to obtain all test results.
2. A representative of the Commission's lab will meet the Commission's field representative and Commission's Construction Crew or Installer at the scheduled times and places for sampling of the mains.
3. Primary water quality tests and secondary water quality tests shall be performed by the Commission prior to any Bacteria Samples being taken by the Commission. The Installer shall notify the Commission 24-hours in advance of the chlorine being flushed out of the main.
 - (a) The Commission will perform the primary water quality test for chlorine residual and chlorine demand. The free chlorine residual shall be equal to or greater than 0.03 mg/L, unless otherwise approved by the Commission. The chlorine demand shall be essentially satisfied by free chlorine residuals taken over a two (2) hour period.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) The Commission will perform the secondary water quality test for pH and turbidity. The pH shall be less than 9.0 units, unless otherwise approved by the Commission. The turbidity shall be less than 4.0 NTU, unless otherwise approved by the Commission. (All flushing protocols require continued flushing until turbidity values are below 4.0 NTU).
 - (c) Two (2) primary and two (2) secondary water quality tests will be run by Commission at no cost to the Contractor any additional tests required shall be at the Contractor's expense and at the amount established in the Commission's Rules and Regulations for Water / Sewer Pipe Inspection.
 - (d) Additional testing by the Commission as a result, of unacceptable water quality in the new main or repaired main, may incur monetary penalties as listed in the Commission's Rules & Regulations.
- 4. No Bacteria samples will be taken until the primary and secondary water quality tests have met the limits set forth above.
 - 5. Bacteria Samples from the disinfected main will be taken by Commission and will be run through the Commission lab. If a sample does not pass then the Installer shall perform additional flushing and disinfection operations until such time as a good bacteria test is achieved. Additional flushing and disinfection operations shall be run at the Installer's expense.
 - (a) Two (2) bacteriological tests will be run by Commission at no cost to the Installer any additional tests required shall be at the Installer's expense and at the amount established in the Commission's Rules and Regulations for Water / Sewer Pipe Inspection.
 - (b) Additional testing by the Commission because of unacceptable water quality in the new main or repaired main, may incur monetary penalties as listed in the Commission's Rules & Regulations.
 - 6. The Commission's Construction Crew or Installer shall supply suitable sampling taps at the end of the disinfected water main for the purpose of bacteriological testing. The Owner, Owner's representative, Pre-Qualified Contractor, or Commission's designee shall cap these taps with a brass cap upon successful completion of the main disinfection.
 - 7. The Commission's Construction Crew or Installer shall make provisions for the sampling. This involves making a copper tube connection to a corporation for every 500 feet, at most, of new pipe (including significant branches) from the source of supply water or as the Commission's Representative allows. A sampling access point shall also exist within 2 feet of the end of the main and at the end of all tie-ins exceeding 50 feet in length. These copper sampling



Springfield Water and Sewer Commission

Guidelines and Policies

lines shall extend out of the trench to ground level, shall be briefly pre-flushed with chlorine solution (household bleach) and main water, and there will be no water in the trench at the level of the ferrule connection.

8. It is at the discretion of the Springfield Water and Sewer Commission to decide what water quality testing will be done to approve the new water main for release. The water quality must meet all federal, state and Commission standards for water quality.
9. The Commission Representative will inform the Commission's Construction Crew or Installer the if the bacterial testing has passed or failed.

6.3.11 What to do when Testing Fails:

1. Re-chlorination or additional disinfection requires loading the whole of the interior of the new water main and fittings with at least 25 ppm of free chlorine.
2. The water main shall sit stagnant for at least 24 hours.
3. The water main shall be flushed according to the Flushing Section.
4. The water main shall be left stagnant for at least 24 hours, and the testing of the water again for approval.

6.3.12 Who to Call with Questions:

For questions relating to filling, flushing, and disinfecting water mains, and other water quality related issues call the Water Quality Manager @ 413-787-6207



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 7 WATER SERVICES

Section 7.1 Purpose

1. These procedures are established by the Commission in order to establish standard procedures for the replacement of unserviceable water services and for the installation of new water services. The goal in establishing these procedures is to achieve a completed installation that insures the protection of water quality, a leak free connection, the use of high quality materials, a reliable service protected from freezing, and efficiently installed.
2. Procedures for the issuance of the work order are covered in other sections of “Policies and Guidelines” and in the “Rules and Regulations of the Commission”.

7.1.1 General

1. All material shall be as specified in the Commission’s Material Specifications.
2. New Water Services
 - (a) Ball Type Corporation Stops (corporation) shall be installed horizontally at the water main for connecting all services to the new mains.
 - (b) Ball Type Curb Stops (curb stop) shall be installed at the property line for connecting copper tube from the main to copper tube from the building.
 - (c) Straight or Angle Ball Meter Valves (meter valve) shall be installed at the building for connecting copper tube from the curb stop to the building.
 - (d) Copper tubing shall be used to make connections between new corporations, new curb stops, and new meter valves.
 - (e) The new water service shall be installed in accordance with **New Water Service Installation Detail (W-11.0)**.
3. Replacement Water Services
 - (a) Ball Type Curb Stops shall be installed at the existing corporation for connecting all replacement services to the existing mains.
 - (b) Ball Type Curb Stops shall be same as new water service.
 - (c) Straight or Angle Ball Meter Valves shall be same as new water service.



Springfield Water and Sewer Commission

Guidelines and Policies

- (d) Copper tubing shall be same as new water service.
- (e) The replacement service shall be installed in accordance with **Replacement Water Service Installation Detail (W-11.1)**.
- 4. The water meter shall be sized and provided by the Commission.
- 5. All water services shall be sized by the Owner or the Owner's representative.
- 6. Depth of cover: - The 2-inch or less copper tube water pipes shall be laid a minimum of 5 feet deep, a maximum of 6-feet deep unless otherwise approved by the Commission, on suitable bedding, and backfill with proper material. No large stone or debris will be acceptable in the trench.
- 7. Insulation for Water Main or Water Service Pipe
 - (a) Styroboard (blue), minimum R-value of 7 per inch thick, as used in normal construction of buildings, shall be placed 6 to 10 inches over the pipe with 8-inches being the preferred separation.
 - (b) For each additional foot of cover required 1-inch of insulation is required with a minimum of 2 inches. For a 5-foot desired bury and the pipe at 3-feet, 2-inches of insulation would be required.
 - (c) For 2-inch or less copper tube water service pipe, 2-foot wide insulation board shall be used.
 - (d) For 6-inch or greater ductile iron water pipe, 4-foot wide insulation board shall be used.
- 8. Utility Separation: - All water services shall be separated from other utilities and septic fields in accordance with the 310 Code of Massachusetts Regulations. Furthermore, the separation shall be in accordance with **Service Separation Detail (W-01.1)**.
 - (a) At a minimum, any water service shall be horizontally 10-feet from any sewer lateral and laid above/over any sewer main or lateral, unless otherwise approved by the Commission.
 - (b) At a minimum, all water services shall be horizontally 4-feet from any water service, unless otherwise approved by the Commission.
- 9. In the absence of a recognized and/or approved industry standard for such hardware the Commission will be the final judge as to the acceptability of miscellaneous hardware used in the installation of water services.



Springfield Water and Sewer Commission

Guidelines and Policies

10. The installed water service pipe and/or replacement service shall be disinfected according to Disinfection Section of these Guidelines and Policies, unless otherwise approved by the Commission.

Section 7.2 Water Service - Two (2) Inch and Less

7.2.1 Ball Type Corporations Stops

1. Ball Type Corporations Stops (corporations) shall be installed on all water services at the service tap into the water main with a Buffalo style Arch pattern curb box, in accordance with **Service Box Detail at the Tree-belt (W-12.0) and/or Service Box Detail at the Main (W-12.1)**.
 - (a) Typically, corporations are installed by the Commission or the Commission's designee unless other arrangements are made with the Commission's Engineering and Technical Services (E&TS).
 - (b) The Owner or the Owner's representative shall make arrangements with the Commission's E&TS after an Application for a water service has been filled out and signed by the Owner.
2. Corporations may be direct tapped into ductile iron water main as follows:

<u>Tap Size</u>	<u>Main Sizes which may be direct tapped</u>
1-inch	6-inch and up
1-1/2-inch	none
2-inch	none

3. Corporations, which cannot be direct tapped, must be tapped through a tapping saddle.
4. A tapping machine shall be provided which will permit tapping mains under pressure, also a supply of combination drills and taps having Mueller threads.
5. The tapping machine shall be rigidly fastened to the pipe horizontal to the pipe axis as detailed on the Drawings. The length of travel of the tap should be so established that when the stop is inserted and tightened with a 14-inch wrench, not more than one to three threads shall be exposed on the outside. When a wet tapping machine is used, the corporation stop shall be inserted with the machine while it is still in place. Stops shall be tightened only sufficiently to give water tightness and care must be constantly exercised not to over tighten them. All Ball Type Corporations stops shall be set on a concrete brick.



Springfield Water and Sewer Commission

Guidelines and Policies

7.2.2 Copper Tubing

1. Care shall be exercised in the placing and laying of copper tubing to be sure that the pipe does not have kinks or sharp bends and to assure against its being in contact with sharp stones or ledge which would cause damage to the pipe.
2. At least 6 inches of processed gravel shall be placed adjacent to and above the pipe, and no stone shall be placed over the pipe until the depth of backfill above the latter is in excess of 1 foot.
3. The use of soldered fittings underground prior to Commission meter is prohibited.
4. No crimping tools may be used on copper tubing.
5. If copper becomes kinked or egg shaped in its installation, the use of that section of copper containing the kink or egg shape will be disallowed. Final decision as to the acceptability of a “kink” or a section of “egg shaped” pipe shall be made by Commission.
6. Copper tubing shall be installed with brass compression fittings according to the Water Service Installation Section of these Guidelines and Policies.
7. Copper tubing water services shall be bedded and installed in accordance with **New Water Service Installation Detail (W-11.0)** and/or **Replacement Water Service Installation Detail (W-11.1)**.

7.2.3 Ball Valve Curb Stops

1. 1-inch, 1-1/2-inch, and 2-inch curb stops shall be installed with a Buffalo style Arch pattern curb box, in accordance with **Service Box Detail at the Tree-belt (W-12.0)** and/or **Service Box Detail at the Main (W-12.1)**.
2. Curb stops shall be installed as close as practicable to 1’ of the edge of the municipal ROW within the municipal ROW. Under no circumstances is the curb stop to be installed beyond the municipal ROW or onto private property.
3. Curb stops shall be installed with the operator plumb and vertical.
4. Curb stops shall be set on a 2-inchx6-inchx12-inch piece of pressure treated blocking or a flat rock of similar dimensions.

7.2.4 Compression Couplings

1. Install straight Compression couplings to existing service connections of the sizes required in the locations designated by the plans, Commission’s field



Springfield Water and Sewer Commission

Guidelines and Policies

representative, or where required to extend or relocate the water service pipe. The manufacturer's recommended installation procedures shall be utilized while performing the work. Care shall be taken to ensure a watertight connection.

2. The compression coupling shall be centered over the connection point of the pipes being joined.
3. The coupling shall be tightened in accordance with the manufacturer's recommendations. Do not over tighten the coupling.

7.2.5 Service Boxes

1. Service box bases shall be centered over the curb stop ball valve and shall be plumb and vertical in all directions. The box bottom shall be placed on the same blocking or flat surface as the curb stop.
2. Service box tops and bases shall have a minimum 6-inches of over lap.
3. Service box tops shall be magnetized and painted florescent blue.
4. Service boxes installed in tree-belts sidewalks, or driveways shall be installed flush with the existing finished grade and in accordance with **Service Box Detail at the Tree-belt (W-12.0)**.
5. Service boxes installed at the water main and typically in paved or non-paved roadways shall be set buried 24-inches below finished road grade and in accordance with **Service Box Detail at the Main (W-12.1)**.
 - Service boxes installed over 1-1/2 and 2-inch corporation shall have approximately 1/2-inch removed off the side closest to the water main by cutting or grinding in order to center the box over the valve.
6. Maintain a minimum of a 4' clearance in all directions from curb box to other utilities, structures, appurtenances or obstructions.

Section 7.3 Installation of New Water Service Pipe

7.3.1 General

1. During the Application process, a Proposed Site Plan must be submitted according to Section 4.2 of these Guidelines and Policies for review and approved by the Commission. This section describes the requirements for installing new water service pipes in the location as defined on the approved plan.



Springfield Water and Sewer Commission

Guidelines and Policies

2. This procedure is written for installation of three-quarter –inch ($\frac{3}{4}$ ”), one-inch (1”), one-and-one-half-inch ($1\frac{1}{2}$ ”) and two-inch (2”) copper tube water service pipes. Sizes $\frac{3}{4}$ -inch and 1-1/4-inch services have been eliminated and replaced with standard sizes 1-inch, 1-1/2-inch, and 2-inch. On occasion and as directed by the Commission, the eliminated $\frac{3}{4}$ and 1-1/4-inch tubing sizes may be considered, but shall be approved by the Commission prior to installation.
3. The type joint referred to as Quick Joint is based on the Mueller 110 Compression Joint or an equivalent approved by the Commission.
4. All copper tube water services must be visually inspected by a Commission inspector Prior to backfilling. The corporation, curb valve and any couplings must be left exposed for the test. The test shall be a static pressure test of the service and visually inspecting each joint along the service to insure that there is no leakage according to Section 4.4 of these Guidelines and Policies, unless otherwise approved by the Commission.

7.3.2 Product Installation – New Water Service Pipe

1. The actual new water service installation will be done in accordance with the **New Water Service Detail (W-11.0)**. This drawing is an integral component of the Service Installation Procedure.
2. The connection or tap at the water main will be made using a ball type corporation stop, which also serves as a curb stop when equipped with a tee head adapter.
3. The new copper tube shall be laid in a trench that has been excavated to a depth that will provide 5-feet and 6-inches of cover when final grading is established.
4. A second curb stop will be installed approximately 2-feet from the curbing or edge of road in the direction of the building.
5. The Curb Box over the Corporation at the main will be set buried 24-inch below finished road grade and in accordance with **Service Box Detail at the Tree-belt (W-12.0)**.
 - (a) Water shall be turned on prior to back filling to note any leaks and to insure it is on.
 - (b) The curb box base shall be placed on same blocking as curb stop
6. The Curb Box located between the curbing and the property line will be set to finished grade and accordance with **Service Box Detail at the Main (W-**

7.137



Springfield Water and Sewer Commission

Guidelines and Policies

- 12.1).** Before backfilling, all joints must be pressure tested using existing pressure in the main.
7. The meter valve in the cellar shall be a Ball Valve selected from one (1) of the following:
- (a) Ball Meter Valve - 90° Angle: 1-inch Quick joint x $\frac{3}{4}$ or 1-inch meter swivel nut or Elliptical flange in sizes 1 $\frac{1}{2}$ -inch and 2-inch. This is the normal valve used. When necessary to keep the meter within 1-foot of the wall a 90-degree quick connect X swivel nut or elliptical flange may be used.
 - (b) Ball Meter Valve – straight: 1-inch Quick joint x $\frac{3}{4}$ -inch meter swivel nut or Elliptical flange in sizes 1- $\frac{1}{2}$ -inch and 2-inch. This is used in selected cases. When necessary to keep the meter within 1-foot of the wall a 90-degree quick connect X swivel nut or elliptical flange may be used.
 - (c) Ball Type Curb Stop: 1-inch Quick joint x 1-inch FIP. This is most common in replacement service work.
 - Note: This is a Curb Stop with brass handle used as an inside cellar meter valve.
8. The leak inspection shall be conducted in the trench at each joint by a competent work person.
9. Joints shall be “Bubble Tight”, i.e. DRY.
10. Before the meter is connected to the new service, the line shall be flushed clean at full pressure using the Ball Valve Curb Stop at the main in accordance with Section 4.4 of these Guidelines and Policies, unless otherwise approved by the Commission. The service may be disinfected at the discretion of the Commission in accordance with Section 6.3.8 of these Guidelines and Policies. The trench shall be backfilled, compacted and the road patched as necessary. Care must be taken to protect the tubing from being damaged by backfilling, and to insure the curb boxes are plumb, set at the correct grade, and centered over the valve.
11. The entry point of the tubing through the foundation shall be patched both inside and outside using duct seal and mortar to prevent water entry.
12. For purposes of the record sketch water service card, a minimum of three (3) location ties will be taken along with other measurements. The service installation sketch and final service card shall indicate curb stop at main “buried 2-feet”; curb stop at edge of road shall indicate “set to finished grade”. The location of any fittings along the service line should be noted



Springfield Water and Sewer Commission

Guidelines and Policies

13. Commission construction Crews and Installers shall restore or install pavement in accordance with CHAPTER 8 of these Guidelines and Policies, unless otherwise approved by the Commission.
14. Commission Construction Crews shall notify the Commission Construction Crew responsible for pavement restoration the amount of pavement to be installed at the end of each week.

Section 7.4 Replacement of Existing Water Service Pipe

7.4.1 General

1. This section describes the requirements for replacing existing water service pipes in the same location that are no longer serviceable. Serviceability issues may be due to internal and/or external corrosion, poor flow, poor pressure, leaks, or any combination of these condition factors.
 - (a) This procedure is written for replacement of $\frac{3}{4}$ -inch and 1-inch services of iron or copper. This procedure also applies to replacement of services 1 $\frac{1}{2}$ -inch and 2-inch in size. $\frac{3}{4}$ -inch and 1-1/4-inch services have been eliminated and replaced with standard sizes as directed by the Commission.
 - (b) The type joint referred to as Quick Joint is based on the Mueller 110 Compression Joint or an equivalent approved by the Commission.
 - (c) All copper tube water services must be visually inspected by a Commission inspector Prior to backfilling. The corporation, curb valve and any couplings must be left exposed for the test. The test shall involve pressuring the service and visually inspecting each joint along the service to insure that there is no leakage.

7.4.2 Product Installation – Existing Water Service Pipe

1. The actual water service replacement may be done in accordance with the **Replacement Water Service Detail (W-11.1)** (this drawing is an integral component of the water service replacement procedure) or the existing service may be abandoned in place. This decision is at the discretion of the Commission and will be decided on a case-by-case basis.
2. Abandonment in place requires the existing corporation to be exposed, turned off, capped with a brass cap and backfilled. Typically, this can be done in the same excavation as the new service connection.



Springfield Water and Sewer Commission

Guidelines and Policies

3. Abandonment in place requires the installation of a new water service pipe in accordance with Section 7.3 of these Guidelines and Policies, unless otherwise approved by the Commission.
4. Replacement of the existing water service shall be as follows:
5. Existing service replacement will be accomplished by excavating a safe hole that exposes the corporation stop and curb stop.
 - (a) The existing $\frac{3}{4}$ -inch cc x 1-inch MIP Corporation Stop will be reused if and only if it is serviceable and free from leaks.
 - (b) The Mueller B101 Drilling and Tapping Machine (or equivalent type) can be used to replace a corporation stop under pressure when the stop is unserviceable or leaking.
6. The new copper tube shall be attached to the old pipe in the cellar.
7. From the street hole, the old pipe is pulled and the new tubing follows.
8. The reconnection at the main is made using a Ball Valve Curb Stop 1-inch FIP x 1-inch Quick joint. Buffalo style curb boxes at the main will be removed, legally disposed of, and replaced with a new Buffalo box long. . The Curb Box over the Curb Stop at the main will be set buried 2-feet below finished road grade.
9. When the existing curb stop is removed, the existing corporation stop must be cleaned in the opened position using a cleaning tool with a cutter of the appropriate size.
10. It is mandatory that a second hole be excavated over the new copper tubing approximately 2-feet from the curbing or edge of road in the direction of the building. In sub-division or on unimproved roads (dirt), the location will be indicated by the plans or the Commission's field representative.
 - (a) At this location, a second Ball Valve Curb Stop with Quick joint both ends will be cut in.
 - (b) The Buffalo Box over the Curb Stop at the main will be set buried 24-inch below finished road grade and in accordance with **Service Box Detail at the Main (W-12.1)**.
 - (c) The Buffalo Box located between the curbing and the property line will be set to finished grade and accordance with **Service Box Detail at the Tree-belt (W-12.0)**. Before backfilling, all joints must be pressure tested using existing pressure in the main.



Springfield Water and Sewer Commission

Guidelines and Policies

- (d) For purposes of the record sketch water service card, a minimum of three (3) location ties will be taken along with other measurements.
 - (e) Before backfilling, all joints must be pressure tested using existing pressure in the main. The leak inspection shall be conducted in the trench at each joint by a Commission field representative. Joints shall be “Bubble Tight”, i.e. DRY.
11. The installation of a curb stop at a point between the curbing (or edge of pavement) and the property line is MANDATORY. If this valve cannot be installed, this exception must be identified during the pre-job site visit.
- (a) A request for exception to this procedure must be written by the Owner, the owner’s representative, or the Commission’s designee who has conducted an on site evaluation.
 - (b) This request will be submitted to the Commission for evaluation and written approval or disapproval.
 - (c) Five working days must be allowed for the Commission portion of the exception process.
12. The meter valve in the cellar shall be a Ball Valve selected from one (1) of the following:
- (a) Ball Meter Valve - 90° Angle: 1-inch Quick joint x $\frac{3}{4}$ or 1-inch meter swivel nut or Elliptical flange in sizes 1- $\frac{1}{2}$ -inch and 2-inch. This is the normal valve used. When necessary to keep the meter within 1-foot of the wall a 90-degree quick connect X swivel nut or elliptical flange may be used.
 - (b) Ball Meter Valve – straight: 1-inch Quick joint x $\frac{3}{4}$ -inch meter swivel nut or Elliptical flange in sizes 1- $\frac{1}{2}$ -inch and 2-inch. This is used in selected cases. When necessary to keep the meter within 1-foot of the wall a 90-degree quick connect X swivel nut or elliptical flange may be used.
 - (c) Ball Type Curb Stop: 1-inch Quick joint x 1-inch FIP. This is most common in replacement service work.
- Note: This is a Curb Stop with brass handle used as an inside cellar meter valve.
13. The Quick type compression joint requires that the copper tubing be round not flattened. Copper tubing supplied in coils and transported to a job site can be expected to be partially flattened. This must be corrected by using a flaring tool or rounding tool of the appropriate size.



Springfield Water and Sewer Commission

Guidelines and Policies

14. Before the meter is connected to the new service, the line shall be flushed clean at full pressure using the Ball Valve Curb Stop at the main in accordance with Section 4.4 of these Guidelines and Policies, unless otherwise approved by the Commission. The service may be disinfected at the discretion of the Commission in accordance with Section 6.3.8 of these Guidelines and Policies. The trench shall be backfilled, compacted and the road patched as necessary. Care must be taken to protect the tubing from being damaged by backfilling, and to insure the curb boxes are plumb, set at the correct grade, and centered over the valve.
15. The entry point of the tubing through the foundation shall be patched both inside and outside using duct seal and mortar to prevent water entry.
16. Both holes shall be backfilled, compacted and patched or restored as necessary. The entry point of the tubing will be patched in the cellar using duct seal to prevent water entry.
17. For purposes of the record sketch water service card, a minimum of three (3) location ties will be taken along with other measurements. The service installation sketch and final service card shall indicate curb stop at main “buried 2-feet”; curb stop at edge of road shall indicate, “set to finished grade”. The location of any fittings along the service line should be noted
18. Commission construction Crews and Installers shall restore or install pavement in accordance with CHAPTER 8 of these Guidelines and Policies, unless otherwise approved by the Commission.
19. Commission Construction Crews shall notify the Commission Construction Crew responsible for pavement restoration the amount of pavement to be installed at the end of each week.

Section 7.5 Water Meters

7.5.1 General

1. **Prior to any work on a meter, a jumper wire shall be installed to prevent potential electrocution when the meter is removed for replacement or service.**
2. Commission supplies and installs all meters and meter couplings (meter spuds) at its expense.
3. The cost of supplying and installing any fittings, valves or meter horns required for the meter installation and the actual installation shall be at the



Springfield Water and Sewer Commission

Guidelines and Policies

Owners expense in Rates set forth in the Commission's Rules and Regulations.

4. The Owner shall supply and install all backflow prevention devices with detector check meters, utilized for fire services or other uses according to CHAPTER 10 of these Guidelines and Policies, at their expense.

7.5.2 Product Installation – 5/8-inch to 2-inch Water Meter

1. The meter can only be installed in a warm (continually above 45° F), clean, dry and accessible location. The meter and meter valves shall have at least 1-foot of clearance from floors walls, and other obstructions. The location provided for the meter shall be in accordance with **New Water Service Detail (W-11.0) or Replacement Water Service Detail (W-11.1)**.
2. Where meters are installed in buildings constructed on a slab on grade the service entrance shall be in accordance with **New Water Service Detail (W-11.0) or Replacement Water Service Detail (W-11.1)**. The meter and meter valves shall have at least 1-foot of clearance from floors walls, and other obstructions.
3. Meter coupling (meter spuds) nuts shall be sealed to the meter at both ends of the meter in accordance with **Water Meter Sealing Detail (W-11.2)**, as follows:
 - (a) On the water main side of the meter; the meter shall be sealed with a wire that passes thru the meter coupling, the screw on the base plate, the meter cover, then to the meter coupling on the customers side of the meter, and then back to the meter cover.
 - (b) The two ends shall be sealed by a Commission meter installer or meter reader only.
4. When the meter cannot be installed in a building, a plastic meter pit shall be provided by the Owner in accordance with Commission Material Specifications.
 - (a) The plastic meter pit shall be located on the Owner's property.
 - (b) The plastic meter pit shall be set on concrete blocks and a base of at least 6-inches of ¾-inch crushed stone.
 - (c) The top cover of the plastic meter pit shall be set flush to the existing grade.



Springfield Water and Sewer Commission

Guidelines and Policies

7.5.3 Product Installation – 4-inch and Larger Water Meter

1. The meter can only be installed in a warm (continually above 45° F), clean, dry and accessible location. When the meter cannot be installed in a building a concrete meter pit shall be provided and installed in accordance with **4-inch – 8-inch Meter Pit Installation Detail (W-13.0)**, unless otherwise approved by the Commission.
2. Where meters are installed in meter pits, the meter shall be in accordance with accordance with **4-inch – 8-inch Meter Installation Detail (W-13.1)**, unless otherwise approved by the Commission.

7.5.4 Product Installation – Concrete Meter Pits

1. Pre-cast Concrete Meter Pits and all materials used in its construction and structures shall be constructed to the dimensions as specified herein, and in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.
2. Pre-cast Concrete Meter Pits installed in the Commission's distribution system shall be provided in accordance with the **Meter Pit for 4-inch – 12-inch Water Service Pipe Details (W-13.2 – W13.5)**, unless otherwise approved by the Commission.
3. Pre-cast Concrete Meter Pits shall be installed on the Owner's property.
4. Surfaces of Pre-cast Concrete Meter Pits shall be painted with two coats of bituminous damp proofing at the rate of 30 to 60 sq ft per gallon, in accordance with manufacturer's instructions.
5. Pre-cast Concrete Meter Pit bases shall be placed on a bed of 12-inches of crushed stone ¾-inch. Meter Pit base grades shall be set so that any required grade adjustment to bring the manhole frame and cover to final grade does not exceed 8-in.
6. All work shall be protected at all times against flooding and/or flotation.
7. Pre-cast Concrete Meter Pits shall be set plumb with a 1/4-in maximum out of plumb tolerance allowed.
8. Jointing of Pre-cast Concrete Meter Pits shall be accomplished with butyl rubber joint sealant gasket in accordance with the Commission's Materials Specifications installed at the shiplap joints of each section, unless otherwise approved by the Commission.

(a) All installation surfaces shall be clean and dry.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) Apply one (1) continuous bead of sealant around the periphery of the joint by pressing the bead firmly into place. Remove backing paper as the installation progresses.
 - (c) Use of primer is required when temperatures are below 40-degrees F and/or the concrete is damp.
 - (d) Extremely wet conditions require the installation to have two (2) beads applied in the same manner as above.
9. Joints shall be allowed to set for at least 14 hours before backfilling unless a shorter period is specifically approved by the Commission or its representative.
 10. Holes required for handling in the concrete barrel sections shall be plugged with a non-shrinking grout, or concrete plugs in combination with non-shrinking grout. Finish flush on the inside.
 11. Pre-cast Meter Pits shall have a formed, tapered circular opening larger than the intended pipe size (outside diameter) in accordance with the **4-inch - 8-inch Meter Installation Detail (W-13.1)**.
 12. Integrally cast knockout panels shall be provided at locations in accordance with the **Meter Pit for 4-inch – 12-inch Water Service Pipe Details (W-13.2 – W13.5)**. Sizes shall be adequate for intended pipe sizes. Knockout panels shall have no steel reinforcing.
 13. When pre-formed hole are not provided the holes in Pre-cast Meter Pits shall be cut to accommodate pipes prior to setting manhole sections in place to prevent jarring that may loosen the mortar joints.
 14. Connections into the manhole shall be Grout in place. The non-shrink grout shall be installed around the pipe connection where a formed, tapered circular opening is larger than the pipe outside diameter.
 15. Backfill shall be laid and compacted carefully and evenly around Pre-cast Meter Pits.
 16. The Commission will visually inspect Pre-cast Meter Pits after the backfill is in place. The inside of any leaking Pre-cast Meter Pit joint shall be caulked with lead wool or non-shrink grout to the satisfaction of the Commission or its representative.



Springfield Water and Sewer Commission

Guidelines and Policies

7.5.5 Product Installation - Manhole Frame and Cover:

1. Manhole frame and covers shall be installed in accordance with **4-inch – 8-inch Meter Pit Installation Detail (W-13.0)**, unless otherwise approved by the Commission.
2. Pre-cast concrete grade rings and/or brick and non-shrink mortar shall be used to adjust manhole frame and cover to final grade.
3. The inside and outside of pre-cast concrete grade rings and/or brick shall be sealed with hydraulic cement.
4. Under no circumstances shall barrel blocks be allowed.
5. Castings shall be set in non-shrink grout. Non-shrink grout shall be placed all around casting to 4-inches above flange.
6. Castings shall be thoroughly cleaned and subject to hammer inspection.

Section 7.6 Removal of Existing Materials and Parts from Customers Homes, Businesses and/or Underground Infrastructure

7.6.1 Ownership

1. All service valves at the meter, service pipes, hydrants, gate valves on the service pipes, and/or any other parts on the service pipes are solely the Customer's property.
2. Any service valves at the meter, service pipes, hydrants, gate valves on the service pipes, and/or any other parts on the service pipes that are removed from a customers property, with the customers permission, shall become property of the Commission.
3. All service valves at the main and meters are solely the Water and Sewer Commission's property.
4. Any service valves at the main and meters that are removed from a customers property, shall remain property of the Commission.
5. Under no circumstances shall a Commission employee be allowed to keep any parts and/or materials removed from a home, business or underground infrastructure during hours of employment and/or during the use of a Commission vehicle.



Springfield Water and Sewer Commission

Guidelines and Policies

7.6.2 Handling

1. In the event that a customer service valve in the building is being replaced and/or repair is performed on the underground infrastructure, as part of the Commission's work, the Commission employee must ask the customer if they wish to keep the service valve other material or if they prefer the Commission to dispose of the parts and/or materials.
2. Any service valves, service pipes, meters, main pipes, gate valves, hydrants, valve box, service box and any other parts or materials that the customer does not wish to keep must be returned to the Field Services Office at 71 Colton Street.
3. In the event that the customer request that the Commission dispose of the parts and/or materials, the employee must document the request and return all parts and/or materials to the Field Services Office at 71 Colton Street.
4. Under no circumstances, will any Commission employee be allowed to enter any recycling and/or scrap metal facility (junkyard, scrap metal, recycling, etc.) with a Commission vehicle without authorization from the Executive Director or his/her designee.

Section 7.7 Terms of Warranty on Installation

7.7.1 General -

1. The Owner will be held responsible for the repair of any service or main leaks up to one (1) year after the successful pressure testing and disinfection has been accepted by the Commission Engineering Services Department.
2. The Owner will have the opportunity to make repairs at his cost under the direction of Commission field inspector, or any leaks will be repaired by Commission and the cost of such repairs will be at the owner's expense.
3. The Owner will be responsible for the repair or correction of trench settlement. Commission retains the right to repair the settlement and the cost of repairs will be charged to the Owner.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 8 PAVEMENT

Section 8.1 General

1. Bituminous paving installed in the Commission's water distribution systems in Springfield and Ludlow and the sewer collection system in Springfield shall be in accordance with the following details:
 - (a) Paving repairs and/or installations in Ludlow that require flowable fill as backfill shall be installed in accordance with **Trench Backfilling – Method 1 for Ludlow Roadways Detail (W-02.1)**, unless otherwise approved by the Town of Ludlow Department of Public Works (DPW) and the Commission.
 - (b) Paving repairs and/or installations in Ludlow that require compacted common borrow fill as backfill shall be installed in accordance with **Trench Backfilling – Method 2 for Ludlow Roadways Detail (W-02.2)**, unless otherwise approved by the Town of Ludlow DPW and the Commission.
 - (c) Paving repairs and/or installations in Springfield on arterial streets shall be installed in accordance with **Trench Backfilling – Method for Arterial Streets in Springfield (W-02.3)**, unless otherwise approved by the City of Springfield Department of Public Works (DPW) and the Commission.
 - (d) Paving repairs and/or installations in Springfield on residential streets shall be installed in accordance with **Trench Backfilling – Method for Residential Streets in Springfield (W-02.4)**, unless otherwise approved by the City of Springfield DPW and the Commission.
2. Bituminous paving repairs and all materials used in the construction and structures shall be constructed to the dimensions shown on the Design Drawings, as specified herein, and in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.
3. Typically, temporary or binder coarse bituminous pavement shall be installed at the end of each work week on all Commission Construction Crew or Installer installed water main, sewer main, water service, and/or building sewer connection in Ludlow or Springfield, unless otherwise approved by the appropriate DPW and the Commission.
4. Approximately, 90-days after the last temporary or binder coarse of bituminous paving has been in place on a project the Commission Construction Crew or Installer shall mill the appropriate width and depth of



Springfield Water and Sewer Commission

Guidelines and Policies

existing paving and temporary or binder paving, unless otherwise approved by the appropriate DPW and the Commission.

5. The mill surface shall be tack coated prior to the final pavement being installed.
6. The final paving or top coarse shall be installed the full width and depth of the milled area.
7. All water valve boxes, water services boxes, sewer manholes, and/or structures in the area of pavement installation shall be raised to finish grade prior to the installation of any paving, unless otherwise approved by the appropriate DPW and the Commission..

Section 8.2 Springfield

8.2.1 Permanent Bituminous Concrete Patch: Residential in Springfield: 3-inch Or Less in Depth

1. In addition to the General, requirements of this Section the work shall be performed in accordance with Springfield Department of Public Works Pavement Restoration Requirements.
2. Restoration work shall be scheduled and inspected in accordance with Springfield Department of Public Works Standard Procedures.
3. The Commission designated Inspector shall also be notified by written schedule submitted thru the Deputy Director of Field Services at the Commission Customer Field Service Building, 71 Colton St., Springfield MA, Fax Number is 413-787-7975.

8.2.2 Permanent Bituminous Concrete Patch: Arterial in Springfield: More Than 3-inch in Depth, But Not Greater Than 6-inch in Depth

1. Items found in Section 8.2.1 of these Guidelines and Policies, numbered 1 thru 3 apply here.



Springfield Water and Sewer Commission

Guidelines and Policies

Section 8.3 Ludlow

8.3.1 Permanent Bituminous Concrete Patch: Residential in Ludlow: 3-inch Or Less in Depth.

1. In addition to the General, requirements of this Section the work shall be performed in accordance with Ludlow Department of Public Works Pavement Restoration Requirements.
2. Restoration work shall be scheduled and inspected in accordance with Ludlow Department of Public Works Standard Procedures.
3. The Commission designated Inspector shall also be notified by written schedule submitted thru the Deputy Director of Field Services at the Commission Customer Field Service Building, 71 Colton St., Springfield MA, Fax Number is 413-787-7975.

8.3.2 Permanent Bituminous Concrete Patch: Arterial in Ludlow: More Than 3-inch In Depth, But Not Greater Than 6-inch In Depth

1. Items found in Section 8.3.1 of these Guidelines and Policies, numbered 1 thru 3 apply here.

8.3.3 Bituminous Concrete Sidewalk or Driveway Restorations: Type I, Surface Course

1. Sidewalk and Driveway Bituminous surfaces that are disturbed shall be restored, full width, in kind, a minimum of one foot beyond the disturbed area.
2. After the sub-grade has been prepared, a foundation of gravel shall be placed upon it. After thorough mechanical compaction to at least 95% modified proctor density, the foundation of gravel shall at least 8-inch thick.
3. The bituminous concrete sidewalk or driveway surface shall be laid in 2 courses to a depth-after rolling of 3-inch. The bottom course shall be 1-1/2-inch and its surface after rolling shall be 1-1/2-inch below the parallel to the proposed grade of the finished surface. The top course shall be 1-1/2-inch thick after rolling.
4. The existing vertical surfaces of bituminous concrete shall be thoroughly cleaned and tack coated before placing new, hot bituminous concrete.
5. After rolling the top course, the edges of the permanent bituminous concrete patch shall be sealed with liquid asphalt emulsion (AASHTO M140) and coated with sand.



Springfield Water and Sewer Commission

Guidelines and Policies

6. Bituminous concrete mixtures shall be distributed by direct dumping, wheelbarrow, or other approved means into the area to be patched. It shall then be immediately distributed into place by means of shovels and raked into a uniformly loose layer to the full width required and of such depth that, when work is completed, it shall conform to the grade and surface contour required. An approved mechanical spreader may be used.
7. Surfaces shall be rolled with a self-propelled tandem roller with a mass of a minimum 3 tons. In places where a power roller cannot be used, compaction shall be obtained by mechanical rammers or by hand tampers.
8. Where walls, curbing or other suitable permanent supports are not present, or where an approved mechanical spreader is not used, satisfactory forms shall be installed to assist in securing proper alignment and adequate compaction of the base and surface courses.



Springfield Water and Sewer Commission

Guidelines and Policies

Section 8.4 Water Valve Box and Service Box Adjustment and Replacement

8.4.1 General

This Policy is intended to be used, by either the Springfield Department of Public Works or the Ludlow Department of Publics Works for paving improvement projects within the respective City or Town boundaries.

The following section should be included as a bid alternate in the a contract bid document. The following section includes six (6) items the Commission would be responsible for paying for at its sole discretion.

If the Commission were not to choose to use the bid alternate it would then adjust or replace the valve and services boxes with its own employees.

8.4.2 Commission Valve and Service Box Adjustment and Replacement Policy

The Contractor shall notify in writing the Springfield Water and Sewer Commission for field location of water mains and valves. All valves shall be operated by Springfield Water and Sewer Commission employees only. Springfield Water and Sewer Commission personnel shall inspect all work on water mains and valves. All gate and service boxes are property of the Springfield Water and Sewer Commission.

The Springfield Water and Sewer Commission shall identify all structures, which are to remain, be raised or lowered, removed and reset, or removed and replaced with new structure.

Work done by a Contractor shall include the locating and recording in a field book of all Springfield Water and Sewer Commission valves lowered or removed during construction. This book shall be available to the Resident Engineer and become property of the Springfield Water and Sewer Commission.

The Contractor shall be held responsible for the protection of all castings. The Contractor at his expense shall replace any water boxes damaged in any manner during the progress of construction with new castings.

No water box shall remain exposed without suitable maintenance for the safety of the traveling public.

Before final payment is made, the Springfield Water and Sewer Commission will inspect all work to insure that all boxes are centered over the appurtenance that they supply access to, and that they are straight and clean.



Springfield Water and Sewer Commission

Guidelines and Policies

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Springfield Department of Public Works or Ludlow Department of Public Works (Department of Publics Works), and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's Guidelines and Policies and Material Specifications at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 1 **GATE BOX REMOVED AND RESET** **EA**

Cost of these items shall include, but not be limited to, removing the existing gate box top, gate box bottom, and gate box cover by excavating to expose the structures, carefully removing the structures, resetting the undamaged structures, and backfilling the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.



Springfield Water and Sewer Commission

Guidelines and Policies

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 1a **GATE BOX ADJUST** **EA**

Cost of these items shall include, but limited to, removing the existing material around the existing box top to a depth of 6" below the existing grade. Pry up the box top to the proposed finish grade. Pour a concrete collar (4,000 psi minimum mix) around the adjusted box top and up to the flange of the box top and finish the collar to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 2 **GATE BOX REMOVED AND STACKED** **EA**



Springfield Water and Sewer Commission

Guidelines and Policies

Cost of these items shall include, but not be limited to, removing the existing gate box top, gate box bottom, and gate box cover by excavating to expose the structures, and carefully removing the structures.

All removed and stacked gate boxes shall be brought to a location determined by the Springfield Water and Sewer Commission. If the Springfield Water and Sewer Commission determines that the removed materials are not suitable, the Contractor shall discard the removed materials properly. All related costs to discard this material will be included in this item.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 3 **NEW GATE BOX INSTALLED** **EA**

Cost of these items shall include, but not be limited, supplying the valve box that meets the Springfield Water and Sewer Commission's Specifications. Valve boxes shall be installed concentric to the operating nut and plumb with the vertical plane. The belled base section shall be placed on blocking in such a way that no additional loading is transferred to the valve. Longer valve box bottoms and/or tops will be specified as required for water mains at depths that exceed the limitations of the above specified valve box. Valve boxes located in traveled ways shall be left flush with the pavement or gravel shoulder unless otherwise specified. Valve boxes located in other non-paved areas shall be left flush with finish grade unless otherwise specified. Valves and boxes shall be set with the

8.155



Springfield Water and Sewer Commission

Guidelines and Policies

stem vertical and valve box vertically centered over the operating nut. The valve box shall be supported during backfilling and maintained in vertical alignment with the top section flush with finished grade. The Valve Box shall be flush with finished grade, and backfill the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

These provisions in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 3a NEW GATE BOX TOP INSTALLED EA

SWSC will supply the casting needed for this Item. Cost of these items shall include, but not be limited to valve boxes installed concentric to the operating nut and plumb with the vertical plane. Valve boxes located in traveled ways shall be left flush with the pavement or gravel shoulder unless otherwise specified. Valve boxes located in other non-paved areas shall be left flush with finish grade unless otherwise specified. Valves and boxes shall be set with the stem vertical and valve box vertically centered over the operating nut. The valve box shall be supported during backfilling and maintained in vertical alignment with the top section flush with finished grade. The Valve Box shall be flush with finished grade, and backfill the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.



Springfield Water and Sewer Commission

Guidelines and Policies

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 4 NEW SERVICE BOX INSTALLED EA

Cost of these items shall include, but not be limited, supplying the service box that meets the Springfield Water and Sewer Commission's Specifications. Service box bases shall be centered over the curb stop ball valve and shall be plumb and vertical in all directions. The box bottom shall be placed on the same blocking or flat surface as the curb stop. Service boxes located in other non-paved areas shall be left flush with finish grade unless otherwise specified. The service box shall be supported during backfilling and maintained in vertical alignment with the top section flush with finished grade. The service box shall be flush with finished grade, and backfill the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time



Springfield Water and Sewer Commission

Guidelines and Policies

and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 4a NEW SERVICE BOX TOP INSTALLED EA

SWSC will supply the casting needed for this Item. Cost of these items shall include, but not be limited to service boxes centered over the curb stop ball valve and shall be plumb and vertical in all directions. Service boxes located in other non-paved areas shall be left flush with finish grade unless otherwise specified. The service box shall be supported during backfilling and maintained in vertical alignment with the top section flush with finished grade. The service box shall be flush with finished grade, and backfill the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.



Springfield Water and Sewer Commission

Guidelines and Policies

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 5 SERVICE BOX REMOVED AND RESET

EA

Cost of these items shall include, but not be limited to, removing the existing service box top, service box bottom, and service box cover by excavating to expose the structures, and carefully removing the structures. resetting the undamaged structures, and backfilling the structures with excavatable flowable fill to within 6 inches of the corporation or gate level, and placing of a 6 inch thick concrete collar (4,000 psi minimum) around the box to all patch edges.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 5a SERVICE BOX ADJUST

EA

Cost of these items shall include, but limited to, removing the existing material around the existing box top to a depth of 6" below the existing grade. Pry up the box top to the proposed finish grade. Pour a concrete collar (4,000 psi minimum mix) around the adjusted box top and up to the flange of the box top and finish the collar to all patch edges.



Springfield Water and Sewer Commission

Guidelines and Policies

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM6 SERVICE BOX REMOVED AND STACKED EA

Cost of these items shall include, but not be limited to, removing the existing service box top, service box bottom, and service box cover by excavating to expose the structures, and carefully removing the structures.

All removed and stacked service boxes shall be brought to a location determined by the Springfield Water and Sewer Commission. If the Springfield Water and Sewer Commission determines that the removed materials are not suitable, the Contractor shall discard the removed materials properly. All related costs to discard this material will be included in this item.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.



Springfield Water and Sewer Commission

Guidelines and Policies

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

Please provide quote to perform each of the above items below:

ITEM 1	GATE BOX REMOVED AND RESET	\$	EA
ITEM 1a	GATE BOX ADJUST	\$	EA
ITEM 2	GATE BOX REMOVED AND STACKED	\$	EA
ITEM 3	NEW GATE BOX INSTALLED	\$	EA
ITEM 3a	NEW GATE BOX TOP INSTALLED	\$	EA
ITEM 4	NEW SERVICE BOX INSTALLED	\$	EA
ITEM 4a	NEW SERVICE BOX TOP INSTALLED	\$	EA
ITEM 5	SERVICE BOX REMOVED AND RESET	\$	EA
ITEM 5a	SERVICE BOX ADJUST	\$	EA
ITEM 6	SERVICE BOX REMOVED AND STACKED	\$	EA



Springfield Water and Sewer Commission

Guidelines and Policies

Section 8.5 Sewer Manhole Frame and Cover Adjustment and Replacement

8.5.1 General

This Policy is intended to be used, by the Springfield Department of Public Works for paving improvement projects within the City boundaries.

The following section should be included as a bid alternate in a contract bid document. The following section includes three (3) items the Commission would be responsible for paying for at its sole discretion.

If the Commission were not to choose to use the bid alternate it would then adjust or replace the manhole frame and covers with its own employees.

8.5.2 Commission Sewer Manhole Frame and Cover Adjustment and Replacement Policy

The Contractor shall notify in writing the Springfield Water and Sewer Commission for field location of Sewer Manhole Frames and Covers. Springfield Water and Sewer Commission personnel shall inspect all work on Sewer Manhole Frames and Covers. All Sewer Manhole Frames and Covers are property of the Springfield Water and Sewer Commission.

The Springfield Water and Sewer Commission shall identify all structures which are to remain, be raised or lowered, removed and reset, or removed and replaced with new structure.

Work done by a Contractor shall include the locating and recording in a field book of all Springfield Water and Sewer Commission valves lowered or removed during construction. This book shall be available to the Resident Engineer and become property of the Springfield Water and Sewer Commission.

The Contractor shall be held responsible for the protection of all castings. The Contractor at his expense shall replace any water boxes damaged in any manner during the progress of construction with new castings.

No Sewer Manhole Frames and Covers shall remain exposed without suitable maintenance for the safety of the traveling public.

Before final payment is made, the Springfield Water and Sewer Commission will inspect all work to insure that all Sewer Manhole Frames and Covers are centered over the appurtenance that they supply access to, that they are straight and clean, and are set to finish grade.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual



Springfield Water and Sewer Commission

Guidelines and Policies

work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Springfield Department of Public Works (Department of Public Works), and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's Guidelines and Policies and Material Specifications at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 7 SEWER MANHOLE FRAME AND COVER REMOVED AND RESET EA

Cost of these items shall include, but not be limited to, removing the existing sewer manhole frame and cover by excavating to expose the structures, carefully removing the structures, storing and securing the frame and cover, maintaining the manhole during milling operations, resetting the undamaged structures with the appropriate courses of leveling bricks and mortar, sealing the leveling courses with hydraulic cement, and backfilling the structures with 4-inches of non-shrink grout above the flange of the structure.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield



Springfield Water and Sewer Commission

Guidelines and Policies

Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 8 SEWER MANHOLE FRAME AND COVER REMOVED AND STACKED EA

Cost of these items shall include, but not be limited to, removing the existing sewer manhole frame and cover by excavating to expose the structures, carefully removing the structures, and maintaining the structure during milling operations.

All removed and stacked sewer manhole frames and covers shall be brought to a location determined by the Springfield Water and Sewer Commission. If the Springfield Water and Sewer Commission determines that the removed materials are not suitable, the Contractor shall discard the removed materials properly. All related costs to discard this material will be included in this item.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

ITEM 9 SEWER MANHOLE FRAME AND COVER INSTALLED EA



Springfield Water and Sewer Commission

Guidelines and Policies

Cost of these items shall include, but not be limited, supplying the new sewer manhole frame and cover that meets the Springfield Water and Sewer Commission's Specifications. Sewer manhole frames and covers shall be installed and set with the appropriate courses of leveling bricks and mortar, sealing the leveling courses with hydraulic cement, and backfilling the structures with 4-inches of non-shrink grout above the flange of the sewer manhole frame and cover. Sewer manhole frames and covers located in traveled ways shall be left flush with the pavement or gravel shoulder unless otherwise specified. Sewer manhole frames and covers located in other non-paved areas shall be left flush with finish grade unless otherwise specified.

The Contractor shall exercise diligence and care using standard construction methods to complete all related items. If during the course of normal contractual work leaks, cracks, or any other damage to any Water and Sewer Commission lines, services or appurtenances is found, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards and be paid for under an extra work order. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary and cost of such repair or replacement will be on a time and material payment, using the Massachusetts Standard Specifications for Highways and Bridges for extra work.

If during the course of normal contractual work the contractor causes leaks, cracks, breakage, or any other damage to any Water and Sewer Commission lines, services or appurtenances, the Contractor shall repair or replace to the Springfield Water and Sewer Commission's standards at the contractors expense. The Contractor, Department of Public Works, and Springfield Water and Sewer Commission shall agree on any repair or replacement necessary prior to the repair or replacement taking place.

The provision in no way shall excuse the Contractor from careless acts, negligence or inappropriate construction methods, which cause damage to any Springfield Water and Sewer Commission property.

Please provide quote to perform each of the above items below:

ITEM 7 SEWER MANHOLE FRAME AND COVER

<u>REMOVED AND RESET</u>	<u>\$</u>	<u>EA</u>
---------------------------------	------------------	------------------

ITEM 8 SEWER MANHOLE FRAME AND COVER

<u>REMOVED AND STACKED</u>	<u>\$</u>	<u>EA</u>
-----------------------------------	------------------	------------------

<u>ITEM 9 SEWER MANHOLE FRAME AND COVER INSTALLED</u>	<u>\$</u>	<u>EA</u>
--	------------------	------------------

8.165



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 9 WATER PUMP STATIONS

Intentionally left blank for future use.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 10 CROSS CONNECTION DEVICES

Section 10.1 General

1. Cross Connection Devices provided to the Springfield Water and Sewer Commission or Installers shall be manufactured, tested, inspected and delivered in full compliance with the Commission's Material Specifications.
2. The Cross Connection Devices shall conform to AWWA C-110 (most current revision) Standard for Double Check Valve Backflow Prevention Assembly and/or AWWA C-511 (most current revision) Standard for Reduced Pressure Principle Backflow Preventer.
3. Cross Connection Devices shall be delivered with proof of testing by the University of California (USC) and/or the American Society of Sanitary Engineering (ASSE), as set forth in Massachusetts Drinking Water Regulations 310 CMR 22.22.
4. Depending on the degree of health hazard the acceptable types of back flow prevention devices that may be installed for backflow prevention shall include air gap separation, reduced pressure zone backflow preventers, double check valve assemblies, atmospheric or pressure vacuum breakers, backflow preventers with intermediate atmospheric vents, and barometric loops.
 - (a) Degree of health hazard shall be as set forth in Massachusetts Drinking Water Regulations 310 CMR 22.22.
 - (b) List of locations that require approved BFP devices installed at the meter along with in plant protection at the point of use shall be as follows:
 - Nuclear reactors or other facilities where radioactive materials are used;
 - Sewage treatment plants and sewage pumping stations;
 - Piers, docks, marinas, shipyards;
 - Chemical plants;
 - Metal plating industries;
 - Hospitals, mortuaries, medical clinics, dental offices and clinics;
 - Laboratories, except when the Massachusetts Department of Environmental Protection (MDEP) or its Designee has made a specific determination that no health hazard exists on the premises and;
 - Other types of facilities as determined in writing by the MDEP or its Designee.



Springfield Water and Sewer Commission

Guidelines and Policies

5. If continuous Water Service is necessary, two approved Backflow Prevention Devices shall be installed in a parallel installation, so that Water Service will not be interrupted during testing and maintenance operations.
 - All facilities listed in Paragraph 4, above shall have two (2) BFP devices installed, unless otherwise approved by the Commission.
6. Backflow Prevention Devices shall be installed three (3) to four (4) feet above the floor, twelve (12) inches from any wall or ceiling, and with clear access to the BFP device without any obstructions.
7. Tightly closing shut off valves end shall be installed at each end of the BFP device, unless otherwise approved by the Commission.
 - (a) Shut off valves shall be the Outside Spindle and Yoke (OS&Y) type gate valves in full compliance with the Commission's Material Specifications.
 - (b) Backflow Prevention Devices shall be installed in a horizontal position.
 - (c) The Commission under certain circumstances may allow vertical installation of a Backflow Prevention Device.
8. The Backflow Prevention Devices shall be protected from freezing, flooding, mechanical damage, vandalism, shall be easily accessible, and shall not have any stored goods, merchandise, materials, refuse, or installed equipment in a manner that will obstruct testing, inspection, and maintenance purposes unless otherwise approved by the Commission.
9. Installation of a Backflow prevention device below grade in a pit or chamber is prohibited unless approved by the Commission and installed as provided in 310 CMR 22.22.
 - (a) It is preferable that all Back Flow Prevention Devices be installed above grade, in buildings according to this Section of the Commission's Guidelines and Policies.
 - (b) When a Back Flow Prevention Device cannot be installed inside a building then it shall be installed above grade, in a heated enclosure.

Section 10.2 Backflow Preventers

10.2.1 Fire Systems

1. Fire Systems with out Chemicals Added



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) At a minimum, based on the degree of health hazard, a double detector check valve assembly shall be provided on all new systems.
 - (b) The double detector check valve assembly shall be provided with a water meter that reads in cubic feet and a double check in the bypass line.
2. Fire Systems with Chemicals Added
 - (a) A reduced pressure zone (RPZ) backflow preventer is required
 - The RPZ backflow preventer shall be provided with a water meter that reads in cubic feet and a RPZ in the bypass line.
 - The RPZ backflow preventer shall be provided with two independent check valves with an intermediate relief valve.
 - The RPZ backflow preventer shall be provided with shut-off valves and ball type test cocks.
 - The RPZ backflow preventer shall be provided with a drain that exits the facility and is not connected to sewer.

10.2.2 Irrigation Systems

1. At a minimum, a pressure vacuum breaker shall be provided.
 - (a) The pressure vacuum breaker shall be provided with a spring loaded single float and disc with an independent first check.
 - (b) The pressure vacuum breaker shall be provided with shut-off valves and ball type test cocks.
2. A double check valve assembly is also acceptable
 - (a) The double check valve assembly shall be provided two independent check valves.
 - (b) The double check valve assembly shall be provided with removable checks.
 - (c) The double check valve assembly shall be provided with shut-off valves and ball type test cocks.
3. A reduced pressure principle backflow preventer is also acceptable
 - (a) The reduced pressure principle backflow preventer shall be provided with two independent check valves with an intermediate relief valve.



Springfield Water and Sewer Commission

Guidelines and Policies

- (b) The reduced pressure principle backflow preventer shall be provided with shut-off valves and ball type test cocks.
- (c) The reduced pressure principle backflow preventer shall be provided with a drain that exits the facility and is not connected to sewer.

10.2.3 Process Systems

1. At a minimum, a reduced pressure principle backflow preventer shall be provided with the following:
 - (a) The reduced pressure principle backflow preventer shall be provided with two independent check valves with an intermediate relief valve.
 - (b) The reduced pressure principle backflow preventer shall be provided with shut-off valves and ball type test cocks.
 - (c) The reduced pressure principle backflow preventer shall be provided with a drain that exits the facility and is not connected to sewer.

10.2.4 Threaded Connections

2. All threaded connections shall be provided with a hose connection vacuum breaker.
 - (a) The hose connection vacuum breaker shall be provided with a single check valve with an atmospheric vacuum breaker vent.

Section 10.3 Acceptance of Backflow Preventers

10.3.1 Turn-ons

1. Water Services or Fire Services, other than Residential, shall not be Turned-on until they are inspected by the Commissions Cross Control Inspectors in accordance with Section 4.5 of these Guidelines and Policies, unless otherwise approved in writing by the Cross Connection Inspector.
2. Water Services and Fire Services shall only be Turned-on by a Commission employee after the Cross Connection Inspector has approved the Backflow Preventer.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 11 SEWER MAINS AND APPURTENANCES

Section 11.1 Control of Work

11.1.1 General

1. Failure to meet the requirements of these Guidelines and Policies and/or the Material Specifications for materials may result in removal of the pipe, fittings, and/or appurtenances from the construction site and the rejection of its use by the Commission.
2. The new or proposed sanitary sewer main shall be located in the street in accordance with **Utility Separation Detail (W-01.0)**.
3. The new or proposed sanitary sewer main shall be bedded and installed in accordance with the **Trench Detail (S-01.0)**.
4. Collection system sewer pipe shall be at least 8-inches in diameter, shall be Polyvinyl Chloride (PVC) Gravity Pipe as specified in the Commission's Material Specifications unless otherwise approved by the Commission's Engineering and Technical Services.
5. Pipe used for building sewer pipe shall be at least 6-inches in diameter, shall be PVC Gravity Pipe as specified in the Commission's Material Specifications unless otherwise approved by the Commission's Engineering and Technical Services.
6. All pipe furnished shall be either in 13-foot, 18-foot, or 20-foot lengths, unless otherwise approved by the Commission.
7. All pipe and fittings furnished shall be clearly marked on the outside indicating name, manufacturer, nominal diameter, ASTM, schedule, and/or pipe or pressure class designation.
8. Typical collection system sewer pipe and building sewer pipe installations shall be as follows, unless otherwise approved by the Commission:
 - (a) Collection system sewer pipe and building sewer pipe with less than 4-feet of cover shall be insulated cement lined pressure class 350 ductile iron pipe, bitumastic coated inside and out and as specified in the Commission's Material Specifications. Commission approval is required prior to the installation of sewer main with less than 4-feet of cover..
 - (b) Collection system sewer pipe and building sewer pipe 4-feet to 15-feet of cover: shall be PVC standard dimension ration (SDR) 35 minimum, with a



Springfield Water and Sewer Commission

Guidelines and Policies

minimum pipe stiffness of 46 PSI. Pipe up to 15-inches in diameter shall conform to ASTM 3034 and pipe 18-inches in diameter or larger shall conform to ASTM F679, and as specified in the Commission's Material Specifications, unless otherwise approved by the Commission.

- (c) Collection system sewer pipe and building sewer pipe deeper than 15-feet, but less than 30-feet deep: shall be PVC SDR 26 thick wall minimum, with a minimum pipe stiffness of 115 PSI. Pipe up to 15-inches in diameter shall conform to ASTM 3034 and pipe 18-inches in diameter or larger shall conform to ASTM F679, and as specified in the Commission's Material Specifications, unless otherwise approved by the Commission.
 - (d) Collection system sewer pipe and building sewer pipe deeper than 30-feet: shall be approved by the Commission prior to installation.
9. Other pipes for Collection system sewer pipe and building sewer pipe installation that are acceptable to the Commission, but must be approved for use, are as follows:
- (a) Ductile Iron Pipe (DIP) as specified in the Commission's Material Specifications for water main installation and in CHAPTER 6 of these guidelines and Policies.
 - (b) Reinforced Concrete Pipe (RCP) as specified in the Commission's Material Specifications.
 - (c) High Density Poly Ethylene Pipe (HDPEP) as specified in the Commission's Material Specifications.
10. All pipes for collection system sewer pipe and building sewer pipe installation shall be the same material from manhole to manhole and/or building to main.
11. All pipes shall be laid at the grade, depth, and as indicated on the approved plans. Inspections cannot take place unless a set of approved plans are at the construction site.
12. Manholes shall be in accordance with **Pre-cast Concrete Sewer Manhole and Pipe Connection Details (S 02.0, S-02.1, S-02.2, S-02.3, S-02.4, and S-02.5)**.
13. When new or proposed sanitary sewer main or other utility crosses a water main or other utility requiring protection the main shall be encased in concrete and installed in accordance with the **Utility Crossing Detail (S-03.0)**, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

14. Commission construction Crews and Installers shall restore or install pavement in accordance with CHAPTER 8 of these Guidelines and Policies, unless otherwise approved by the Commission.
15. Commission Construction Crews shall notify the Commission Construction Crew responsible for pavement restoration the amount of pavement to be installed at the end of each week.

11.1.2 Labor, Materials, and Equipment

1. The Installer shall furnish labor, materials, and equipment that is appropriate to accomplish quality work in an efficient and timely manner. Sufficient resources must be committed to the work to insure a rate of progress that will enable completion within established timelines.
2. All equipment requiring special licenses shall be operated only by persons who possesses a current, valid license for that piece of equipment

11.1.3 Private Land

1. The Commission Construction Crew or Installer will have to enter private land and private residences in order to accomplish the work. The Commission Construction Crew or Installer shall plan the work to insure the owner or the owner's representative is on site to permit the Commission Construction Crew or Installer and his/her employee's access to the premises.
2. The Commission Construction Crew or Installer must ensure that premises are left neat and clean after job completion.
3. In most homes and businesses the Commission Construction Crew or Installer must take all necessary precautions to ensure that theft or damage does not occur during work activities.

11.1.4 Supervision

1. The Installer shall have, on site, at all times during the work activities, a full time competent Foreman who shall be in charge of the project. This Foreman shall be the agent for the Installer on site, and shall coordinate inspections, record keeping, future work, and other issues with the Field Inspector assigned by the Commission to okay and inspect the work.
2. The Installer shall notify the Commission in writing whenever there is a change in Foremen.



Springfield Water and Sewer Commission

Guidelines and Policies

11.1.5 Existing Underground Utilities and Structures

1. Before making any cuts or excavating the Commission Construction Crew or Installer shall notify all utility companies and DIG SAFE at 1-888-DIG SAFE, in accordance with the Massachusetts Dig Safe Law, MGL Chapter 82:sec. 40A – 40E, 220 CMR 99.00.
 - Please note that the Commission is not part of DIG SAFE and must be notified separately for any construction activity in its Service Area.
2. The Commission Construction Crew or Installer shall determine the location or absence of all underground utilities, and plan and conduct his work operations to ensure that those utilities shall not be damaged.
3. The Commission Construction Crew or Installer shall assume full responsibility for the protection of all buildings, structures, and utilities, public or private, including poles, signs, and services to buildings, mail boxes, utilities, gas pipes, water pipes, hydrants, sewers, drains, and cables, whether on private or public property.
4. Any damage resulting from the Installer's operations shall be repaired at the Installer's expense.

11.1.6 Delivery, Storage, and Handling

1. New pipe, fittings, and other appurtenances shall be delivered to the construction site as close in time to installation as possible.
2. All pipe, shall be shipped with lifts separated by work separators such that, pipe to pipe contact is prevented during the transit and/or storage of the pipe.
3. Care shall be taken during the loading, trucking, unloading and handling of all pipe, fittings, and other appurtenances so as not to damage the materials or surrounding area. Pipe, fittings, and other appurtenances shall not be dropped directly from the truck to the ground. The Commission's Construction Crew or Installer is responsible for any pipe, fittings, and other appurtenances damaged during delivery, handling or storage. All damaged materials will be removed from the site immediately.
4. All pipe, fittings, and other appurtenances shall be stored in a manner that prevents water on the ground and / or animals from entering the material and prevent damage to the material and / or others' property.
5. All pipe and fittings shall be carefully lowered into the trench piece by piece by means of a boom, straps, chains, or other suitable tools or equipment, in such a manner as to prevent damage to materials and protective coatings or



Springfield Water and Sewer Commission

Guidelines and Policies

linings. Under no circumstances shall material be dropped or dumped into trench.

6. Pipe may not be strung along the line of work unless approved by a Commission representative. Materials must be stored in such a manner that it does not obstruct driveways, sidewalks, etc.

11.1.7 Trenching

1. Excavate trench to ensure sides of trench are stable. Slope trench walls or provide support in conformance with the CHAPTER 5 Safety of these Guidelines and Policies.
2. Do not lay or embed pipe in standing or running water. At all times, prevent runoff and/or surface water from entering trench.
3. When ground water is present in the work area, dewater trench area to maintain stability of existing trench and imported materials. The water level shall be maintained below pipe bedding and foundation of the trench to provide a stable trench bottom. Use, as appropriate, sump pumps, well points, deep wells, geo-fabrics, perforated under-drains, or stone blankets of sufficient thickness to remove and control water in the trench. Maintain and control water in the trench before, during, and after the pipe installation, until the embedment is installed and sufficient backfill has been placed to prevent flotation of the pipe.
4. Where trench walls are stable or support is provided the minimum trench width shall be no greater than needed to perform the work properly and safely. The space between the trench wall and pipe shall be wider than the compaction equipment to be used in the pipe zone. Minimum trench width shall be the greater of: (1) 16-inches plus the diameter of the pipe installed or (2) the pipe diameter times 1.25 plus 12-inches.
5. When supports, such as those required in Section 5.3.15 of these Guidelines and Policies, are used then support of the pipe and embedment shall be maintained through out the installation. The support shall be kept tight to against the trench wall to ensure the trench wall does not wash out.
6. When required by the Commission trench support shall be left in place, but shall be cut off a minimum of 4-feet below finish grade.
7. Movable trench wall supports shall not disturb the installed pipe and its embedment when being moved. Embedment shall be compacted before trench wall supports are moved. When trench wall supports are moved finish placing and compacting embedment.



Springfield Water and Sewer Commission

Guidelines and Policies

Section 11.2 Product Installation - Polyvinyl Chloride (PVC) Sewer Pipe

1. Pipe installations shall conform to, but not limited to, these Guidelines and Policies, ASTM D2321, ASTM 3034, AWWA C-900, and AWWA C-905.
2. Comply with Section 11.1 of these Guidelines and Policies, the following shall be adhered to.

11.2.1 Laying Polyvinyl Chloride (PVC) Sewer Pipe

1. Pipe and materials shall be provided with all necessary equipment and incidentals required to install and test PVC pipe and fittings for sewer conveyance uses.
2. PVC Pipe is not intended to be continuously stored in direct sunlight. The Contractor shall be responsible for providing an area, close to the area of work, to protect the PVC Pipe from damage due to direct sunlight exposure.
3. Pipe shall be laid in accordance with **Trench Detail for Sewer Pipe (S-01.0)**.
4. Pipe and fittings shall be carefully cleaned with a dry cloth to remove all sand, mud, clay, oil, and/or ice to be left clean and dry. Every precaution shall be taken to prevent all foreign material from entering the pipe while it is being placed in the trench.
5. At times when pipe laying is not in progress, the open ends of the pipes shall be closed by a water tight plug or other means approved by the Commission's representative. If water is in the trench, the seal shall remain in place until the trench is pumped dry. No pipe shall be laid in water or when, in the opinion of the Commission's Representative trench conditions are unsuitable.
6. Proper implements, tools and facilities satisfactory to the Commission's Representative shall be provided and used by the Installer and/or the Commission's Construction Crew for the safe and convenient prosecution of the work.
7. All pipes shall be laid at the grade, depth, and as indicated on the approved Site Plans.
8. Pipe and fittings shall be placed in the trench with the invert conforming to the elevations, slope, and depth as indicated on the approved Site Plans. Bell holes shall be provided in the bedding to ensure uniform pipe support.
9. All pipe ends shall be marked to indicate the insertion stop position.



Springfield Water and Sewer Commission

Guidelines and Policies

10. Push spigot into bell after properly applying lubricant according to jointing procedures below.

11.2.2 Jointing Polyvinyl Chloride (PVC) Sewer Pipe

1. Pipe shall be carefully jointed in conformity with the best practice and the detailed instructions of manufacturer.
2. All pipe ends shall be thoroughly cleaned prior to and during the jointing operation.
3. All joints shall be made with proper lubrication as specified by the manufacturer of the pipe.

11.2.3 Bedding and Backfilling Polyvinyl Chloride (PVC) Sewer Pipe

1. Pipe embedment and backfill shall be in accordance with **Trench Detail for Sewer Pipe (S-01.0)**.
2. Pipe Bedding Material shall meet Class I ASTM D2321 embedment material that shall be ¾-inch crushed stone, according to the Commission's Material Specifications.
3. The pipe embedment material in the pipe zone shall be placed by hand and compacted under and around the pipe.
4. The pipe embedment material shall be placed in 6-inch layers above top of pipe and hand compact to a point 12-inches, minimum, above the top of pipe.
5. Materials placed in the Backfill Zone from the pipe embedment materials in the Pipe Zone shall be Common Borrow Fill, according to the Commission's Material Specifications and shall be mechanically compacted. Common Borrow Fill shall be free from large clods, rocks and cinders.
6. Backfill shall be graded with the placement of suitable soil material, as determined by the Commission Representative, in 12-inch (maximum) layers compacted to 95% of the maximum density of the soil as determined by the Standard Proctor Test, AASHTO Designation T-99.
7. Any backfill area that does not conform to the above to the compaction requirement shall require the installation of ductile iron pipe, according to the Commission's Material Specifications, from manhole to manhole for sewer mains and along the entire service line run for Building Lateral Sewers.



Springfield Water and Sewer Commission

Guidelines and Policies

11.2.4 Testing Polyvinyl Chloride (PVC) Sewer Pipe

1. The testing requirements for testing PVC sewer pipe are stated in the project specifications. Each Engineer will specify the type of tests required. The test could vary from a ball and cleaning test, a visual test, a leakage test, a low-pressure air test, infiltration or exfiltration test, or a pipe deflection test. Each test has its own specific methods. Testing is generally done between two consecutive manholes.
2. When testing, it is very important to make sure that the lines are clean. The ball test will usually accomplish this by flushing an appropriate size cleaning ball through the line.
3. Simple visual lamping with mirrors and lights can be used for visual tests, or a closed circuit television can also be used.
4. Leakage tests for sewer pipe shall be an air test in accordance with the following and the Standard Method for Pressure Testing Gravity Sewer Lines Form, attached in Section 15.1.8 of these Guidelines and Policies.
 - (a) It is extremely important that all branch connections be capped and secured before this type of test is attempted. Isolate the section of the sewer line to be tested by inflatable stoppers or other suitable test plugs.
 - (b) Plug or cap the ends of all branches, laterals, tees, wyes, and stubs to be included in the test to prevent air leakage. All plugs and caps shall be securely braced to prevent blow-out. One of the plugs or caps should have an inlet tap or other provision for connecting a hose to a portable air control source.
 - (c) Connect the air hose to the inlet tap and portable air control source. The air equipment shall consist of necessary valves and pressure gauges to control an oil-free air source and the rate at which air flows into the test section to enable monitoring of the air pressure within the test section.
 - (d) Air testing sewer line can be done with very low pressure. At no time will the air pressure exceed 5 PSI, unless otherwise approved by the Commission. Slowly introduce air into the section of pipe to be tested, until the air pressure is raised to approximately 4 psi and the test pipe section has stabilized. Disconnect the air supply and decrease the pressure to 3.5 psi before starting the test. Determine the time for a drop of 1 psi (3.5 psi to 2.5 psi), and compare this interval to the minimum specified pressure drop time from the following table to decide if the rate of air loss is within the allowable limits.



Springfield Water and Sewer Commission

Guidelines and Policies

- (e) Upon completion of the test, open the bleeder valve and allow all air to escape. Plugs should not be removed until all air pressure in the tested section has been reduced to atmospheric pressure.
- 5. Leakage tests may be infiltration and ex-filtration testing, but shall be at the discretion of the Commission. Leakage will not exceed fifty gallons per inch of external pipe diameter per mile of pipe per day. Other requirements regarding level of water must be met to accomplish this kind of testing.
- 6. **Proper placement and compaction of the backfill material in the embedment zone of the pipe in the installation process is the key to maintaining minimum deflection.**
- 7. Deflection tests shall be taken at the discretion of the Commission with a proper size mandrel or sewer ball that is put through the pipe on a go or no-go basis. Again, it must be emphasized that to ensure accurate testing, the lines must be thoroughly cleaned prior to testing.
- 8. In deflection testing, the maximum allowable pipe deflection (which is reducing the vertical inside diameter) is 7 1/2%.
- 9. Other specific testing details may be found in the ASTM D-2321 Specification on the Standard Recommended Practice for Underground Installations of PVC Sewer Pipe, or in the PVC pipe installation chapter of the Handbook of PVC Pipe Design and Construction Manual published by the Uni-Bell Plastic Pipe Association.

Section 11.3 Product Installation – Ductile Iron (DI) Pipe and Fittings

- 1. Pipe installations shall conform to, but not limited to, these Guidelines and Policies, ASTM A746-03, AWWA C-104, AWWA C-110, AWWA C150, AWWA C-151, and/or AWWA C153.
- 2. Comply with Section 11.1 of these Guidelines and Policies and the following shall be adhered to.

11.3.1 Laying and Jointing Ductile Iron (DI) Pipe

- 1. No deflection at the joints is allowed.
- 2. Accept for the deflection requirement above, all new or proposed DI sanitary sewer main shall be installed in accordance with Section 6.2.1 of these Guidelines and Policies, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

11.3.2 Installing Ductile Iron (DI) Fittings

1. Restraint for push on joint pipe shall be "Locked-type" joints manufactured by the pipe and fitting manufacturer that utilize restraint independent of the joint gasket. Restraint for mechanical joint pipe shall use retainer glands for restraining joint. All restrained joints shall be suitable for the specified conditions and shall be as recommended by the manufacturer. The required lengths of restrained joints shall be as specified by the Commission.
2. Fittings shall have, as a minimum, the same pressure rating of a connecting pipe.
3. Closures shall be made with mechanical joint ductile iron solid sleeves and shall be located in straight runs of pipe at minimum cover outside the limits of restrained joint sections. Location of closures shall be as directed by the Commission.
4. In addition to the above, all new or proposed DI sanitary sewer fittings shall be installed in accordance with Section 6.2.4 of these Guidelines and Policies, unless otherwise approved by the Commission.

11.3.3 Installing Couplings for use with Ductile Iron (DI) Pipe

All sleeve type couplings used in the installation or repair of new, existing, or proposed DI sanitary sewer main shall be installed in accordance with Section 6.2.7 of these Guidelines and Policies, unless otherwise approved by the Commission.

11.3.4 Bedding and Backfilling Ductile Iron (DI) Pipe and Fittings

All new or proposed DI sanitary sewer main shall be bedded and backfilled in accordance with Section 6.2.1 and Section 11.2.3 of these Guidelines and Policies, unless otherwise approved by the Commission.

11.3.5 Testing Ductile Iron (DI) Pipe and Fittings

All new or proposed DI sanitary sewer main shall be tested in accordance with Section 11.2.4 of these Guidelines and Policies, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

Section 11.4 Sanitary Sewer Manholes

11.4.1 General

1. Manholes installed in the Commission's collection system shall be in accordance with the following details:
 - (a) Pre-cast Concrete Sewer Manhole shall be installed in accordance with **Pre-cast Concrete Sewer Manhole Detail (S-02.0)**.
 - (b) Pre-cast Concrete Sewer Manhole Pipe Connections shall be installed in accordance with **Pre-cast Concrete Sewer Manhole Pipe Connections Detail (S-02.1)**.
 - (c) End of sewer mains shall terminate in a manhole. End of sewer mains shall be installed in accordance with **Pre-cast Concrete Sewer Manhole Detail (S-02.0)**, **Pre-cast Concrete Sewer Manhole Pipe Connections Detail (S-02.1)**, and **End of Sewer Main Detail (S-02.2)**.
 - (d) Connections to manholes requiring an external connection shall be installed in accordance with **External Drop Manhole Detail (S-02.3)**.
 - (e) Connections to manholes requiring an internal connection shall be installed in accordance with **Internal Drop Manhole Detail (S-02.4)**.
2. Pre-cast Concrete Manholes and all materials used in its construction and structures shall be constructed to the dimensions shown on the Design Drawings, as specified herein, and in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.
3. Pre-cast Manholes shall be provided in 4-foot, 5-foot, and 6-foot diameter in accordance with the Commission's Material Specifications. All other diameters must be approved by the Commission.
 - (a) The minimum diameter manhole allowed is 4-feet.



Springfield Water and Sewer Commission

Guidelines and Policies

(b) The maximum pipe diameter allowed is defined in the following table.

Diameter (feet)	Wall Thickness (inches)	Base Thickness (inches)	Max Pipe* (RCP) Diameter Allowed (inches)	Max Pipe* (DI/PVC) Diameter Allowed (inches)
4	5	6	18	24
5	6	8	30	36
6	7	8	36	48

* Pipe diameter may vary depending on number of penetrations.

(c) Internal drop manholes, installed along sanitary sewer mains, shall be at least 6-feet in diameter.

(d) Internal drop manholes, installed for Building Sewer Connections, typically are not allowed, but may be considered on a case-by-case basis **if other connection options are not feasible.**

4. Pre-cast Concrete Manholes shall be at no more than 300-feet apart and at all changes in diameter, material, slope, and direction.

11.4.2 Pre-cast Concrete Manholes

1. Surfaces of Pre-cast Concrete Manholes and structures shall be painted with two coats of bituminous damp proofing at the rate of 30 to 60 sq ft per gallon, in accordance with manufacturer's instructions.
2. Pre-cast Concrete Manholes bases shall be placed on a bed of 12-inches of crushed stone $\frac{3}{4}$ -inch. Manhole base grades shall be set so that any required grade adjustment to bring the manhole frame and cover to final grade does not exceed 8-in.
3. All work shall be protected at all times against flooding and/or flotation. Cast-in-place bases, if required, shall be constructed in accordance with the manufacturer's recommendations.
4. Pre-cast Concrete Manholes concrete barrel sections and structures shall be set plumb with a 1/4-in maximum out of plumb tolerance allowed. The inside of any leaking barrel section joint shall be caulked with lead wool or non-shrink grout to the satisfaction of the Commission or its representative.



Springfield Water and Sewer Commission

Guidelines and Policies

5. Jointing of Pre-cast Concrete Manholes sections and structures sections shall be accomplished with butyl rubber joint sealant gasket in accordance with the Commission's Materials Specifications installed at the bell and spigot joints of each section, unless otherwise approved by the Commission.
 - (a) All installation surfaces shall be clean and dry.
 - (b) Apply one (1) continuous bead of sealant around the periphery of the joint by pressing the bead firmly into place. Remove backing paper as the installation progresses.
 - (c) Use of primer is required when temperatures are below 40-degrees F and/or the concrete is damp.
 - (d) Extremely wet conditions require the installation to have two (2) beads applied in the same manner as above.
6. Seal tongue and groove joints of pre-cast manhole sections with rubber O-ring gasket installed per the manufacturer's instructions in a recessed groove.
7. The outside and inside joint of tongue and groove manhole sections shall be filled with non-shrink mortar and finished flush with the adjoining surfaces.
8. Joints shall be allowed to set for at least 14 hours before backfilling unless a shorter period is specifically approved by the Commission or its representative.
9. Holes required for handling in the concrete barrel sections shall be plugged with a non-shrinking grout, or concrete plugs in combination with non-shrinking grout. Finish flush on the inside.
10. Holes in pre-cast sections shall be cut to accommodate pipes prior to setting manhole sections in place to prevent jarring that may loosen the mortar joints.
11. Pre-cast manhole sections shall have a formed, tapered circular opening larger than the intended pipe size (outside diameter).
12. Integrally cast knockout panels shall be provided at locations where indicated by the Commission or shown on Design Drawings. Sizes shall be adequate for intended pipe sizes. Knockout panels shall have no steel reinforcing.
13. Backfill shall be laid and compacted carefully and evenly around manhole sections.



Springfield Water and Sewer Commission

Guidelines and Policies

14. The Commission will visually inspect manholes for possible leaks before backfilling of manholes is allowed. All joints shall be sealed satisfactorily for the Commission.
15. Connections into the manhole shall be in accordance with **Pre-cast Concrete Sewer Pipe Connection Details (S-02.1)** and the following:
 - (a) Flexible sleeve - Integrally cast sleeve in pre-cast manhole section or install sleeve in a formed or cored opening. Fasten pipe in sleeve with stainless steel clamp(s). Coat stainless steel clamp(s) with bituminous material to protect from corrosion.
 - (b) Grout in place - Grout around the pipe connection where a formed, tapered circular opening is larger than the pipe outside diameter.

11.4.3 Testing Pre-cast Concrete Manholes

1. Each manhole shall be tested for leakage. An exfiltration test or a vacuum test may be used.
2. The exfiltration test is as follows:
 - (a) Assemble manhole in place; fill and point all lifting holes and exterior joints within 6-feet of the ground surface with an approved non-shrinking mortar. Test prior to placing the shelf and invert and before filling and pointing the horizontal joints below 6-feet of depth. Lower ground water table below bottom of the manhole for the duration of the test. Plug all pipes and other openings into the manhole and brace to prevent blow out
 - (b) Fill manhole with water to the top of the cone section. If the excavation has not been backfilled and no water is observed moving down the surface of the manhole, then the manhole is satisfactorily watertight.
 - (c) If the manhole fails the initial test, necessary repairs shall be made with a non-shrink grout. Retesting as described below shall proceed until a satisfactory test is obtained.
3. The vacuum test in shall be accordance with the following and the Standard Method for Concrete Sewer Manhole Vacuum Test Form, attached in Section 15.1.9 of these Guidelines and Policies.
 - (a) After a manhole has been constructed, and before the frame and cover have been installed, the Contractor shall conduct a Manhole Acceptance Test using the following vacuum test procedure:
 - (b) Plug all lift holes with an approved non-shrink grout.



Springfield Water and Sewer Commission

Guidelines and Policies

- (c) Plug all pipes entering the manhole, taking care to securely brace the plug from being drawn into the manhole.
 - (d) The test head shall be placed at the inside of the top of the concrete cone section and the seal inflated in accordance with manufacturer's recommendations.
 - (e) Draw a vacuum of 10-inches of mercury (Hg) and shut off the vacuum pump. With the valves closed, the time shall be measured for the vacuum to drop to 9-inches. Use the following table to determine minimum test times for various manhole diameters and depths.
 - (f) If the manhole fails the initial test, necessary repairs shall be made with a non-shrink grout. Retesting shall proceed until a satisfactory test is obtained.
4. If the manhole excavation has been backfilled before the test, or if the test results, as described above are unsatisfactory to the Commission or its representative, then continue with the test as follows:
- (a) A period of time shall be permitted to allow for absorption. Following this period, refill manhole to the top of the cone, and allow at least 8-hours to pass. At the end of the test period, refill the manhole to the top of the cone again, measuring the volume of water added. Extrapolate the refill amount to a 24-hour leakage rate. The leakage for each manhole shall not exceed one gallon per vertical foot for a 24-hour period. If the manhole fails this requirement, but the leakage does not exceed three gallons per vertical foot per day, repairs by manufacturer recommended methods shall be made and as directed by the Commission. A retest shall follow. If leakage due to a defective section of joint exceeds three gallons per vertical foot per day, the manhole shall be rejected, replaced and retested.
 - (b) No adjustment in the leakage allowance will be permitted for unknown causes such as leaking plugs, absorptions, etc. It will be assumed that all loss of water during the test is a result of leaks through the joints or through the concrete.
5. An infiltration test may be substituted for an exfiltration test if the ground water table is above the highest joint in the manhole. If there is no leakage into the manhole as determined by the Commission or its representative, the manhole will be considered water-tight. If the Commission is not satisfied, testing shall be performed as described above.
6. All new Pre-cast Concrete Manholes shall be thoroughly cleaned of all silt, debris and foreign matter of any kind, prior to final inspections.



Springfield Water and Sewer Commission

Guidelines and Policies

11.4.4 Brick Masonry:

1. In all manholes, the invert channel within the structure shall be an inverted arch with bricks laid as stretchers and on edge and so constructed as to conform in shape to the lower half of the pipe.
2. In manholes, an arch shall be constructed over the inlet and outlet pipes with bricks laid as headers and on edge.
3. The shelf in the manholes shall consist of bricks laid flat and the top of the shelf shall be at the elevation of the top of the pipe, in accordance with **Pre-cast Concrete Sewer Manhole Detail (S-02.0)**, and shall be sloped toward the channel.

11.4.5 Manhole Frame and Cover:

4. Manhole frame and covers shall be installed in accordance with **Pre-cast Concrete Sewer Manhole Detail (S-02.0)**.
5. Pre-cast concrete grade rings and/or brick and non-shrink mortar shall be used to adjust manhole frame and cover to final grade.
6. The inside and outside of pre-cast concrete grade rings and/or brick shall be sealed with hydraulic cement.
7. Under no circumstances shall barrel blocks be allowed.
8. Castings shall be set in non-shrink grout. Non-shrink grout shall be placed all around casting to 4-inches above flange.
9. Castings shall be thoroughly cleaned and subject to hammer inspection.

Section 11.5 Repair of Sewer Mains and Building Sewer Connections

1. Sewer Mains and Building Sewer Connections shall be repaired in accordance with **Building Sewer Connection and Sewer Main Repair Detail (S-04.0)**, unless other wise approved by the Commission.
2. Sewer Mains and Building Sewer Connections repairs and all materials used in its construction and structures shall be constructed to the dimensions shown on the Design Drawings, as specified herein, and in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 12 BUILDING SEWER CONNECTIONS

12.1.1 General

1. Typically, Building Sewer Connections installed in the Commission's collection system shall be connected to sewer mains and in accordance with the following details, unless other wise approved by the Commission:
 - (a) Building Sewer Connections to be connected to an existing sewer main shall be installed in accordance with **Existing Sewer Main to Building Sewer Connection Detail (S-04.0)**.
 - (b) Building Sewer Connections to be connected to a new sewer main shall be installed in accordance with **New Sewer Main to Building Sewer Connection Detail (S-04.1)**.
 - (c) Building Sewer Connections longer than 100-feet and/or at every two (2) bends require a clean out that shall be installed in accordance with **Clean Out with Sweep Detail (S-04.2)**.
 - (d) Building Sewer Connections to sewer mains 12-feet deep or greater require a chimney that shall be installed in accordance with **Building Sewer Connection with Chimney Detail (S-04.3)**.
 - (e) Building Sewer Connections that conflict with the location of a new or existing utility require an offset that shall be installed in accordance with **Building Sewer Connection to Sewer Main with Conflicts Detail (S-04.4)**.
2. The Commission may allow Building Sewer Connections that require an external **drop** connection into a Sanitary Sewer Manhole with prior approval from the Commission' E&TS and the following:
 - (a) Building Sewer Connections that require **connection to a manhole** shall be installed in accordance with **External Drop Manhole Detail (S-02.3)**, unless otherwise approved by the Commission.
 - (b) Building Sewer Connections that require an external **drop manhole** connection shall be installed in accordance with Section 11.4, unless otherwise approved by the Commission.
3. The Commission may allow Building Sewer Connections **by an internal drop** connection into a Sanitary Sewer manhole with prior approval from the Commission's E&TS and the following:



Springfield Water and Sewer Commission

Guidelines and Policies

- (a) Building Sewer Connections that require an internal **drop** connection, typically are not allowed, but may be considered on a case-by-case basis, **and only if the other connection options are not feasible.** .
 - (b) Building Sewer Connections that require an internal **drop** connection shall be installed in accordance with **Internal Drop Manhole Detail (S-02.4)**, unless otherwise approved by the Commission.
 - (c) Building Sewer Connections that require an internal **drop** connection shall be installed in accordance with Section 11.4, unless otherwise approved by the Commission.
4. Building Sewer Connections and all materials used in its construction and structures shall be constructed to the dimensions shown on the Design Drawings, as specified herein, and in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.

12.1.2 Building Sewer Connections

- 1. Pipe used for building sewer pipe shall be at least 6-inches in diameter, shall be PVC Gravity Pipe as specified in the Commission's Material Specifications unless otherwise approved by the Commission's Engineering and Technical Services.
 - (a) All Building Sewer Connections shall be installed in accordance with these Guidelines and Policies and in accordance with the Massachusetts State Plumbing Code.
 - (b) When a conflict in minimum diameters exists these Guidelines and Policies shall govern.
- 2. Building Sewer Pipes running from the main sewer line to the building being serviced are installed in the same manner as the main line using proper installation procedures.
- 3. If main line full wyes have been installed, put the correct bend into the outlet of the wye and lay the service line to the building, making the connection at that point.
- 4. It is extremely important when making the connection to the main that proper bedding and compaction is done at the point of connection to prevent any movement, collapse, or deflection.
- 5. If the full wye has not been installed in the line, a saddle type wye must be installed on the pipe to gain entry for the service line. Care must be exercised when preparing the main line for this saddle.



Springfield Water and Sewer Commission

Guidelines and Policies

6. The saddle wye has a unique centering ring feature. A template is provided which is placed on the main line and a hole cut to the exact size.
7. When the hole is completed, use care to clean, making sure that no rough edges remain.
8. Stainless steel galvanized straps will be used to secure the wye in position after the solvent has been applied to the saddle and the pipe.
9. The fitting or bend needed to make the correct position of the service line can then be placed and the service line laid to the unit.
10. The same method of carefully trenching, placing, and backfilling done on the main lines shall be in practice on the service lines.
11. Commission construction Crews and Installers shall restore or install pavement in accordance with CHAPTER 8 of these Guidelines and Policies, unless otherwise approved by the Commission.
12. Commission Construction Crews shall notify the Commission Construction Crew responsible for pavement restoration the amount of pavement to be installed at the end of each week.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 13 SEWER PUMP STATIONS

Section 13.1 SUBMERSIBLE SEWAGE PUMP STATIONS

13.1.1 General

1. The submersible pumping station shall be provided in accordance with the Commission's Material Specifications, unless otherwise approved by the Commission.
2. All materials, equipment and incidentals required to install wastewater pumping stations shall be provided with all related interior piping and electrical works as specified herein and in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
3. The Installer shall coordinate his/her operations and those of the supplier of the pumping station such that the site is excavated and the stations materials delivered and installed in accordance with the manufacturer's recommendations.

13.1.2 Pump Station Chambers – Wet Well and Valve Vault

1. The underground pump station chambers shall of reinforced concrete construction., in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
2. The underground pump station chambers shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.
3. Pre-cast concrete base shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.
4. The valve vault shall be designed with a minimum internal vertical clearance of 7-feet.

13.1.3 Pump Station Controls and Ancillary Equipment

1. The Pumps Station Controls and Ancillary Equipment shall be in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

2. Pumps Station Controls and Ancillary Equipment shall be installed as recommended by the manufacturer and/or detailed by the design engineer.

13.1.4 Pump Station Control Panels

1. The Pumps Station Control Panels shall be in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
2. Pumps Station Control Panels shall be installed as recommended by the manufacturer and/or detailed by the design engineer.

13.1.5 Pump Station Communication System

1. The pump station shall be equipped with radio contact and SCADA system for relay of alarms and monitoring signals to pump station operator.
2. Radio/SCADA systems must be compatible with the Springfield Water and Sewer Commission Operator's system, namely United Water (UW). Contact UW at (413) 732-0293 for coordination of design/procurement of communications equipment.

13.1.6 Pump Station Piping and Valves

1. The Pump Station Piping and Valves shall be in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
2. Pump Station Piping and Valves shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.
3. Ductile iron (DI) pipe shall be used for sewer pump station piping and shall be in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)** and as specified herein, unless otherwise approved by the Commission.

13.1.7 Pressure Gauges

1. The Pump Station Pressure Gauges shall be in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
2. Pump Station Pressure Gauges shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.



Springfield Water and Sewer Commission

Guidelines and Policies

3. Pump Station Pressure Gauges shall be installed in tapped holes provided in the discharge pipes located in the valve vault, upstream of each check valve.
4. Tapped holes shall be 1/4-inch NPT.

13.1.8 Vent

1. The Pump Station Vents shall be in accordance with the Commission's Material Specifications and provided in accordance with the **Pre-cast Wet Well and Valve Vault Detail (S-06.0)**, unless otherwise approved by the Commission.
2. Pump Station Vents shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.
3. Pump Station Vents shall be located in the top section of the wet well with the inlet facing down and at least 3-feet above finish grade.

13.1.9 Emergency Power Generation

1. The Pump Station Emergency Power Generation shall be in accordance with the Commission's Material Specifications unless otherwise approved by the Commission.
2. Pump Station Vents shall be installed as recommended by the manufacturer and/or as detailed by the design engineer.
3. Pump station shall be equipped with a stand-by emergency power generation source.
4. The power generator housing shall consist of a concrete structure. Prefabricated housing units may be proposed for the Commission's consideration.
5. Type of fuel, storage capacity, and storage location shall be approved by the City of Springfield Fire Department.

13.1.10 Pump Station Site

1. Pump station site shall be protected by means suitable to prevent access to pump station structures, electric panels, fuel tank, etc.
2. At minimum, the site shall be enclosed by an 8-foot fence (6-feet of fence and 2-feet of barbed wire).



Springfield Water and Sewer Commission

Guidelines and Policies

3. Adequate lighting shall be included in the design to ensure safety to operators at all access points to the station structures.
4. . Site layout shall meet all City of Springfield zoning requirements.
5. Site layout shall include a minimum 10-foot width paved access ways to pump station entrance, vaults, generator building access doors, fuel tank, and other locations, if any, as directed by the Commission.
6. Minimum clearance for fuel tank shall be in accordance with the City of Springfield Fire Department requirements and/or directive.
7. Signage shall conform to the Springfield Water and Sewer Commission requirements.

13.1.11 Submittals

1. Submittals shall be in accordance with Section 4.1 of these Guidelines and Policies and in accordance with the Commission's Material Specifications.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 14 LOW PRESSURE SEWER PUMP STATIONS

Intentionally left blank for future use.



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 15 FORMS



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.1 Commission Approved Contractor - Application Form

1. Date Application Submitted: _____
2. Type of Work to be Performed by Applicant: ☐ Water ☐ Sewer ☐ Both
3. Application Fee must be submitted with this completed application.
This fee is non-refundable. The fee may be paid with a check or money order.
Application Fee: ☐ \$250.00 Received by: _____
Renewal Fee: ☐ \$100.00 Received by: _____
4. Applicant's Company Name: _____
Owner: _____
Business Address: _____

Office Contact: _____
Telephone Number: _____
Fax Number: _____
Email Address: _____
5. Applicant's Responsible Supervisors:

<u>Name</u>	<u>Cellular Phone Number</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Springfield Water and Sewer Commission

Guidelines and Policies

6. Please provide a narrative description of the following:

- A. A brief company history indicating the Applicant has been in business for five (5) years installing and repairing water and/or sewer facilities.

- B. Briefly, discuss the Applicant's procedure and equipment for pressure testing water and sewer mains that indicate the Applicant's company has the proper equipment and method of work to successfully pressure test said mains and services in projects. Hiring of a subcontractor to perform the pressure test is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted.



Springfield Water and Sewer Commission

Guidelines and Policies

- C. Briefly, discuss the Applicant's procedure and equipment for disinfecting water mains and services that indicate the Applicant's company has the proper equipment and method of work to successfully disinfect said mains and services in projects. Hiring of a subcontractor to perform the disinfecting is allowed provided specific information about the subcontractor, such as Name, Company, Company's core business, address, phone number, name of responsible supervisor is submitted. (Required for water work only)

- D. List any applicable licenses (MA Master or Journeyman Plumber or Drinking Water Operator – Distribution 2 or higher License)

- E. Proof of Required Bonding

Bonding Company _____

Telephone Number _____

Contact Person _____

- ☐ If the Applicant does not have MA Master/Journeyman Plumber License or a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$10,000.00



Springfield Water and Sewer Commission

Guidelines and Policies

- ☐ If the Applicant does have MA Master/Journeyman Plumber License or a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$7,500.00
- ☐ If the Applicant does have both a MA Master/Journeyman Plumber License and a Drinking Water Operator – Distribution 2 or higher License the Bond Amount shall be \$5,000.00

F. Proof of Required Insurance

Insurance Company _____

Telephone Number _____

Contact Person _____

- ☐ Workmen's Compensation, Employer's Liability Insurance, and Occupational Disease Insurance:
- ☐ Comprehensive General Liability Insurance: in an amount of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance
- ☐ Automobile Public Liability Insurance in an amount of not less than \$250,000.00 for bodily injury insurance and accidental death insurance for each occurrence and not less than \$100,000.00 for property damage insurance.

G. Sign and date the form titled "Indemnity" attached in the Form Section of these Guidelines and Policies.



Springfield Water and Sewer Commission

Guidelines and Policies

7. The Applicant shall provide references which shall list a minimum of five (5) Municipal projects that the Applicant has performed on Public Water Systems and/or Public Sewer, in the last five (5) years. The intent is to permit the Commission to contact parties for whom the Applicant has done Water System and/or Sewer System work in the immediate past. Start with your last or current project; detailing the immediate past five (5) projects. The reference is to include:

A. Most recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



Springfield Water and Sewer Commission

Guidelines and Policies

B. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:

C. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



Springfield Water and Sewer Commission

Guidelines and Policies

D. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:

E. Next recent or current project:

Municipal Project: _____

Description of services provided: _____

Date the work was performed and date the work was completed: _____

Point of Contact and Desk Top Telephone:

Address:



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.2 Indemnity Form

The Commission Approved Contractor (Installer) shall save and hold harmless, indemnify and defend the Springfield Water & Sewer Commission, its directors, officers, agents and employees from and against the following:

1. Any Liability, claim, suit, cost, loss, expense, fine, or damage of any kind allegedly suffered, incurred or threatened, either directly or through a third party, arising from the construction or installation of the Work including personal injury; death; property damage; inverse condemnation; patent and/or copyright infringement; damages arising from disputes as to licensing fees or the ownership of any land associated with the matters covered by this Agreement, any and all damages arising from the imposition of regulatory fines imposed for the violation of local ordinances, administrative regulations, or the like, in connection with the Work; or any combination of these, and regardless of whether or not such liability, claim, suit, cost, loss, expense, fine, or damage was unforeseeable at any time before acceptance of the improvements as completed, and including the defense of any suit(s), or other proceeding(s) concerning same.
2. The indemnification shall extend to and include any act or omission (negligent or no negligent) in connection with the matters covered by this Permit and attributable to the Owner, contractor, subcontractor, material supplier, or any officer, agent or employee of one or more of them, including, but not limited to, actions related to the construction, testing and connection of the Work and the ownership or use of real property.
3. Non-conditions: The covenants set forth in this Section are not conditioned or dependent on whether or not the Springfield Water & Sewer Commission has prepared, supplied, accepted, or approved any plan(s) or specification(s) in connection with this Work or has insurance or other indemnification covering any of these matters.

Contractor's Signature

Date



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.3 License Agreement Form

See next five (5) pages.



Springfield Water and Sewer Commission

Guidelines and Policies

LICENSE AGREEMENT SANITARY SEWER MAIN EXTENSION AND/OR WATER MAIN EXTENSION

Revised October 3, 2007

Agreement made this _____ day of _____ 2008 by and between the SPRINGFIELD WATER AND SEWER COMMISSION (hereinafter referred to as the "COMMISSION"), a body politic incorporate and political subdivision of the Commonwealth of Massachusetts, with its offices at the 250 M St. Ext., Agawam, MA 01001, and

(herein after referred to as "OWNER").

WHEREAS, the Owner has applied to the Commission for permission to construct the following;

- _____ length in feet of 8-inch diameter Sanitary Sewer Main,
- _____ length in feet of 10-inch diameter Sanitary Sewer Main,
- _____ length in feet of 12-inch diameter Sanitary Sewer Main,
- _____ length in feet of _____-inch diameter Sanitary Sewer Main,

and associated structures, as shown on the Plan and Profile entitled:

“ _____ ”

Scale: 1 inch = _____ feet Date: _____, 200_, revision,

Prepared by: _____,

_____ said Plan and Profile being on file with the Commission.

WHEREAS, the Owner has applied to the Commission for permission to construct the following,

- _____ length in feet of 6-inch diameter Water Main,
- _____ length in feet of 8-inch diameter Water Main,
- _____ length in feet of 12-inch diameter Water Main,
- _____ length in feet of _____-inch diameter Water Main,
- _____ tons of asphalt for paving restoration,

and associated structures, as shown on the Plan and Profile entitled:

“ _____ ”

Scale: 1 inch = _____ feet Date: _____, 200_, revision,

Prepared by: _____,

_____ said Plan and Profile being on file with the Commission.

15.205



Springfield Water and Sewer Commission

Guidelines and Policies

NOW, THEREFORE, in consideration of the grant of this license, the Owner agrees that the installation works shall comply with the Commission's latest version of the Rules and Regulations, Guidelines, Policies, and Specifications; and also meet the following key requirements:

1. To install said work in accordance with the approved Plans reviewed by the Commission.
2. To hire a Commission Approved Contractor(s) to install said work.
3. To notify the Commission a minimum of forty-eight (48) hours prior to commencing any activity, which requires Commission inspections and/or assistance.
4. To ensure all work requiring inspection gets inspected by a representative of the Commission.
5. To begin the installation of sewer and/or water pipe(s) called for on said Plans and Specifications, no later than two calendar years from date of Commission approval of said plans and specifications.
6. To indemnify, defend, and hold harmless the Commission, and all of its officers, agents and/or employees against all suits, claims or liability of every name and nature, for/or on account of any injuries to persons or damage to property arising out of, or in consequence of, any acts of the Owner in the performance of the work covered by this Agreement, whether by it/themselves, or its/their employees and/or sub-contractors, in respect of such injuries or damages sustained during the performance of, prior to the completion and acceptance of the installation, damage to property due to the Owner's construction means and methods, and restoration of property impacted by the Owner's performance of the work covered by this Agreement.
7. By entering into this License Agreement, the Commission makes no representation and grants no privileges or permits to the Owner to enter any private way for the purpose of installing said sanitary sewer and/or water main.
8. Any easements required for the construction, and / or continued operation of water and/or sewer main extensions shall be secured by the Owner, reviewed, and approved as to form and extents by the Commission as part of the License Agreement. Any easements through private property shall be in the name of the Owner during the construction and warranty period. Easements shall be recorded at the Hampden County Registry of deeds. After all mains are approved by the Commission, have completed the warranty period, and have



Springfield Water and Sewer Commission

Guidelines and Policies

been accepted by the Commission, shall be deeded to the Commission by the Owner. That deed shall be recorded in the Hampden County Registry of Deeds.

9. The following shall apply with respect to both water and/or sewer main extensions:
 - (a) A main is approved for use, when the installation of a Public Water Main and/or Public Sewer main has been properly installed, completed, and passed all required inspections and tests according to the Commission's Guidelines and Policies.
 - (b) A main is accepted, and become property of the Commission, only after the main installation of a Public Water Main and/or Public Sewer main has been approved for use, the warranty period has ended, and the Commission has received the "As-Built" plans in according with the Commission's Guidelines and Policies and any other required certification.
10. To furnish surety for Performance/Payment Bond and Maintenance Bond in the form of a Bond, Letter of Credit, or other Commission approved financial guarantee, made payable to the Springfield Water and Sewer Commission,

Description of Surety

Performance / Payment Bond (during construction period until all mains approved), in the amount of _____ dollars.

_____ Bond No. _____ Company.
(Bond Number & Surety Company)

Description of Surety

Maintenance Bond (after construction period from time of all main approvals until end of warranty period – one-year minimum), in the amount of _____

_____ dollars.

_____ Bond No. _____ Company.
(Bond Number & Surety Company)

NOTE: Originals of sureties shall be attached as part of this License Agreement for the Commission.



Springfield Water and Sewer Commission

Guidelines and Policies

11. Building sewer connection and sanitary main testing shall proceed as per the Commission's Guidelines and Policies, with key tasks summarized as follows:
 - (a) The sanitary main shall be extended from the existing or proposed sanitary manhole at the existing public collection system. The connection between public and private systems shall be plugged until approved by the Commission. Sanitary Wyes for Building Sewer Connections shall be installed integral with the main line construction.
 - (b) Sanitary building sewer connections shall be stubbed out to street line, capped, braced, and marked at grade level so that all required testing procedures may occur. No Building Sewer Connections may be completed and tied into a service location until the sewer has passed all testing requirements and main is approved in writing by the Commission.
 - (c) Upon completion of the sanitary sewer and service stubs, said sewer shall be tested for infiltration-exfiltration (pressure test).
 - (d) A closed circuit television inspection of the sewer main shall be completed after the successful completion of the infiltration-exfiltration testing. Documentation of the results shall be submitted to the Commission by the Owner.
 - (e) Upon successful completion of all requirements above and as stated in the Commission's Rules and Regulations, Guidelines, and Policies, the sanitary main extension shall be approved for final connection with Building Sewer Connections. No service connections will be allowed to homes / buildings until the sanitary main is approved for use in writing by the Commission
12. Water main testing shall proceed as per the Commission's Guidelines and Policies, with key tasks summarized as follows.
 - (a) Upon completion of the water main installation, said water main shall be tested for leaks (pressure test) prior to approval by the Commission.
 - (b) Upon successful completion of the leakage test, the water main shall be disinfected with liquid chlorine, flushed, and shall successfully pass two consecutive bacterial tests prior to approval of the water main by the Commission.
 - (c) Upon successful completion of all requirements above and as stated in the Commission's Rules and Regulations, Guidelines and Policies, the water main extension shall be approved for final connection with Water Services to buildings.



Springfield Water and Sewer Commission

Guidelines and Policies

13. In the event of a failure of water and/or sewer mains under any required testing, the Owner shall direct their contractor to remove and reinstall defective pipes and/or other system components and retest. All installation, repairs, and retesting shall take place at the Owner's expense.
14. If the Owner, or its contractor(s), fails to take needed prompt or corrective action during installation of the sewer and/or water pipe (in the opinion of the Executive Director of the Commission or authorized designees), the Commission shall make all repairs necessary or cause the same to be made. The cost for such repairs shall be paid by the Owner.
15. Upon successful completion of all sewer and water main testing requirements and approval of the water and sewer mains by the Commission, a minimum one year warranty period shall commence. If during the warranty period, defects become apparent, the Owner shall direct their contractor to effect repairs and replacements of defective pipes and other system components. Repairs and re-testing shall be required at the discretion of the Commission. The one year warranty period shall restart at the time of the completion of those repairs.

IN WITNESS WHEREOF, the Springfield Water and Sewer Commission and Owner have executed this Agreement on the day and year first above written.

SPRINGFIELD WATER AND SEWER COMMISSION:

_____ Owner Signature	_____ Executive Director Signature
_____ Print Name and Title	<u>Joseph J. Superneau</u> Print Name
_____ Print Date	_____ Print Date
_____ Print Address	<u>250 M Street Extension, Agawam, MA 01001</u> Print Address
_____ Print Telephone Number	<u>413-787-6256</u> Print Telephone Number

Attachments: Performance / Payment Bond – By Owner
Maintenance Bond – By Owner



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.4 Inspection Form

Intentionally left blank for future use



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.5 Acknowledgement of Guidelines and Policies Received and Read Form

I have read the Commission's Guidelines and Policies and understand the procedures to follow in order to safely accomplish all work described herein. I understand that I am held accountable for following these Guidelines and Policies. I understand that a copy of these Guidelines and Policies shall be kept at each job site for my review.

Employee and Contractor Name: _____
(PRINT FULL NAME)

Signature _____ Date _____



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.6 Acknowledgement of Trenching and Excavation Training Form

I have read the Commission's Trenching/Excavation Policy CHAPTER 5 of these Guidelines and Policies and have been trained on the procedures to follow in order to safely work on an excavation-site. I understand that I am held accountable for following these procedures and for notifying the on site supervisor or competent person if I feel an unsafe condition exists for my coworkers or me. I understand that a copy of these procedures will be available at each trench site for my review along with the Daily Inspection Checklist that will indicate safety procedures that are to be used for each trench site.

Employee Name: _____
(PRINT FULL NAME)

Signature _____ Date _____



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.7 Daily Worksite Checklist for Trenching/Excavation Sites Form

Project:		Date:	Weather:	Soil Type:
Trench Depth:	Length:	Width:	Type of Protective System:	
Signature of Competent Person:				
Yes	No	N/A	Excavation	
			Trench box extends at least 18 inches above the vertical wall of the excavation and to within 2 feet of the bottom of the trench (or less if soil collapsing behind or below trench box).	
			Trench box installed in accordance with manufacturer's specific instructions and use limitations.	
			Trench box inspected for damage or defects and pins and spreaders are securely installed.	
			If other soil protective systems are used, they are installed in accordance with manufacturer's Instructions OR are approved by a Registered Professional Engineer.	
			All employees at worksite trained in trenching safety procedures.	
			Surface encumbrances such as utility poles, heavy equipment supported or removed.	
			Heavy equipment safety zone at least 1½ times depth of trench for if not supported.	
			Employees protected from loose rock or soil.	
			Spoils, materials, and equipment set back a minimum of 2' from edge of excavation.	



Springfield Water and Sewer Commission

Guidelines and Policies

Yes	No	N/A	Excavation (continued)
			Ladders placed no more than 25 feet apart in trenches more than four feet deep.
			Employees prohibited from working or walking under suspended loads.
			Employees prohibited from working on faces of sloped or benched excavations above other employees.
			Warning system established and used when mobile equipment is operating near edge of excavation.
			Barriers provided if trench opening is not readily apparent.
			Plate-over or fill-in if left overnight
Yes	No	N/A	Personal Protective Equipment
			Hard hats worn by all employees.
			Work boots or safety shoes worn by all employees.
			Eye protection worn by all employees (if applicable).
			Hearing protection worn by all employees (if applicable).
			SWSC high visibility vests shall be worn by all employees.
Yes	No	N/A	Utilities
			Utility companies (DIGSAFE) contacted and/or utilities located.
			Exact location of utilities marked when near excavation.



Springfield Water and Sewer Commission

Guidelines and Policies

			Underground installations protected, supported, or removed when excavation is open.
Yes	No	N/A	Wet Conditions
			Precautions taken to protect employees from accumulation of water.
			Water removal equipment monitored by Competent Person.
			Surface water controlled or diverted.
			Inspection made after each rainstorm.
Yes	No	N/A	Hazardous Atmosphere
			Atmosphere tested when there is a possibility of oxygen deficiency or build-up of hazardous gases. If yes, atmosphere will be tested every _____.
			Oxygen content is between 19.5% and 21%.
			Flammable gas build-up to 20% of lower explosive limit (LEL).
			Toxic Levels of gases are below limits set on gas monitor.
			Ventilation blowing into space and air intake placed away from vehicle exhaust.
			Program Manager contacted if atmosphere is above established limits. Source of contaminant to be determined and eliminated prior to entry or Program Manager will establish special procedures for entry.



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.8 Standard Method for Pressure Testing Gravity Sewer Lines Form

Location _____

Test Date _____

Installed By _____

Test Performed By _____

Inspector _____

ASTM Standard Method for Pressure Testing Gravity Sewer Lines

- Isolate the section of the sewer line to be tested by inflatable stoppers or other suitable test plugs.
- Plug or cap the ends of all branches, laterals, tees, wyes, and stubs to be included in the test to prevent air leakage. All plugs and caps shall be securely braced to prevent blow-out. One of the plugs or caps should have an inlet tap or other provision for connecting a hose to a portable air control source.
- Connect the air hose to the inlet tap and portable air control source. The air equipment shall consist of necessary valves and pressure gauges to control an oil-free air source and the rate at which air flows into the test section to enable monitoring of the air pressure within the test section.
- Slowly introduce air into the section of pipe to be tested, until the air pressure is raised to approximately 4 psi and the test pipe section has stabilized. Disconnect the air supply and decrease the pressure to 3.5 psi before starting the test. Determine the time for a drop of 1 psi (3.5 psi to 2.5 psi), and compare this interval to the minimum specified pressure drop time from the following table to decide if the rate of air loss is within the allowable limits.
- Upon completion of the test, open the bleeder valve and allow all air to escape. Plugs should not be removed until all air pressure in the tested section has been reduced to atmospheric pressure.

Pipe Dia. (in.)	Minimum Time (min:sec)	Length for Min. Time (ft.)	Time for Various Length (sec)	Specification Time for Length (L) Shown (in min:sec)							
				100ft.	150ft	200ft	250ft	300ft	350ft	400ft	450ft
4	3:46	597	0.380L	3:46	3:46	3:46	3:46	3:46	3:46	3:46	3:46
6	5:40	398	0.854L	5:40	5:40	5:40	5:40	5:40	5:40	5:42	6:24
8	7:34	298	1.520L	7:34	7:34	7:34	7:34	7:36	8:52	10:08	11:24
10	9:26	239	2.374L	9:26	9:26	9:26	9:53	11:52	13:51	15:49	17:48
12	11:20	199	3.418L	11:20	11:20	11:24	14:15	17:05	19:56	22:47	25:38
15	14:10	159	5.342L	14:10	14:10	17:48	22:15	26:42	31:09	35:36	40:04
18	17:00	133	7.692L	17:00	19:13	25:38	32:03	38:27	44:52	51:16	57:41
21	19:50	114	10.470L	19:50	26:10	34:54	43:37	52:21	61:00	69:48	78:31
24	22:40	99	13.674L	22:47	34:11	45:34	56:58	68:22	79:46	91:10	102:33
27	25:30	88	17.306L	28:51	43:16	57:41	72:07	86:32	100:57	115:22	129:48
30	28:20	80	21.366L	35:37	53:25	71:13	89:02	106:50	124:38	142:26	160:15
33	31:10	72	25.852L	43:05	64:38	86:10	107:43	129:16	150:43	172:21	193:53
36	34:00	66	30.768L	51:17	76:55	102:34	128:12	153:50	179:29	205:07	230:46

Test Information

Diameter of Test Section (in inches) _____ Length of Test Section (in feet) _____

Allowable time for drop to 2.5 psi _____

Actual time for drop to 2.5 psi _____

Test Results

Passed (actual time > allowable time) _____

Failed (allowable time > actual time) _____

15.216 _____



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.9 Standard Method for Sewer Manhole Vacuum Test Form

Location _____
Test Date _____
Installed By _____
Test Performed By _____
Manhole Tested _____
Inspector _____

ASTM Standard Method for Concrete Sewer Manhole Vacuum Test

After a manhole has been constructed, and before the frame and cover have been installed, the Contractor shall conduct a Manhole Acceptance Test using the following vacuum test procedure:

- Plug all lift holes with an approved non-shrink grout.
- Plug all pipes entering the manhole, taking care to securely brace the plug from being drawn into the manhole.
- The test head shall be placed at the inside of the top of the concrete cone section and the seal inflated in accordance with manufacturer's recommendations.
- Draw a vacuum of 10 inches of mercury (Hg) and shut off the vacuum pump. With the valves closed, the time shall be measured for the vacuum to drop to 9 inches. Use the following table to determine minimum test times for various manhole diameters and depths.
- If the manhole fails the initial test, necessary repairs shall be made with a non-shrink grout. Retesting shall proceed until a satisfactory test is obtained.

Depth (in Feet)	Diameter (in Inches)								
	30	33	36	42	48	54	60	66	72
	Time (in seconds)								
8	11	12	14	17	20	23	26	29	33
10	14	15	18	21	25	29	33	36	41
12	17	18	21	25	30	35	39	43	49
14	20	21	25	30	35	41	46	51	57
16	22	24	39	34	40	46	52	58	67
18	25	27	32	38	45	52	59	65	73
20	28	30	35	42	50	53	65	72	81
22	31	33	39	46	55	64	72	79	89
24	33	36	42	51	59	64	78	87	97
26	36	39	46	55	64	75	85	94	105
28	39	42	49	59	69	81	91	101	113
30	42	45	53	63	74	87	98	108	121

Test Information

Depth of Manhole (in feet & inches) _____ Diameter of Manhole (in inches) _____
Allowable time for drop to 9-inches of Hg _____
Actual time for drop to 9-inches of Hg _____

Test Results

Passed (actual time > allowable time) _____

Failed (allowable time > actual time) _____

15.217



Springfield Water and Sewer Commission

Guidelines and Policies

15.1.10 Application for Crossing Water Transmission Mains

Applicant Name: _____ **Date:** _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Cellular Number: _____ **Other Number:** _____

Project Engineer Name: _____

Address: _____

Telephone Number: _____ **Fax Number:** _____

Cellular Number: _____ **Other Number:** _____

Address: _____

Location of Project: _____

Type of Crossing: _____



Springfield Water and Sewer Commission

Guidelines and Policies

Other Alternatives Reviewed: _____

Attachments:	<u>Yes</u>	<u>No</u>
Signed/Stamped Plans:	_____	_____
Location Maps:	_____	_____
Project Description:	_____	_____
Material Specifications:	_____	_____
Permitting Requirements:	_____	_____
Other:	_____	_____

By Commission:

Reviewer's Name: _____ **Date:** _____

	<u>Yes</u>	<u>No</u>
Crossing less than 18-inches below Grade (\$1,500)	_____	_____
Crossing greater than 18-inches below Grade (\$5000)	_____	_____
Crossing Under Transmission Main (\$10,000)	_____	_____

Reviewer's Comments: _____



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 16 CROSSING COMMISSION TRANSMISSION MAINS, EASEMENTS, OR PROPERTY

16.1.1 Description of Commission Transmission Mains

The following general descriptions of the three Transmission Mains are as follows:

1. BETWEEN WEST PARISH FILTRATION PLANT AND PROVIN MOUNTAIN:
 - (a) 42" Lock Bar Riveted Steel pipe, seven miles long, (1909) either 3/8" or 5/16" plate. Cement lined in 1960.
 - (b) 51 5/8" Welded Steel pipe [12,500 feet], fabricated from smaller sizes with Dresser Coupling Joints (1943) generally less than 1" wall thickness. Remainder of this main is 48" Welded Steel pipe [25,900 feet] with Dresser Coupling Joints (1948)
 - (c) 60" Lock Joint Prestressed Cylinder Pipe [39,000 feet] (1963) with 6" concrete wall.
2. BETWEEN PROVIN MOUNTAIN AND SPRINGFIELD:
 - (a) 42" Lock Bar Riveted Steel pipe five miles long through Agawam and West Springfield (1909) either 3/8" or 5/16" plate. Cement lined in 1960.
 - (b) 48" [three miles] or 54" [three miles] Electrically Welded Steel pipe with riveted girth joints (1928) through Agawam [generally less than 1" wall thickness?].
 - (c) 60" Lock Joint Prestressed Cylinder Pipe five miles long through Agawam and West Springfield (1957) with 6" concrete wall. The right of way for this Main is generally thirty feet.

16.1.2 Application Procedure for Crossing Commission Transmission Mains

1. The Applicant should contact the Commission's Engineering and Technical Services indicating the location and general nature of the proposed crossing. This initial contact should include why this crossing is needed and should discuss what other locations or alternatives have been investigated which would be possible without the necessity of crossing the Commission's transmission mains, easements, or property.
2. In the event that the Applicant wishes to pursue the proposal, the Applicant will be required to complete the Application for Crossing Commission



Springfield Water and Sewer Commission

Guidelines and Policies

Transmission Mains, Easements, or Property, attached in Section 15.1.10 of these Guidelines and Policies. Payment of the application fee does not ensure that the proposed project will be approved by the Commission.

3. The following information will be required by the Application for Crossing Transmission Mains, Easements, and Property:
 - (a) Nature of the request including type of utility crossing, whether above or below the grade of the Transmission Main(s), type of material, sizes, and other pertinent information.
 - (b) Location maps, preferably Assessors Maps and USGS topographic maps, indicating the property in question for the crossing.
 - (c) Plan and profile, if available, showing relationship between Transmission Main(s) and proposed crossing and details of access to and use of Commission Property or easement and how said property or easement and transmissions main(s) shall be protected.
 - (d) Names, addresses, telephone and fax numbers of Applicant and Project Engineer.
 - (e) Discussion why Commission property or easements must be crossed and what other alternatives have been investigated by the Applicant which do not include crossing of the Commission's Transmission Mains.

16.1.3 Submittals Required to Crossing Commission Transmission Mains

1. The Applicant for Crossing of Commission Transmission Mains, Easements, or Property must submit a Proposed Site Plan(s) for review, comments, and potential approval by the Commission.
2. The Commission reviews Proposed Site Plan(s) and other plan(s), as appropriate to determine compliance with Commission Rules and Regulations, the Guidelines and Policies, and the Commission's Material Specifications.
3. The Applicant's engineer may contact the Commission for copies of records of existing water and sewer mains and services.
4. The Commission needs one (1) Proposed Site Plan for draft review and comment and after the draft is approved, five (5) Final Site Plans shall be submitted.



Springfield Water and Sewer Commission

Guidelines and Policies

5. A License Agreement(s), according to the Commission's Rules and Regulations shall be submitted after the Final Site Plan has been approved and before access or construction can begin.
6. The Commission, at its discretion, may require additional design requirements based on site conditions, capacity issues, existing infrastructure materials, and/or other unknown conditions.
7. No work or access shall commence prior to, or without, the written approval of the Commission. All approvals are solely at the discretion of the Commission.

16.1.4 Minimum Design Standards Required to Cross Commission Transmission Mains

1. Applicants will be required to dig test pits, witnessed by Commission Inspectors, to determine the actual location and depths of main(s).
2. Soil borings may also be required to determine the actual site conditions. Crossings, which involve all three of the Commission's Transmission Mains, shall be held to a higher standard to maintain structural integrity due to the potential for more catastrophic consequences of any failures.
3. Because of the Commission's requirement for clearance between the Transmission Mains and any other utility piping (as specified below) and because of the generally shallow cover (3-feet to 6-feet) over the Mains, the following requirements assume that all crossings are below the Transmission Mains. In certain site-specific locations, crossings may be technically possible above the Transmission Mains and would be reviewed by the Commission subject to the applicable requirements below; as well as, any other limitations pertinent to that site. The requirements listed below assume that all crossings are to be jacked; however, micro tunneling can be a viable option for Applicants to consider in some situations.
 - (a) Prior to the commencement of work, the contractor will be required to hire an experienced civil/geotechnical engineer to design the entire jacking operation, to include the dewatering design of the jacking and receiving pits, the steel sleeve, the jacks, the loads on the reaction box and the installation schedule. This design shall be submitted to the Commission on a stamped plan prior to the commencement of work.
 - (b) The Commission shall require that the following requirements be incorporated into bidding specifications and construction plans as appropriate:



Springfield Water and Sewer Commission

Guidelines and Policies

- (c) The Commission shall require all crossings to be jacked or micro tunneled under the water Transmission Mains.
- (d) All sewer and water pipes shall be installed in a steel casting sleeve jacked beneath the water Transmission Mains. The contractor shall be required to perform any additional test pits as required at both sides of the casing sleeve to insure familiarity with the soil and to determine the actual horizontal and vertical control and to locate any additional utilities which might be in the area. Based on the test pit results, the contractor shall adjust the alignment of the sleeve in the field to avoid any interference with the existing water lines or other utilities. The contractor shall determine the maximum clearance possible between the top of the steel sleeve and the actual bottom of the existing water Transmission Mains. Any potential field adjustments shall be reported to the Commission prior to commencing with the jacking operation.
- (e) The Commission requires a minimum of two (2) feet clearance between the top of the steel casing and the bottom of a Transmission Main. The Commission would prefer that any jacking under all three mains be conducted on the side of the main with the least amount of clearance.
- (f) Specifications for the work should include requiring the contractor to install sufficient dewatering wells to lower the groundwater at least two feet below the invert of the jacked sleeve. Observation wells need to be included to ensure that this is accomplished. It is important to ensure that materials are not washed into the proposed steel sleeve during installation. This could result in voids, ultimate settlement of the water mains, and potential rupture.
- (g) Before any work is begun within the limits of jacking, the contractor shall have assembled all material, tools and equipment which will be required. The Commission, local DPW, Town or City Engineers, abutters, and other interested parties shall be notified at least 72 hours, excluding weekends and holidays, prior to jacking so that representatives can be present during the jacking operation. When the contractor has started the jacking operation, the contractor will proceed in a continuous operation without stopping until the casing sleeve installation is complete.
- (h) Steel sleeve shall meet or exceed ASTM A252 Grade 2 and welded with AWS D1.1 Standards. The steel in the pipe must meet or exceed 35,000 psi minimum yield strength, and 60,000 psi minimum tensile strength. Pipe shall be in 20' 0" lengths beveled for welding and square end cut. Contractor shall submit pipe manufacturer certification to the Commission for review.



Springfield Water and Sewer Commission

Guidelines and Policies

- (i) Sewer pipe shall meet requirements of AWWA C151 (Hub type) and gasket material shall meet AWWA C111 (Similar to American Fastite Joint pipe). Contractor shall submit to the Commission for review.
- (j) The contractor must use extreme caution when working around the existing Transmission Mains. Transmission Mains shall be protected from possible damage from contractors equipment. Crossing the mains with equipment is to be minimized and only with one inch, or greater, thick steel construction plates with a minimum size of 8' by 10' or other approved means of distributing loads shall be used to prevent heavy loads being placed directly on the pipelines. Extra heavy equipment may require removable concrete pads over the Main(s) as may be required by the Commission's Engineer. Any such crossing areas shall not be construed as a "construction highway" to other areas of the project.
- (k) The Applicant shall obtain from the appropriate local community Public Works Director or Engineer assurance that the proposed sewer or water main is sized to meet reasonably expected future demands. The purpose of this requirement is to insure that another crossing of the Transmission Mains in the immediate area will not be required because of additional growth or subsequent subdivisions.
- (l) No construction, temporary work or grade changes shall be permitted on Commission property or easements unless and until a License Agreement is executed between the Commission and the Applicant.
- (m) Gravity sewers crossing under the Transmission Mains shall have concrete manhole structures constructed at the terminus of each end of the steel casing sleeve with suitable joint sealants and connections as designed by a Registered Professional Engineer. Suitable seals shall be provided around the pipes inside the manholes to prevent any liquids from "piping" around the casing sleeve under the Transmission Mains from the manhole. It is the preference that these manholes be constructed outside the property line or easement boundary where practical.
- (n) Gravity sewer lines may be shimmed to final plan grade and elevation by use of pressure treated lumber secured to the ductile iron pipe on four sides with steel bands. Flowable grout fill in a continuous pour shall be injected into the steel casing to fill all voids between the steel casing and the sewer pipe.
- (o) The Commission would prefer that pressurized sewers and water pipes not cross over, or under, its Transmission Mains due to the accelerated damages possible in the event of failure. The Commission reserves the right to institute stricter controls for these utility types.



Springfield Water and Sewer Commission

Guidelines and Policies

- (p) Water mains crossing under the Transmission Mains shall have suitable valves located adjacent to the Commission's property line or easement boundary to allow for prompt shutdown in any future emergency. The intent is to lessen the flow from a third parties water main leak or rupture as promptly as possible to avoid total undermining of the Transmission Mains and catastrophic failure. Flowable grout fill in a continuous pour shall be injected into the steel casing to fill all voids between the steel casing and the ductile iron water pipe.
- (q) In the event that rock or other obstructions hinder the advancement of the casing, the auger shall be removed and a manual attempt to remove the obstruction will be made. If it is determined that it is either unwise or impossible to remove an obstruction, the casing shall be filled with concrete grout and abandoned.
- (r) These guidelines have neither been approved by the Commissioners nor should they be construed as amending or altering the Policy adopted by the Commissioners relative to this issue. These guidelines are meant to provide additional initial guidance to prospective Applicants and indicate the types of specific requirements which will be incorporated into any approvals for such crossings, including any Plans and Specifications developed by Project Applicants' Engineer(s). All parties to any crossing shall note that all approvals for crossings are made at the sole discretion of the Commission.
- (s) Upon receipt of the formal request for access as outlined in the "Procedure" section of the Commission Policy, the Commission will furnish location plan of Transmission Main(s) in question with approximate depth(s).



Springfield Water and Sewer Commission

Guidelines and Policies

CHAPTER 17 DETAIL DRAWINGS

17.1.1 Water Details – Table of Contents

1. (W-01.0) UTILITY SEPERATION DETAIL
2. (W-02.0) NON-PAVED AREA TRENCH DETAIL
3. (W-02.1) TRENCH BACKFILLING-METHOD 1 FOR LUDLOW ROADWAYS
4. (W-02.2) TRENCH BACKFILLING-METHOD 2 FOR LUDLOW ROADWAYS
5. (W-02.3) TRENCH BACKFILLING-METHOD 1 FOR ARTERIAL STREETS IN SPRINGFIELD
6. (W-02.4) TRENCH BACKFILLING-METHOD 2 FOR ARTERIAL STREETS IN SPRINGFIELD
7. (W-02.5) TEMPORARY TRENCH BACKFILLING METHOD FOR ALL STREETS IN SPRINGFIELD AND LUDLOW EXCEPT ARTERIAL STREETS IN SPRINGFIELD
8. (W-02.4) TEMPORARY TRENCH BACKFILLING METHOD FOR ARTERIAL STREETS IN SPRINGFIELD
9. (W-03.0) STANDARD AIR VALVE ASSEMBLY DETAIL
10. (W-03.1) AIR VALVE ONE PIECE ASSEMBLY DETAIL 1
11. (W-03.2) AIR VALVE ONE PIECE ASSEMBLY DETAIL 2
12. (W-04.0) END OF MAIN
13. (W-04.1) END OF MAIN DETAIL
14. (W-05.0) STANDARD TEE INSTALATION
15. (W-05.1) ALTERNATE 1 TEE INSTALATION
16. (W-06.0) REPAIR TO EXISTING WATER MAINS
17. (W-06.1) INSTALL VALVE OR FITTING AT A DEAD END OF A WATER MAIN



Springfield Water and Sewer Commission

Guidelines and Policies

- 18. (W-06.3) CUTTING-INTO EXISTING WATER MAIN WITH BELL FACING VALVE
- 19. (W-06.4) CUTTING-INTO EXISTING WATER MAIN WITH BELL FACING AWAY FROM VALVE
- 20. (W-06.5) CUTTING-INTO EXISTING WATER MAIN WITH NO BELL FOUND
- 21. (W-06.6) CONCRETE THRUST COLLAR
- 22. (W-06.7) SOCKET CLAMP DETAIL
- 23. (W-06.8) THREADED ROD DETAIL AND CONNECTION TO MJ DETAIL
- 24. (W-07.0) STANDARD FIRE HYDRANT ASSEMBLY
- 25. (W-07.1) ALTERNATE 1 FIRE HYDRANT ASSEMBLY
- 26. (W-07.2) ALTERNATE 2 FIRE HYDRANT ASSEMBLY
- 27. (W-07.3) RELOCATION OF FIRE HYDRANT ASSEMBLY (STRAIGHT BACK)
- 28. (W-08.0) VALVE BOX
- 29. (W-09.0) DUCTILE IRON TAPPING SLEEVE
- 30. (W-09.1) STAINLESS STEEL TAPPING SLEEVE
- 31. (W-10.0) FLUSHING DEVICE
- 32. (W-11.0) NEW WATER SERVICE
- 33. (W-11.1) REPLACEMENT WATER SERVICE
- 34. (W-11.2) WATER METER SEALING DETAIL
- 35. (W-12.0) TYPICAL SERVICE BOX DETAIL IN PAVED AREAS
- 36. (W-12.1) TYPICAL SERVICE BOX DETAIL IN NON-PAVED AREAS
- 37. (W-13.0) 4-8 INCH METERPIT PIPING
- 38. (W-13.1) 4-8 INCH METER INSTALLATION



Springfield Water and Sewer Commission

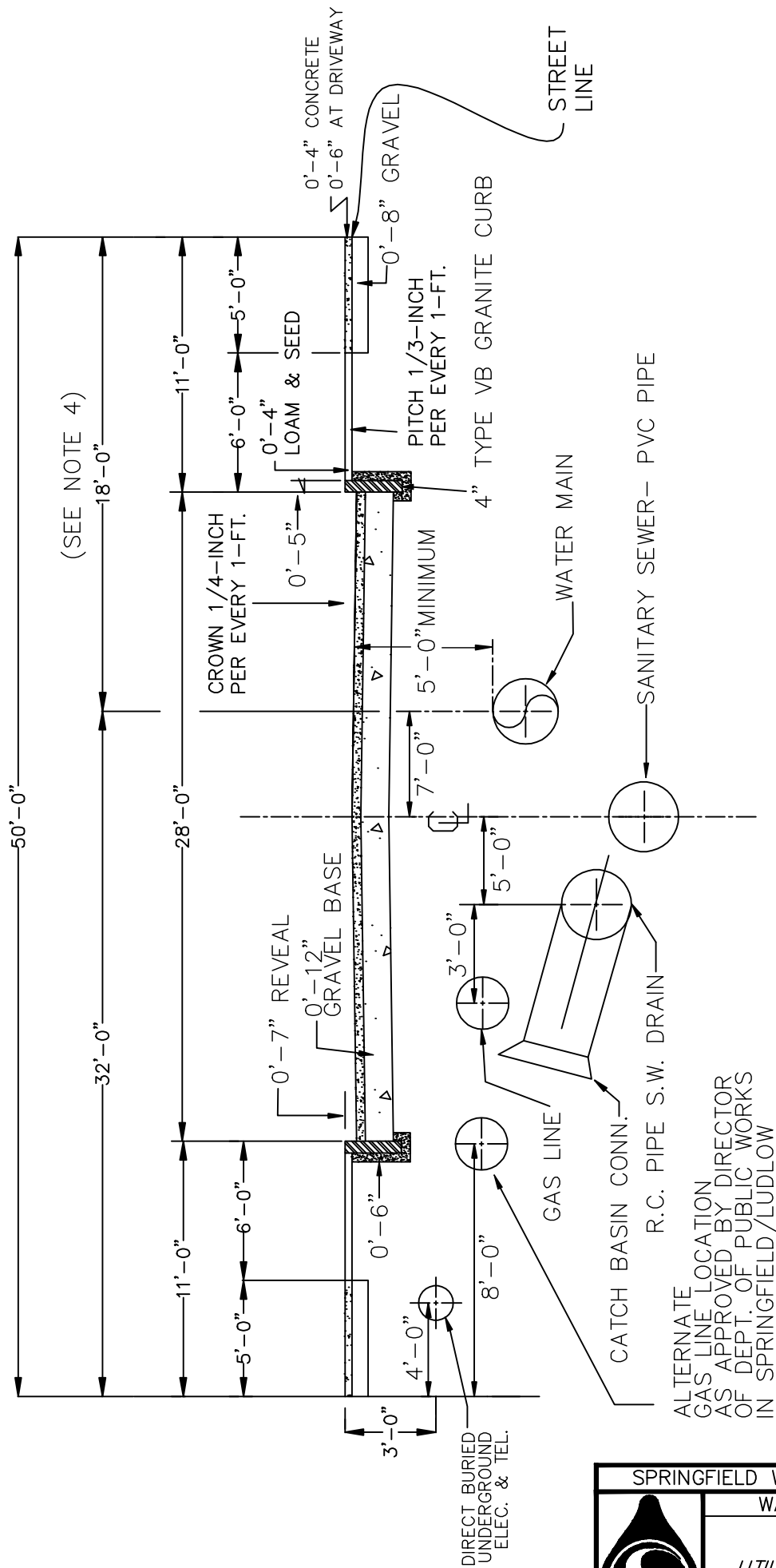
Guidelines and Policies

- 39. (W-13.2) METER PIT FOR 4-INCH WATER SERVICE PIPE
- 40. (W-13.3) METER PIT FOR 6-INCH WATER SERVICE PIPE
- 41. (W-13.4) METER PIT FOR 8-INCH WATER SERVICE PIPE
- 42. (W-13.5) METER PIT FOR 10 AND 12-INCH WATER SERVICE PIPE
- 43. (W-14.0) THRUST BLOCK BEHIND FITTING
- 44. (W-14.1) THRUST BLOCKS


17.1.2 Sewer Details – Table of Contents

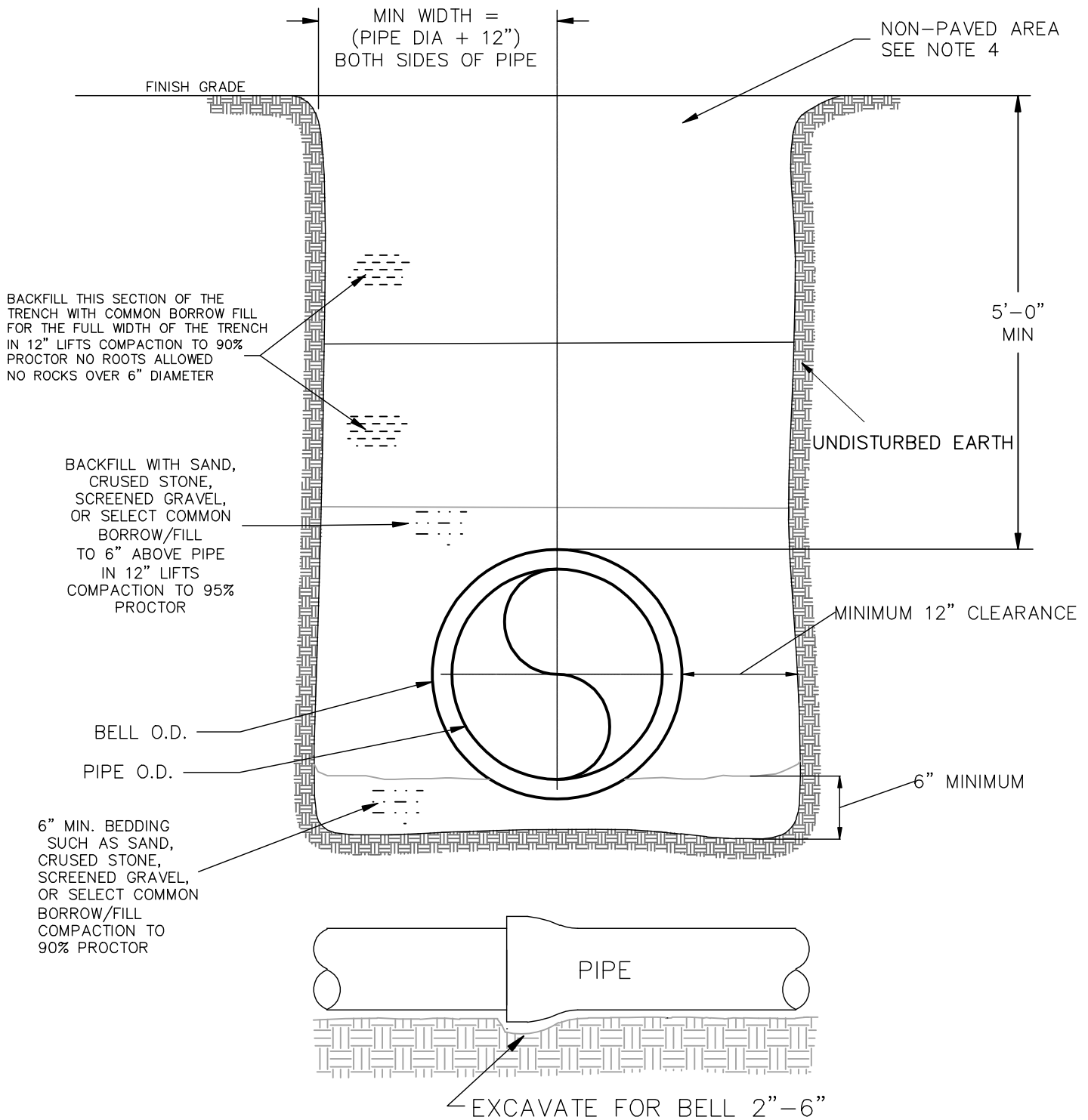
- 1. (S-01.0) TRENCH DETAIL FOR SEWER PIPES
- 2. (S-02.0) PRECAST CONCRETE SEWER MANHOLE
- 3. (S-02.1) PRECAST CONCRETE SEWER PIPE CONNECTIONS
- 4. (S-02.2) END OF SEWER MAIN
- 5. (S-02.3) EXTERIOR DROP MANHOLE
- 6. (S-02.4) INTERIOR DROP MANHOLE
- 7. (S-02.5) 32 X 8 INCH FRAME & COVER
- 8. (S-02.6) 24 X 6 INCH FRAME & COVER
- 9. (S-03.0) UTILITY CROSSING DETAIL
- 10. (S-04.0) EXISTING SEWER MAIN TO BUILDING CONNECTION
- 11. (S-04.1) NEW SEWER MAIN TO BUILDING CONNECTION
- 12. (S-04.2) CLEAN OUT WITH SWEEP
- 13. (S-04.3) SEWER SERVICE CONNECTION WITH CHIMNEY GREATER THAN 12 FT DEEP
- 14. (S-04.4) BUILDING CONNECTION TO SEWER MAIN WITH CONFLICTS
- 15. (S-05.0) BUILDING AND MAINLINE SEWER REPAIR
- 16. (S-06.0) WETWELL AND VALVE VAULT PRECAST






- NOTES:
1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
 2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
 3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
 4. ON 50-FOOT WIDE STREETS WATER MAINS SHALL BE INSTALLED 18-FOET FROM THE NORTH OR EAST STREET LINE, ALL OTHER WIDTHS REQUIRE ENGINEERING & TECHNICAL SERVICES APPROVAL.


SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-01.0	REV. DATE
	UTILITY SEPERATION DETAIL	4/1/08 MAB
SCALE: NTS		




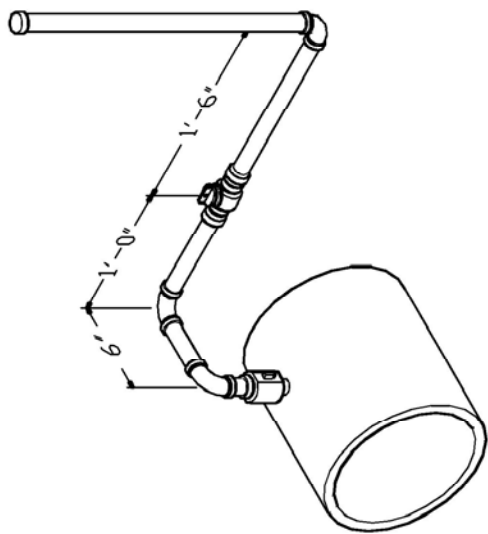
NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. REQUIREMENTS FOR SUBBASE AND BASE MATERIAL TYPE ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN PAVED AREAS.
5. REQUIREMENTS FOR GRAVEL, LOAM AND/OR SEED ARE TO BE IN ACCORDANCE WITH LOCAL AUTHORITY HAVING LOCAL JURISDICTION IN NON-PAVED AREAS.
6. FOR LOCATION OF WATER MAINS SEE DTAIL (W-01.0).

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-02.0	REV. DATE
	<u>NON-PAVED AREA</u>	4/1/08 MAB
	<u>TRENCH DETAIL</u>	
	SCALE: NTS	

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-02.4	REV. DATE
	<u>TRENCH BACKFILLING—METHOD</u> <u>FOR RESIDENTIAL STREETS</u> <u>IN SPRINGFIELD</u>	4/1/08 MAB
		6/18/08 MAB
SCALE: NTS		

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-02.5	REV. DATE
	<u>TEMPORARY TRENCH</u>	6/18/08 MAB
	<u>BACKFILLING-METHOD</u>	
	<u>FOR ALL STREETS IN</u>	
	<u>SPRINGFIELD & LUDLOW</u>	
<u>ACCEPT SPRINGFIELD ARTERIALS</u>		
SCALE: NTS		



DETAIL A

PAVED SURFACE LINE

LOAD-BEARING BUFFALO BOX
(SEE NOTE 4 FOR BOX POSITIONING)

1" or 2" BRASS CAP W/
FEMALE I.P. THREAD
(SEE NOTE 2)

THREADS TO BE
WRAPPED W/ TEFLON
TAPE

6" GATE VALVE BOX
USING JUST THE TOP SECTION
(SEE NOTE 4)

1" or 2" BRASS
BLOW-OFF PIPE WITH
MALE I.P. THREADS
ON BOTH ENDS

1" OR 2" BALL VALVE CURB STOP
WITH FEMALE I.P. THREADS ON BOTH
ENDS W/ STOP-&-WASTE FEATURE (SEE NOTE 1)

1" OR 2" BRASS BLOW-OFF PIPE W/ MALE
I.P. THREADS ON BOTH ENDS

TWO 1" OR 2" BRASS 90° ELBOWS W/ FEMALE
I.P. THREADS ON BOTH ENDS W/ 2"
BRASS BLOW-OFF PIPE W/ MALE I.P.
THREADS ON BOTH ENDS
(SEE DETAIL A AND NOTE 3)

1" OR 2" TAPERED INLET BALL
CORPORATION W/ FEMALE
I.P. THREADS ON THE
OUTLET & TEE HEAD ADAPTER


1 CU. FT. 1 1/2" Ø
ROCK OR EQUAL
STANDARD BRICK
4" x 2-2/3" x 8"

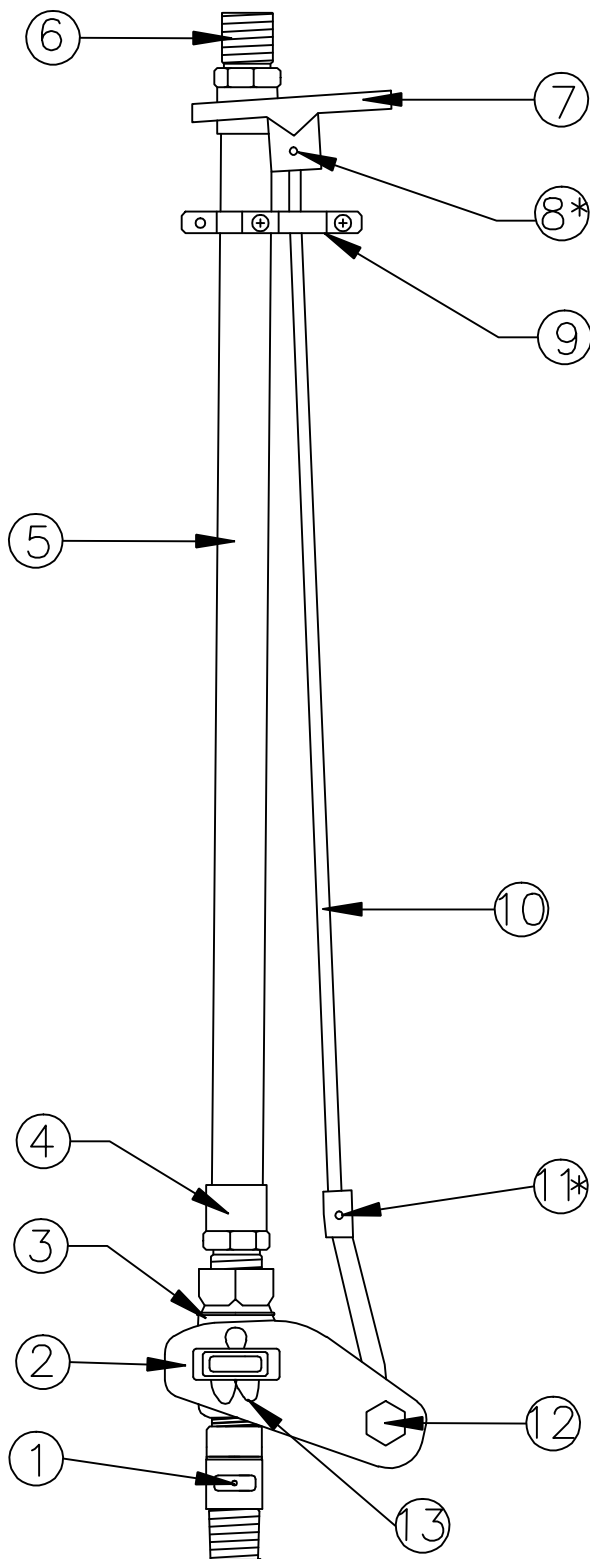
MAIN

TAPPING NOTES:
FOR 1"=USE DIRECT TAPPING
FOR 2"=MUST USE SWSC SADDLE

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. INSTALL STOP-&-WASTE W/ DRAIN HOLE ON THE DOWNSTREAM SIDE (AWAY FROM WATER MAIN).
3. CAP IS TO BE INSTALLED HAND TIGHT.
4. SWING ELBOWS ALLOW FOR PIPE MOVEMENT.
5. VALVE BOX AND BUFFALO BOX ARE TO BE SET TO GRADE IN PAVEMENT AND BURIED 6" BELOW GRADE IN UNPAVED ROADS. RISER PIPE TO BE SET 2" BELOW VALVE BOX TOP IN UNPAVED ROADS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-03.0	REV. DATE
	STANDARD AIR VALVE ASSEMBLY DETAIL	4/1/08 MAB
	SCALE: NTS	




NO.	DESCRIPTION
1	BALL TYPE COPORATION: USE (Mueller B25008) OR APPROVED EQUAL. AWWA/CC X Male Iron Pipe (IP) Threads
2	LOWER OPERATING LEVER: Cast or Stamped Brass to Spec.
3	BALL TYPE CURB STOP: FOR 1" AIR VALVE: USE (FORD B11-444SW) OR APPROVED EQUAL. FOR 2" AIR VALVE: USE (FORD B11-777SW) OR APPROVED EQUAL. Female Iron Pipe (IP) Threads Both Ends and Stop and Waste on the Riser Side of Stop.
4	LOWER MALE ADAPTER: Copper (Domestic)
5	RISER: Copper Type L (Domestic)
6	UPPER MALE ADAPTER: Copper (Domestic)
7	T-HANDLE: Cast Brass
8*	OPERATING ROD T-HANDLE SECUREMENT: Stainless Steel Roll Pin
9	ROD TO RISER CONNECTION: Split Ring (By Size of Riser), Attached to ½" Split Ring by Coated ¾"-16 x 1 ¼" Set Screw and Stainless Steel ¾" Spacer Nut
10	OPERATING ROD: Brass Round (CDA 360, ASTM B-16)
11*	LOWER MECHANISM SECUREMENT: Stainless Steel Roll Pin
12	3/8" x 1/2" STAINLESS STEEL BOLT: With Nylock Safety Nut
13	LOWER LEVEL TO VALVE COTTER PIN: Marine Type Brass

NOTE:

* - VISUALLY OBSTRUCTED

*USE OF THIS DEVICE REQUIRES
APPROVAL BY THE SWSC PRIOR
TO INSTALLATION

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-03.1	REV. DATE
	<i>AIR VALVE</i>	4/1/08 MAB
	<i>ONE PIECE ASSEMBLY DETAIL</i>	
	SCALE: NTS	



VALVE DIAMETER	PIPE LENGTH	REQUIRED COVER
1"	30"	4.0'
1"	36"	4.5'
1"	42"	5.0'
2"	30"	4.0'
2"	36"	4.5'
2"	42"	5.0'
<i>CUSTOM</i>	<i>CUSTOM</i>	<i>AS REQUIRED BY ENGINEER</i>

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND OLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.



SPRINGFIELD WATER AND SEWER COMMISSION

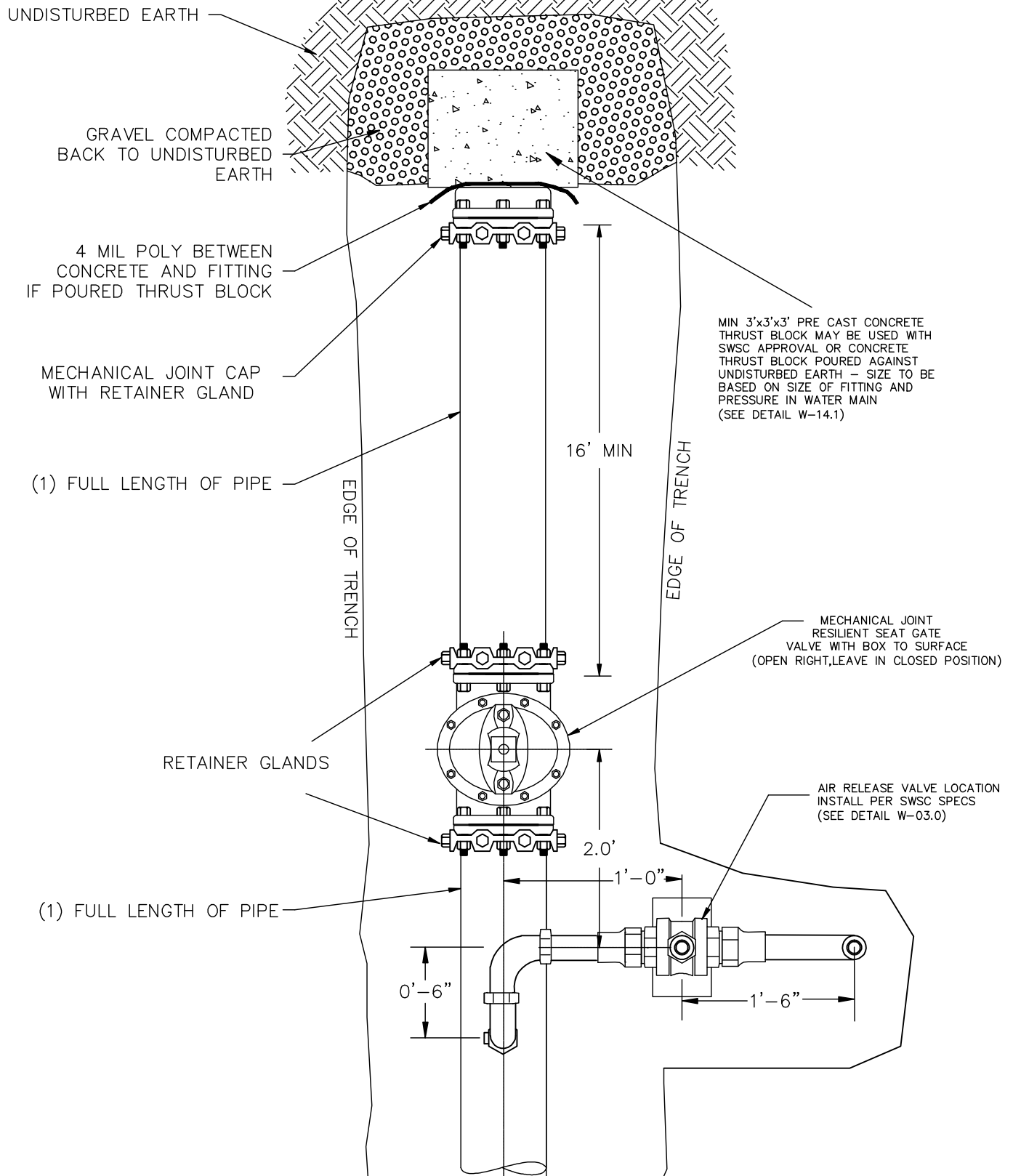
WATER DETAIL W-03.2

REV. DATE

REV. DATE	4/1/08 MAB
-----------	------------


AIR VALVE
ONE PIECE ASSEMBLY DETAIL

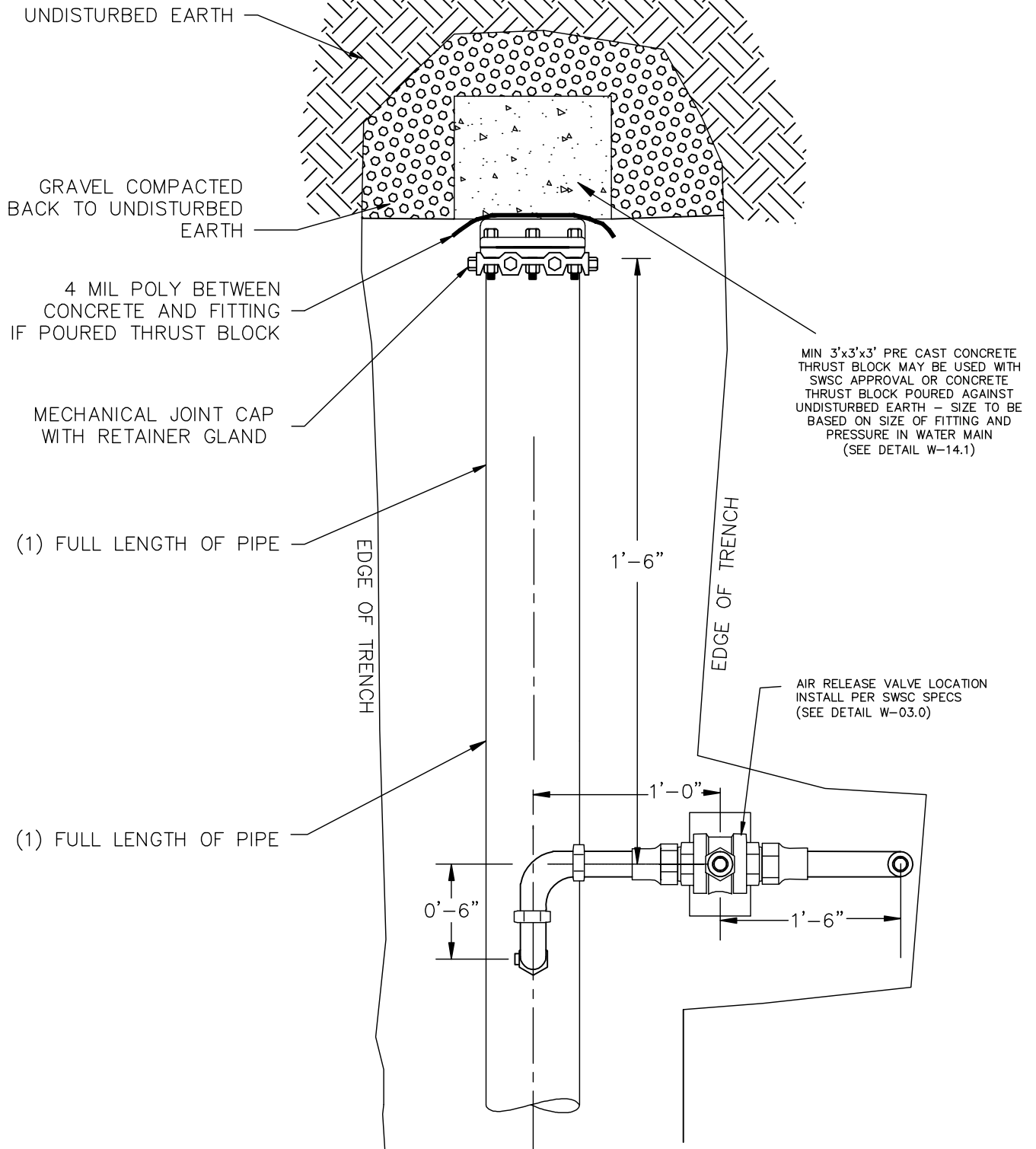
SCALE: NTS



NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

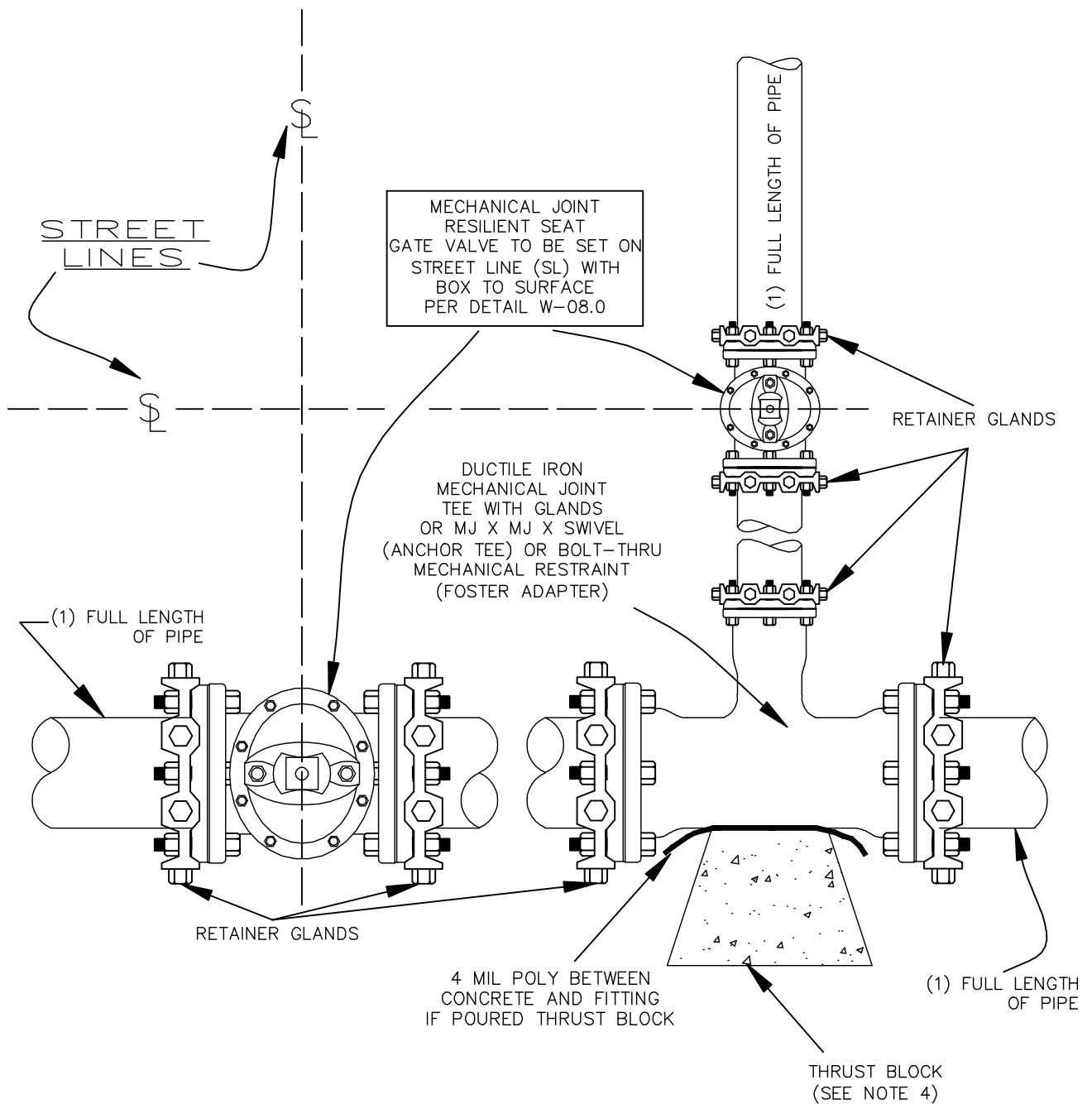
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-04.0	REV. DATE
	<i>END OF MAIN</i>	4/1/08 MAB
	SCALE: NTS	



NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

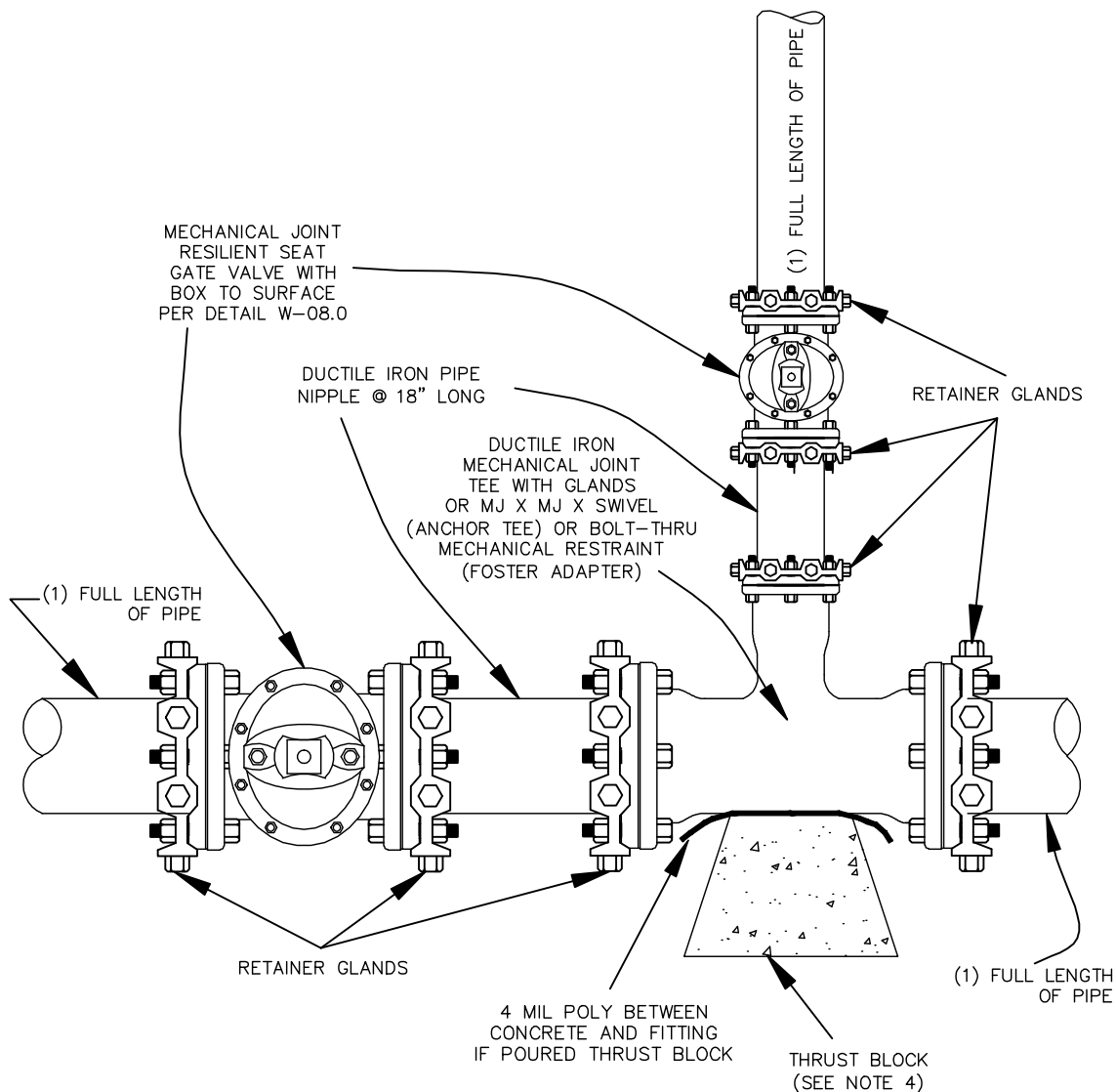
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-04.1	REV. DATE
	<i>END OF MAIN DETAIL</i>	4/1/08 MAB
	SCALE: NTS	



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. MIN 3'x3'x3' PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH SWSC APPROVAL OR CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH - SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN SEE DETAIL (W-14.1).
5. THE MECHANICAL JOINTS OF THE PIPES BETWEEN THE VALVES AND THE FITTINGS SHALL BE RESTRAINED VIA RETAINER GLANDS. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS. (SEE DETAIL ABOVE).
6. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).


SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-05.0	REV. DATE
	<i>STANDARD TEE INSTALLATION</i>	4/1/08 MAB
	SCALE: NTS	

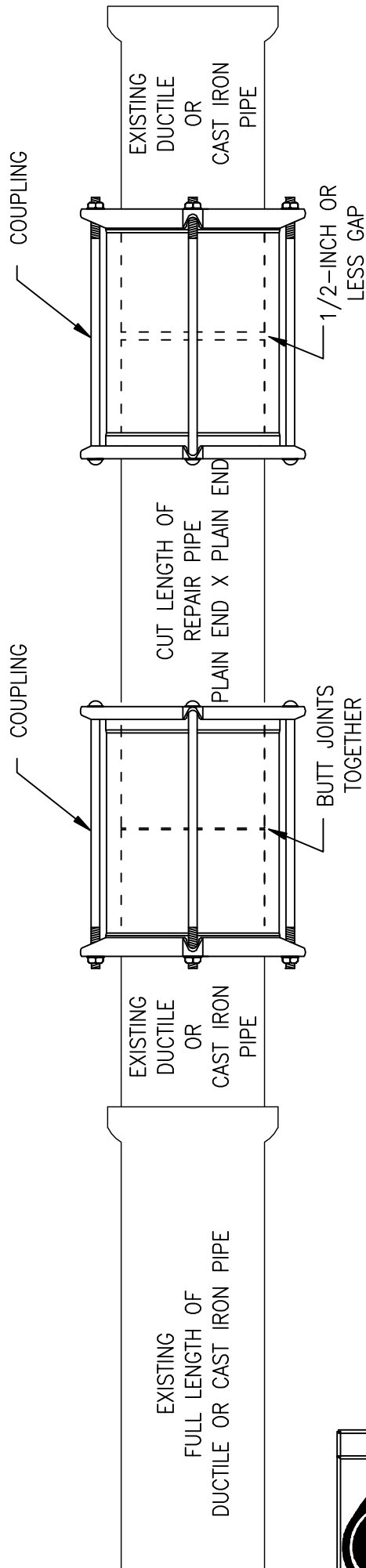


NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. MIN 3'x3'x3' PRE CAST CONCRETE THRUST BLOCK MAY BE USED WITH SWSC APPROVAL OR CONCRETE THRUST BLOCK POURED AGAINST UNDISTURBED EARTH - SIZE TO BE BASED ON SIZE OF FITTING AND PRESSURE IN WATER MAIN SEE DETAIL (W-14.1).
5. THE MECHANICAL JOINTS OF THE PIPES BETWEEN THE VALVES AND THE FITTINGS SHALL BE RESTRAINED VIA RETAINER GLANDS. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS. (SEE DETAIL ABOVE).
6. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).


**THIS DETAIL MUST
BE APPROVED FOR
USE BY THE
S.W.S.C BEFORE IT
CAN BE INSTALLED**

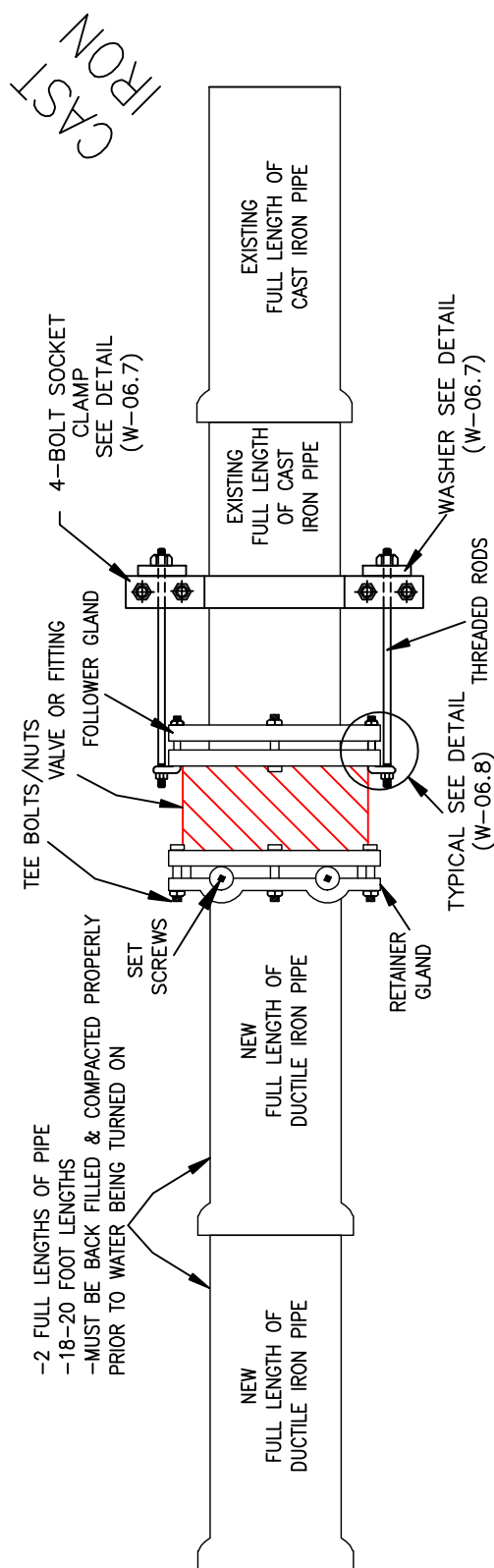
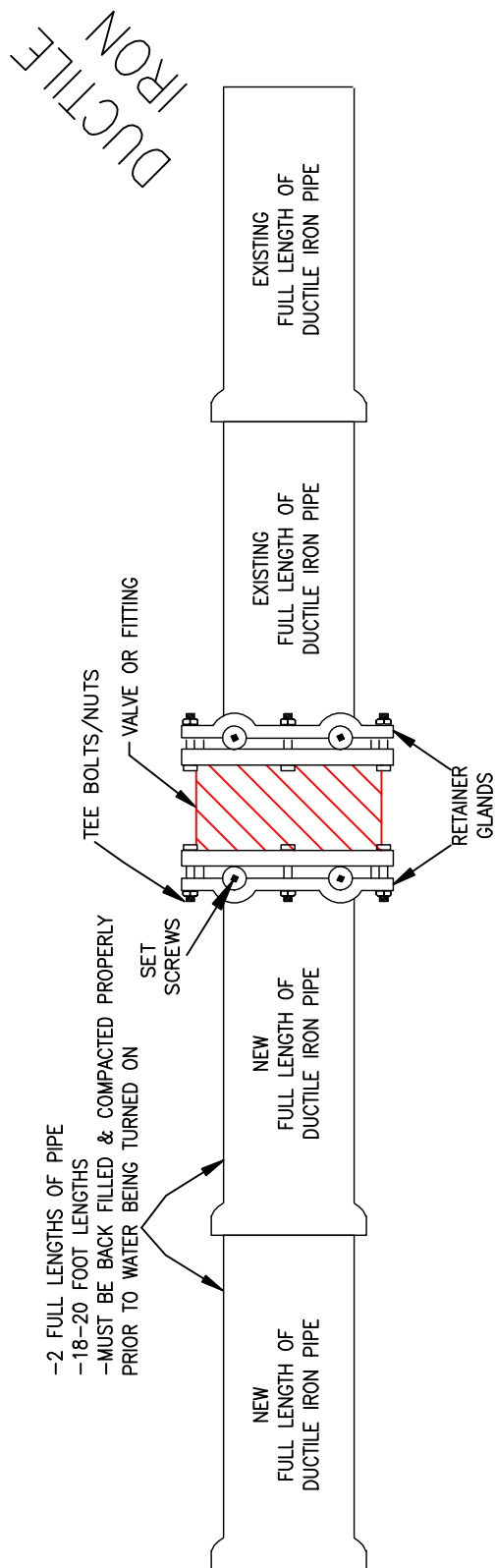
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-05.1	REV. DATE
	<u>ALTERNATE 1</u>	4/1/08 MAB
	<u>TEE INSTALLATION</u>	
	SCALE: NTS	

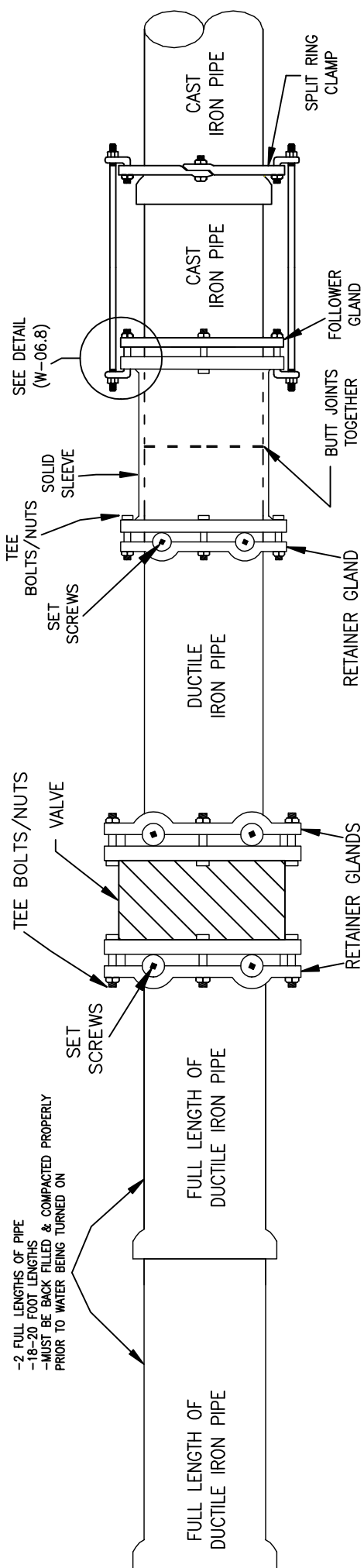


NOTES:

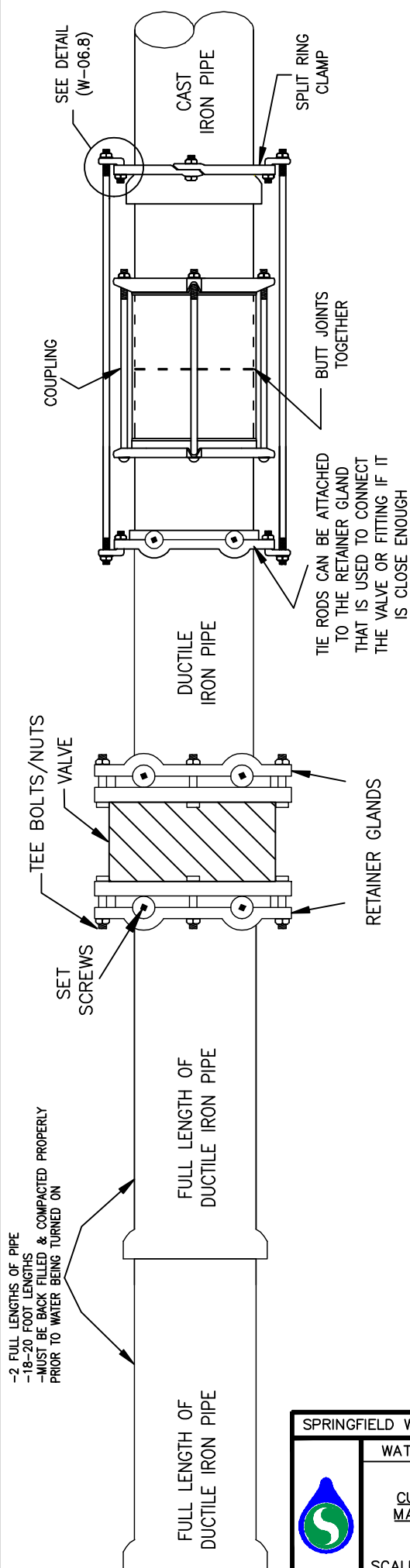
1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. THESE METHODS SHALL BE USED UNLESS OTHERWISE APPROVED BY ENGINEERING AND TECHNICAL SERVICES DEPARTMENT.
5. WHEN REPAIRING NEAR A VALVE OR A FITTING USE AN APPROVED METHOD OR CALL ENGINEERING AND TECHNICAL SERVICES (ET&S).

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-06.0	REV. DATE
	REPAIR TO EXISTING WATER MAINS	4/1/08 MAB
SCALE: NTS		





-2 FULL LENGTHS OF PIPE
-18-20 FOOT LENGTHS
-MUST BE BACK FILLED & COMPACTED PROPERLY
PRIOR TO WATER BEING TURNED ON



-2 FULL LENGTHS OF PIPE
-18-20 FOOT LENGTHS
-MUST BE BACK FILLED & COMPACTED PROPERLY
PRIOR TO WATER BEING TURNED ON

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I. IN MAIN.
3. THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
4. STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
5. EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I. EACH.
6. RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
7. ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.

SPRINGFIELD WATER AND SEWER COMMISSION

WATER DETAIL W-06.3

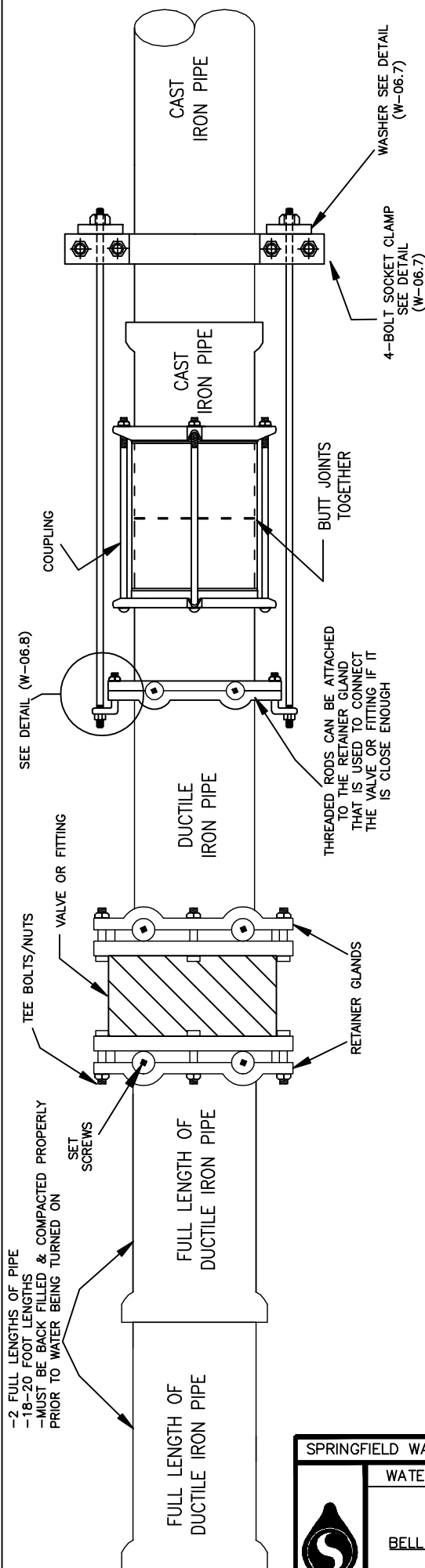
REV. DATE

4/1/08 MAB

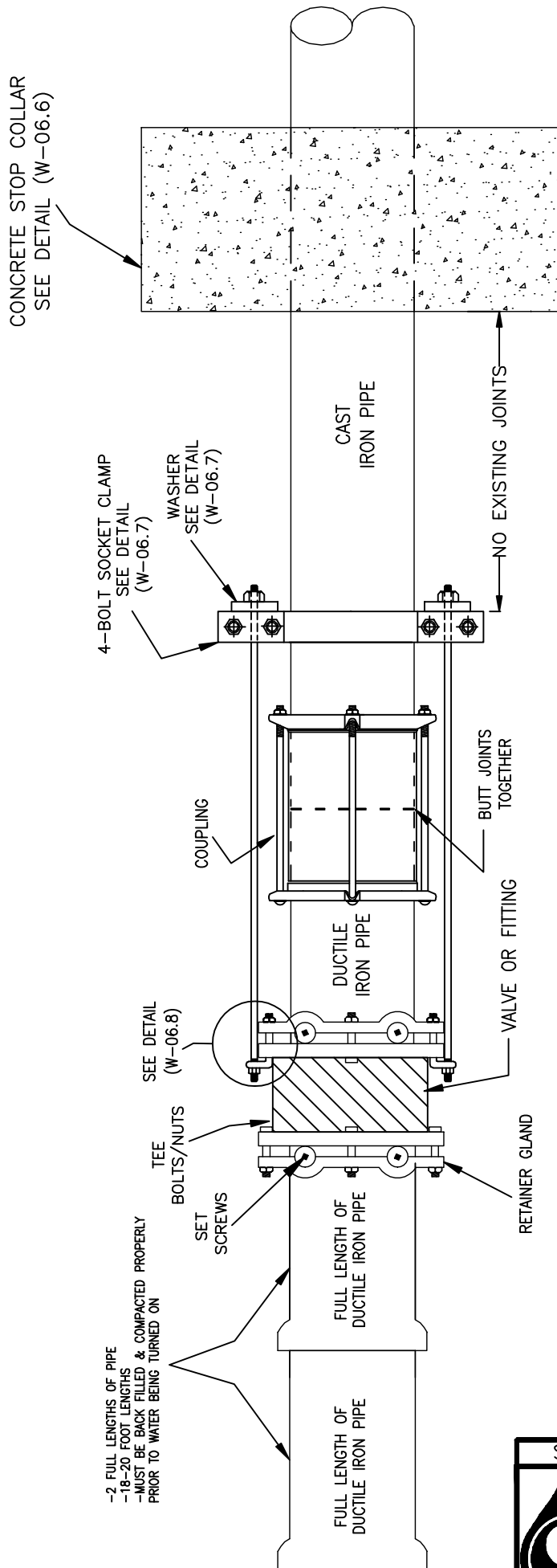
CUTTING INTO EXISTING WATER
MAIN WITH BELL FACING VALVE

SCALE: NTS





1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I IN MAIN.
3. THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
4. STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
5. EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I EACH.
6. RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
7. ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I. IN MAIN.
3. THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
4. STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
5. EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I. EACH.
6. RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
7. ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.

SPRINGFIELD WATER AND SEWER COMMISSION



WATER DETAIL W-06.5

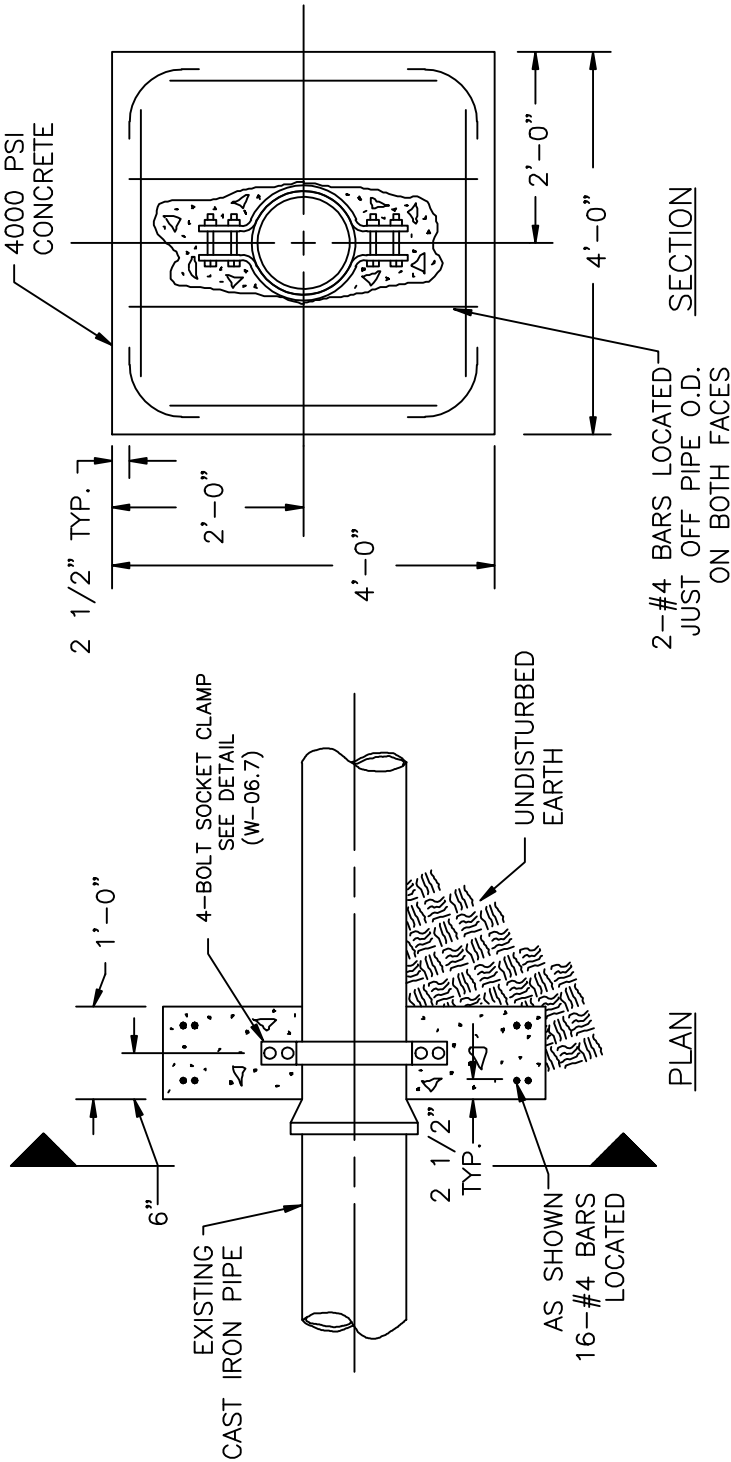
CUTTING-INTO EXISTING
WATER MAIN WITH NO
BELL FOUND

SCALE: NTS

REV. DATE

4/1/08 MAB

CONCRETE THRUST COLLAR




SPECIAL NOTE:

1. IN LIEU OF CONCRETE STOP COLLAR THE CONTRACTOR MAY MECHANICALLY RESTRAIN (BY APPROVED METHOD) THREE (3) FULL PIPE LENGTHS FROM PROPOSED LOCATION OF STOP COLLAR.

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I. IN MAIN.
3. THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
4. STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
5. EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I. EACH.
6. RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
7. ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-06.6	REV. DATE
	CONCRETE THRUST COLLAR	4/1/08 MAB
	SCALE: NTS	

SOCKET CLAMP DATA CHART

Nominal Pipe Size (inches)	Max Hydrostatic Test Pressure (in P.S.I.)	Force (1) on Clamp (in lbs.)	Clamp (2 & 3) Inside Diameter (in inches)	Length of Clamp (2 & 3) (in inches)	Width of Clamp (2 & 3) (in inches)	Thickness of Clamp (2 & 3) (in inches)	Thickness of CI Clamp Washer (4) (in inches)	Size of CI Clamp Washer (4) (in inches)	Thickness of Steel Clamp Washer (4) (in inches)	Size of Steel Clamp Washer (4) (in inches)	Nominal Threaded Rod (7) Diameter (in inches)	Number of Nominal Threaded Rod (7)	Associated Hardware
4	250	4550	5	14 5/8	2	1/2	5/8 x 3 1/2	5/8	3 dia or 3 x 3	1/2	3 dia or 3 x 3	1	notes 2, 5, 6, 8, & 9
6	250	9340	7 1/8	16 7/8	2	1/2	5/8 x 3 1/2	5/8	3 dia or 3 x 3	1/2	3 dia or 3 x 3	1	notes 2, 5, 6, 8, & 9
8	250	16080	9 5/16	19 1/8	2 1/2	5/8	5/8 x 3 3/4	5/8	3 dia or 3 x 3	1/2	3 dia or 3 x 3	1	notes 2, 5, 6, 8, & 9
10	250	24180	11 1/2	21 3/8	2 1/2	5/8	5/8 x 3 3/4	5/8	3 dia or 3 x 3	1/2	3 dia or 3 x 3	1	notes 2, 5, 6, 8, & 9
12	250	34230	13 1/2	25 1/8	3	5/8	7/8 x 4 1/2	3/4	3-1/2 dia or 3-1/2 x 3-1/2	1/2	3 dia or 3 x 3	1	notes 2, 5, 6, 8, & 9
16	115	27760	17 7/8	31 3/8	4	3/4	1 x 4 1/2	1	4 dia or 4 x 4	1/2	3-1/2 dia or 3-1/2 x 3-1/2	2	notes 2, 5, 6, 8, & 9
1 At Max Hydrostatic Test Pressure													
2 All Socket Clamps and associated hardware shall meet the requirements of National Fire Protection Association 24													
3 Socket Clamps shall be as provided by PHD Manufacturing, Inc. Figure 590, Anvil Company, Figure 595, Cooper B-Line, Figure B3134, Carpenter and Patterson, Figure 158D B, or the equal product of another manufacturer													
4 Socket Clamps Washers shall be as provided by PHD Manufacturing, Inc. Figure 595, Anvil Company, Figure 594, Cooper B-Line, Figure B3134W, Carpenter and Patterson, Figure 258, or the equal product of another manufacturer.													
5 Bent Eye Bolts shall be constructed of high strength low alloy steel, per ASTM A 588, grade B, Unified National Coarse (UNC) rolled thread.													
6 Bent Eye Bolts shall be as provided by PHD Manufacturing, Inc. - Figure 598B, Star National Products - Figures 3/4" SST747 or 3/4" SST757, Dresser Piping Specialties, Inc. - Style 442, or the equal product of another manufacturer.													
7 Threaded Rods shall be constructed of 4140-alloy steel, per ASTM A 193, grade B7, Unified National Coarse (UNC) rolled thread.													
8 Washers for bent eye bolts shall be cadmium plated and constructed of case hardened C1006 steel, grade 2, Rockwell hardness B55													
9 Heavy hex nuts shall be constructed of medium carbon steel, ASTM A 194, grade 2H, and Unified National Coarse (UNC) thread.													



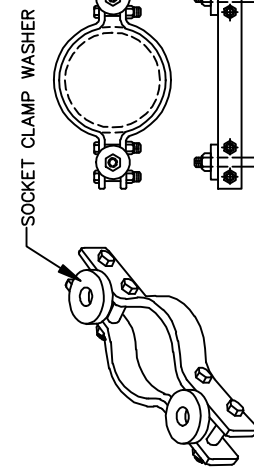
SPRINGFIELD WATER AND SEWER COMMISSION

WATER DETAIL W-06.7

SOCKET CLAMP DETAIL

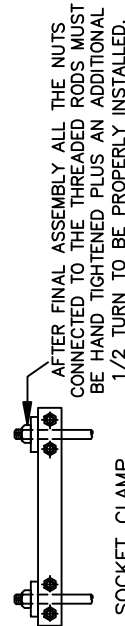
SCALE: NTS

REV. DATE
4/1/08 MAB



TYPICAL SINGLE 4-BOLT SOCKET CLAMP

ALL 4 BOLTS ON SOCKET CLAMP MUST BE TIGHTENED WITH A TORQUE WRENCH.
5/8" DIAMETER BOLTS = 65 FOOT-LBS
3/4" DIAMETER BOLTS = 75 FOOT-LBS

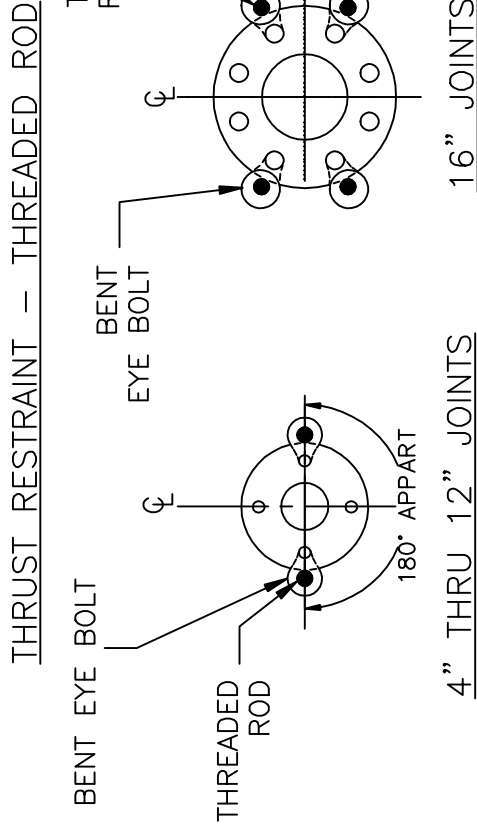
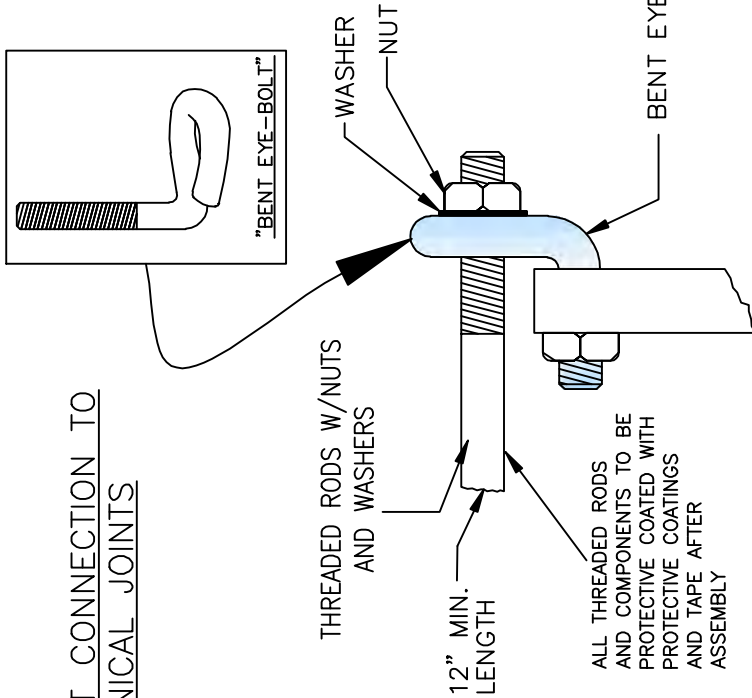


TYPICAL TWO 4-BOLT SOCKET CLAMP INSTALLATION

NOTES:

- ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
- NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I. IN MAIN.
- THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
- STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
- EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I. EACH.
- RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
- ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.

BENT EYE BOLT CONNECTION TO MECHANICAL JOINTS




PIPE SIZE	No. THREADED RODS*
4" THRU 10"	2 - 3/4"φ
12"	2 - 1"φ
16"	4 - 1"φ
GREATER THAN 16"	APPROVAL BY ET&S

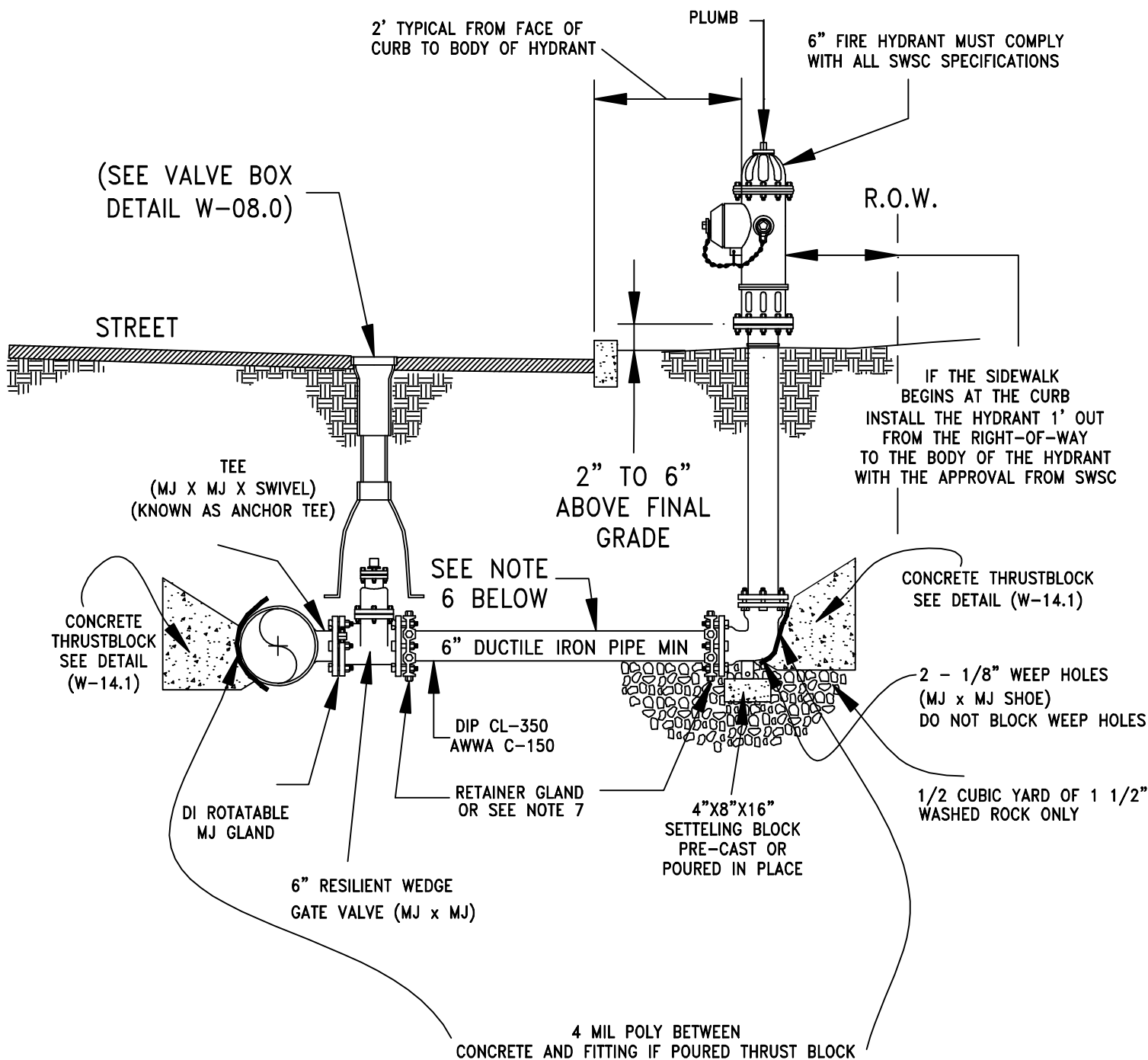
*STANDARD LENGTHS ARE 3', 6' & 12'
COUPLINGS MAY BE USED FOR LONGER LENGTHS.

SEE SOCKET CLAMP DATA CHART DETAIL (W-06.7)
FOR HARDWARE, MATERIAL, MANUFACTURERS AND BOLT TIGHTENING REQUIREMENTS

NOTES:

- ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
- NUMBER OF THREADED RODS IS BASED ON MAXIMUM PRESSURE OF 150 P.S.I. IN MAIN.
- THREADED RODS ARE TO BE FABRICATED FROM 4140 B-7 ALLOY STEEL.
- STEEL THREADED RODS SHALL HAVE A YIELD STRESS OF NOT LESS THAN 105,000 P.S.I.
- EYE-BOLTS SHALL HAVE A MINIMUM TENSILE STRENGTH OF 50,000 P.S.I. EACH.
- RESTRAINT FOR 20 INCHES AND LARGER PIPES MUST BE DESIGNED ON A CASE-BY-CASE BASIS AND APPROVED BY ENGINEERING & TECHNICAL SERVICES (ET&S).
- ALL COMPONENTS TO BE PROTECTIVE COATED WITH PROTECTIVE COATINGS AND TAPE.

SPRINGFIELD WATER AND SEWER COMMISSION	
	WATER DETAIL W-06.8
	THREADED ROD DETAIL CONNECTION TO MJ DETAIL
	SCALE: NTS
	REV. DATE 4/1/08 MAB



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. ALL FIRE HYDRANTS SHALL BE INSTALLED PLUMB & LOCATED ACCORDING TO PROJECT PLANS.
5. NO TAPS SHALL BE ALLOWED BETWEEN THE HYDRANT & THE VALVE.
6. THE MECHANICAL JOINTS OF THE FIRE HYDRANT ASSEMBLY SHALL BE RESTRAINED VIA RETAINER GLAND. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS.
7. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).

SPRINGFIELD WATER AND SEWER COMMISSION



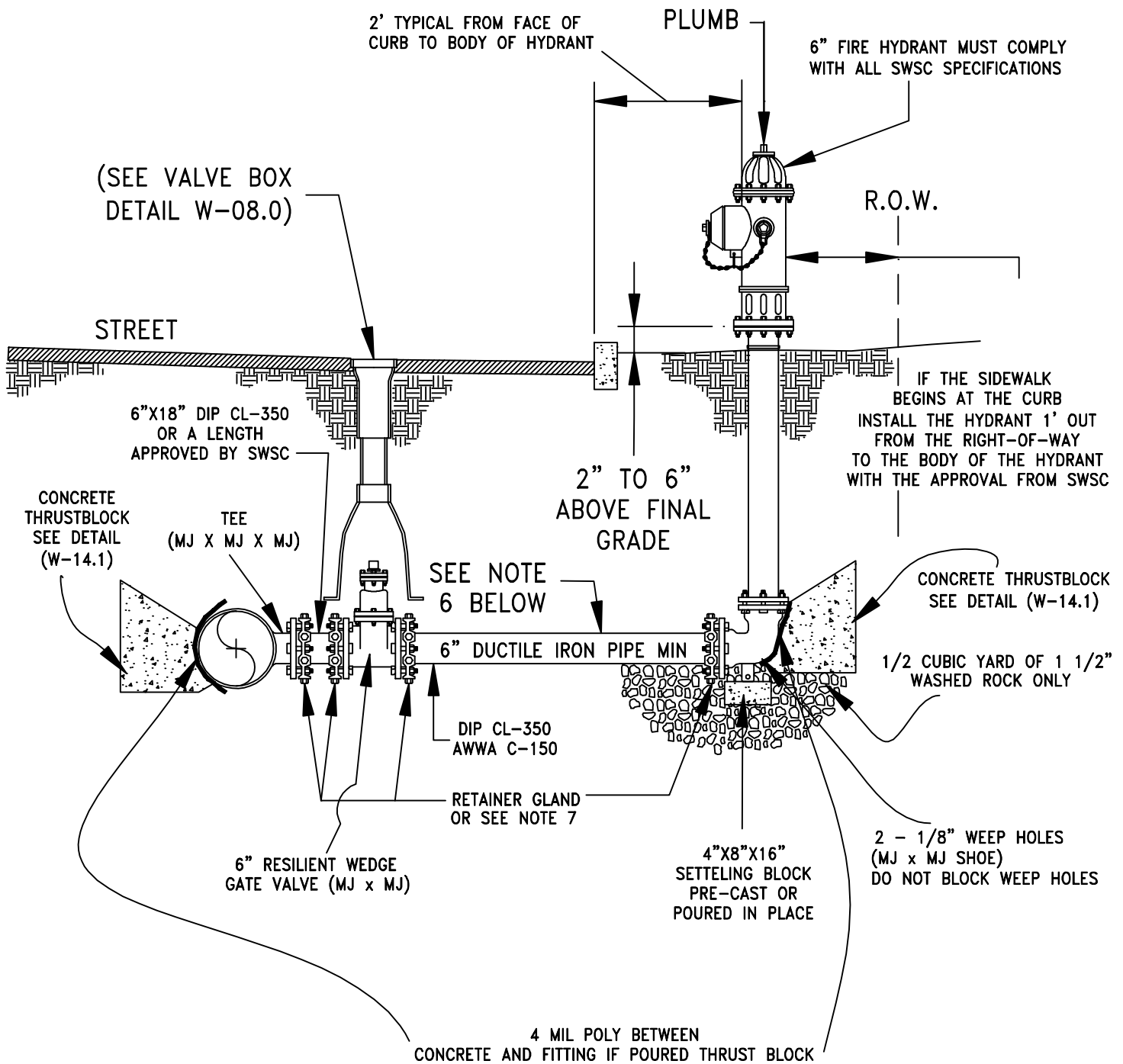
WATER DETAIL W-07.0

*STANDARD
FIRE HYDRANT ASSEMBLY*

SCALE: NTS

REV. DATE

4/1/08 MAB



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. ALL FIRE HYDRANTS SHALL BE INSTALLED PLUMB & LOCATED ACCORDING TO PROJECT PLANS.
5. NO TAPS SHALL BE ALLOWED BETWEEN THE HYDRANT & THE VALVE.
6. THE MECHANICAL JOINTS OF THE FIRE HYDRANT ASSEMBLY SHALL BE RESTRAINED VIA RETAINER GLAND. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS.
7. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).

THIS DETAIL MUST
BE APPROVED FOR
USE BY THE
S.W.S.C BEFORE IT
CAN BE INSTALLED

SPRINGFIELD WATER AND SEWER COMMISSION

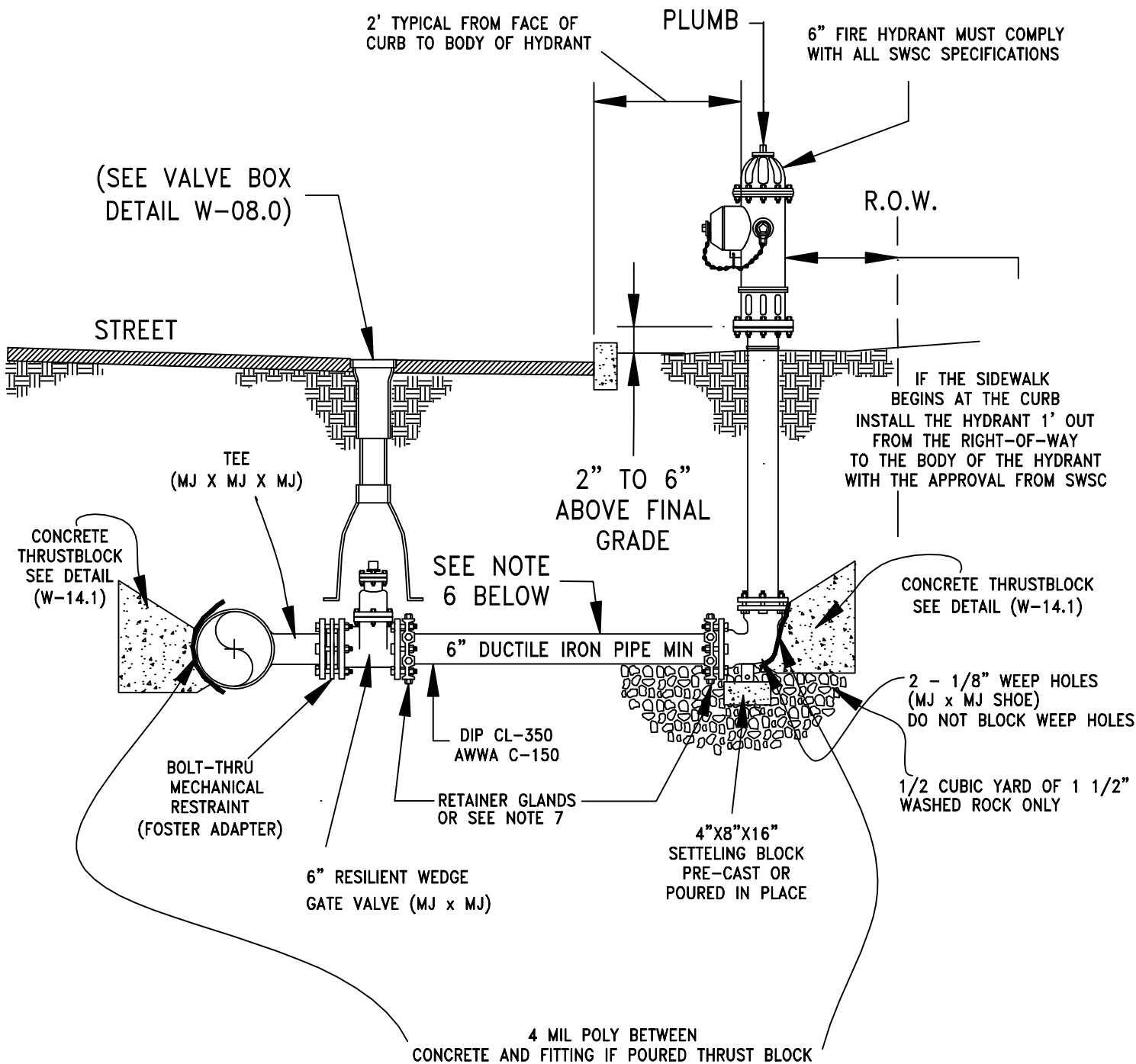


WATER DETAIL W-07.1

*ALTERNATE 1
FIRE HYDRANT ASSEMBLY*

SCALE: NTS

REV. DATE
4/1/08 MAB



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. ALL FIRE HYDRANTS SHALL BE INSTALLED PLUMB & LOCATED ACCORDING TO PROJECT PLANS.
5. NO TAPS SHALL BE ALLOWED BETWEEN THE HYDRANT & THE VALVE.
6. THE MECHANICAL JOINTS OF THE FIRE HYDRANT ASSEMBLY SHALL BE RESTRAINED VIA RETAINER GLAND. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS.
7. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).

**THIS DETAIL MUST
BE APPROVED FOR
USE BY THE
S.W.S.C BEFORE IT
CAN BE INSTALLED**

SPRINGFIELD WATER AND SEWER COMMISSION



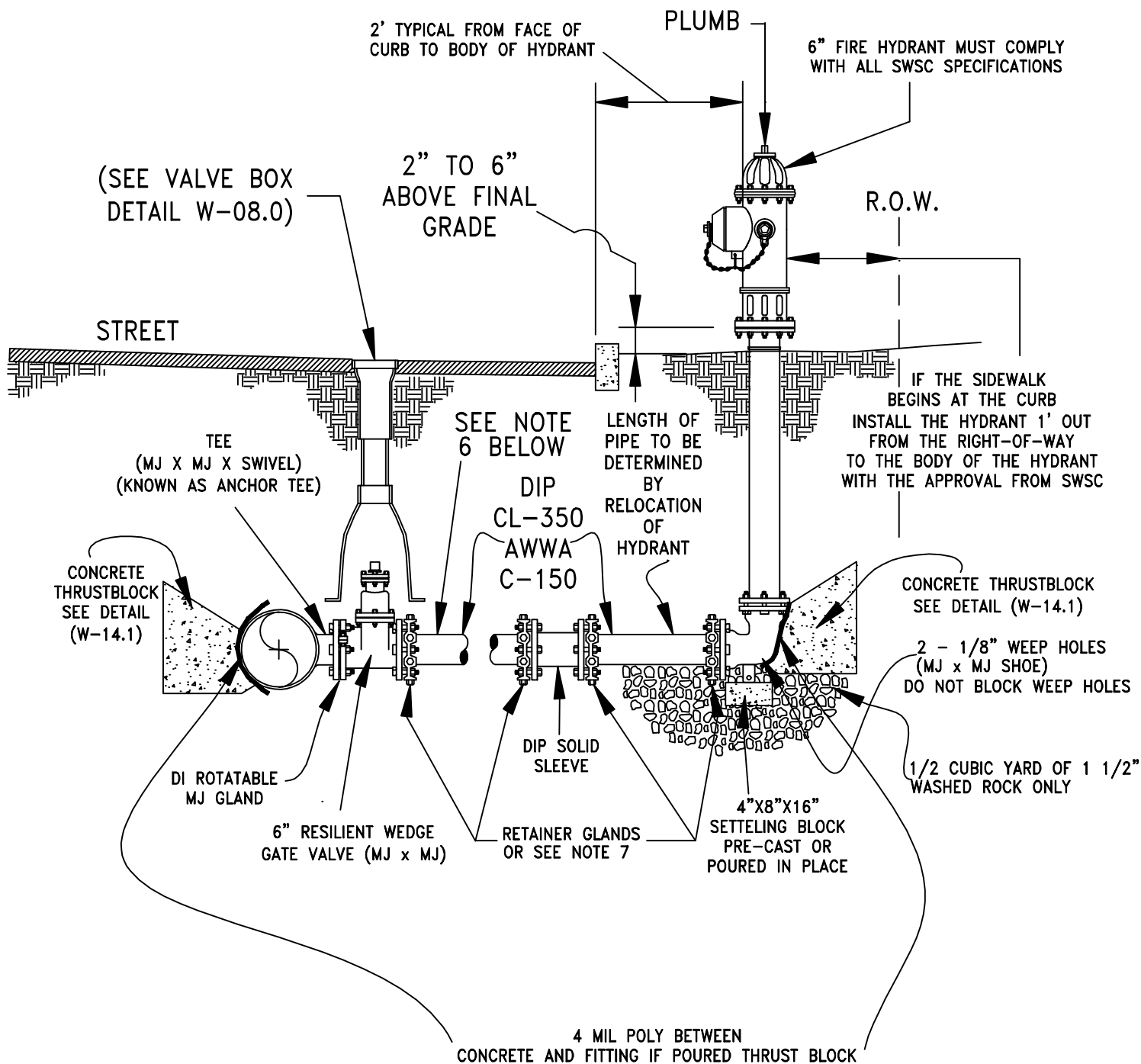
WATER DETAIL W-07.2

*ALTERNATE 2
FIRE HYDRANT ASSEMBLY*

SCALE: NTS

REV. DATE

4/1/08 MAB



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. ALL FIRE HYDRANTS SHALL BE INSTALLED PLUMB & LOCATED ACCORDING TO PROJECT PLANS.
5. NO TAPS SHALL BE ALLOWED BETWEEN THE HYDRANT & THE VALVE.
6. THE MECHANICAL JOINTS OF THE FIRE HYDRANT ASSEMBLY SHALL BE RESTRAINED VIA RETAINER GLAND. IF MORE THAN ONE SECTION IS USED, RETAINER GLAND RESTRAINTS SHALL BE USED AT ALL CONNECTIONS.
7. FOR RESTRAINT METHODS OTHER THAN RETAINER GLAND SEE DETAILS (W-06.1 THRU W-06.6).

SPRINGFIELD WATER AND SEWER COMMISSION



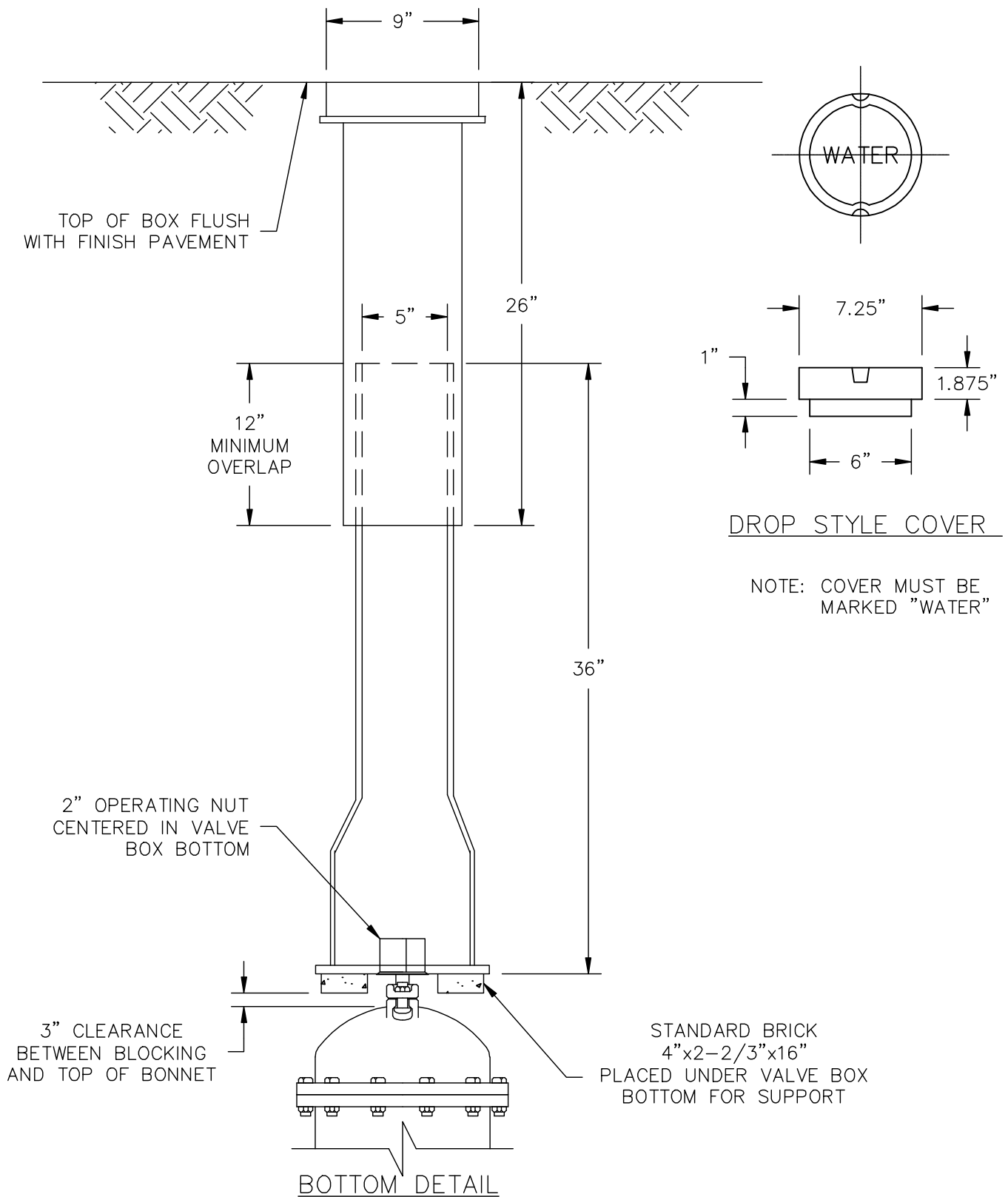
WATER DETAIL W-07.3

*RELOCATION OF
FIRE HYDRANT ASSEMBLY
(STRAIGHT BACK)*

SCALE: NTS


REV. DATE

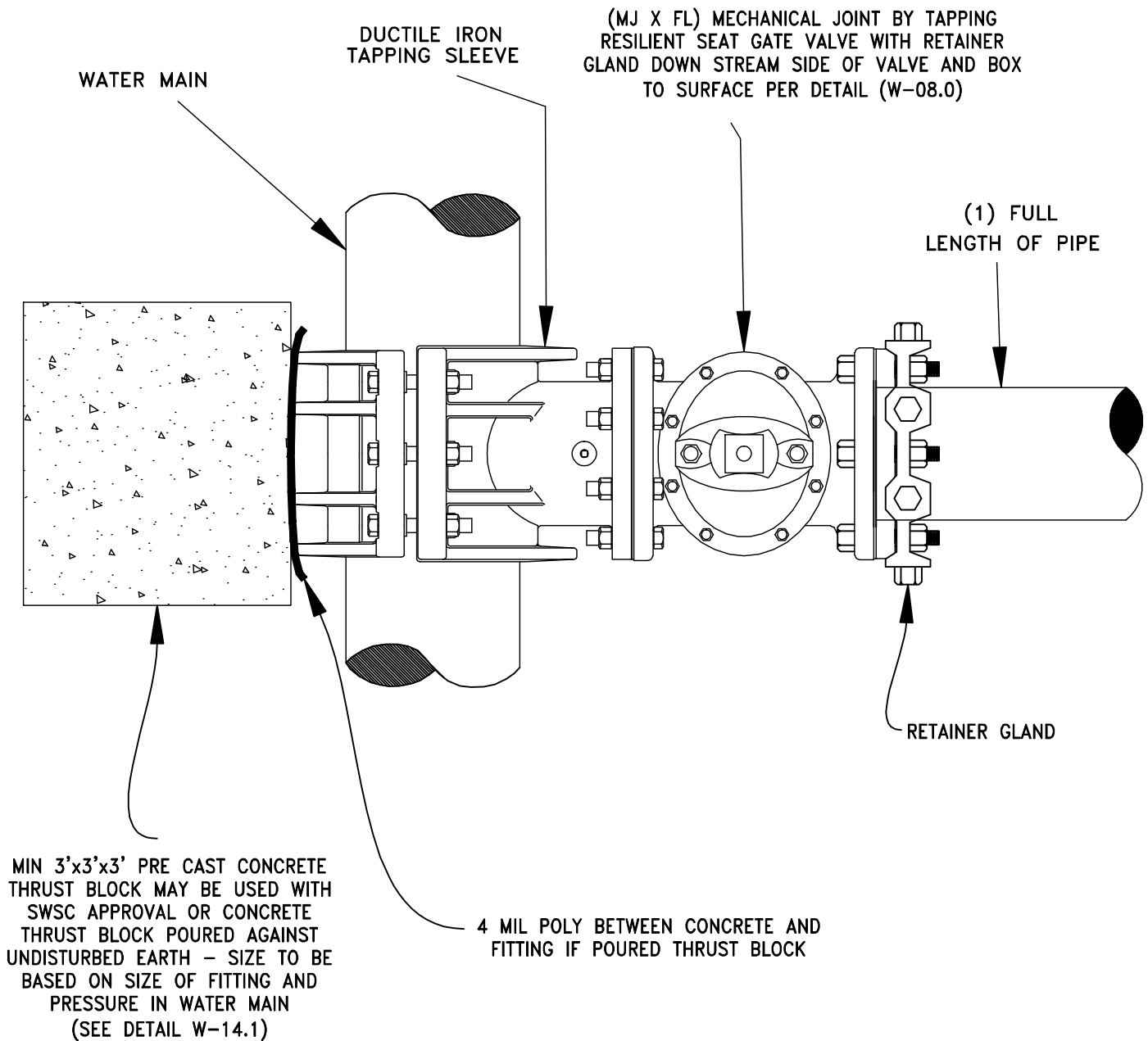
4/1/08 MAB



NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

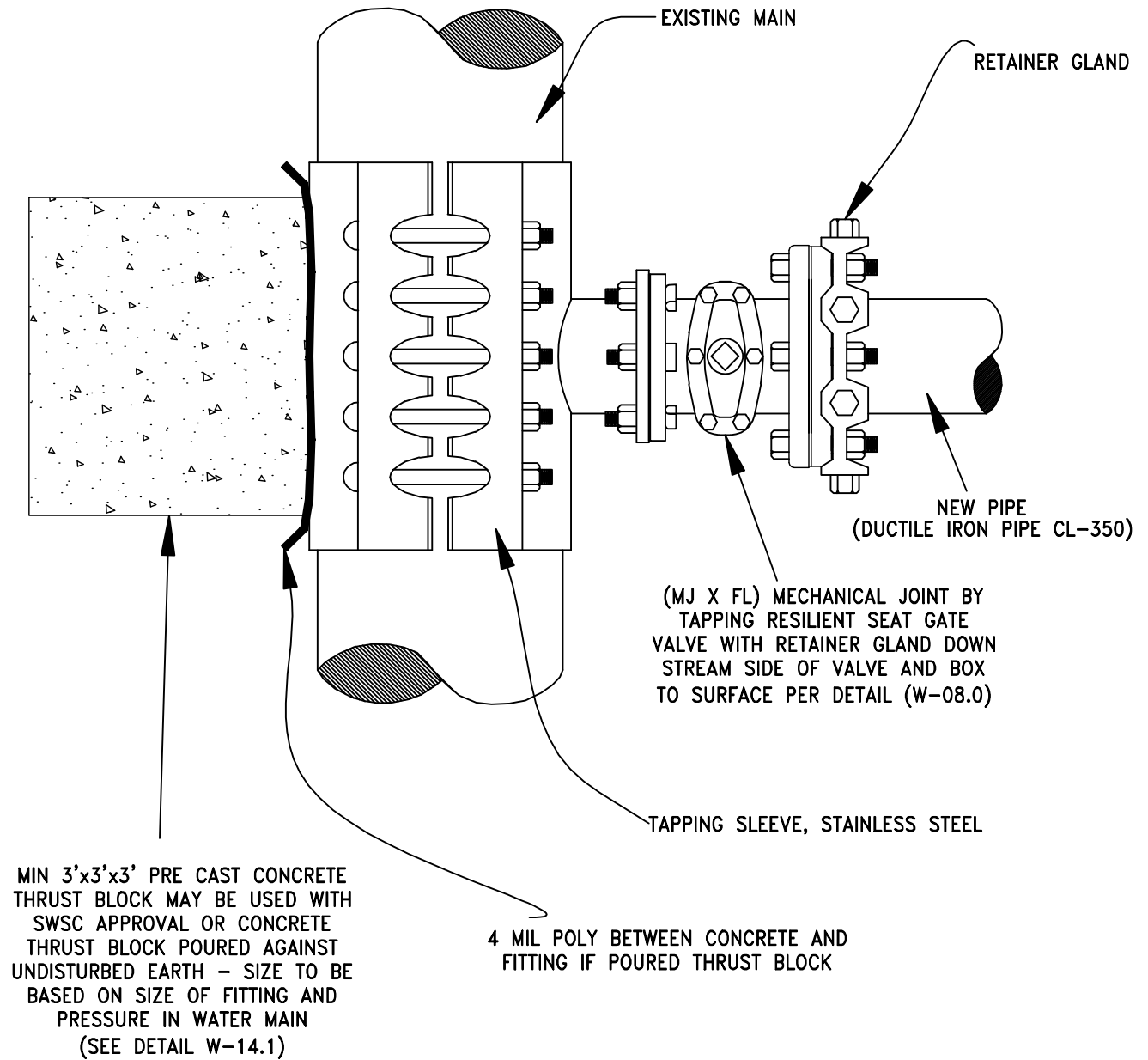
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-08.0	REV. DATE
	<u>VALVE BOX</u>	4/1/08 MAB
	SCALE: NTS	



NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

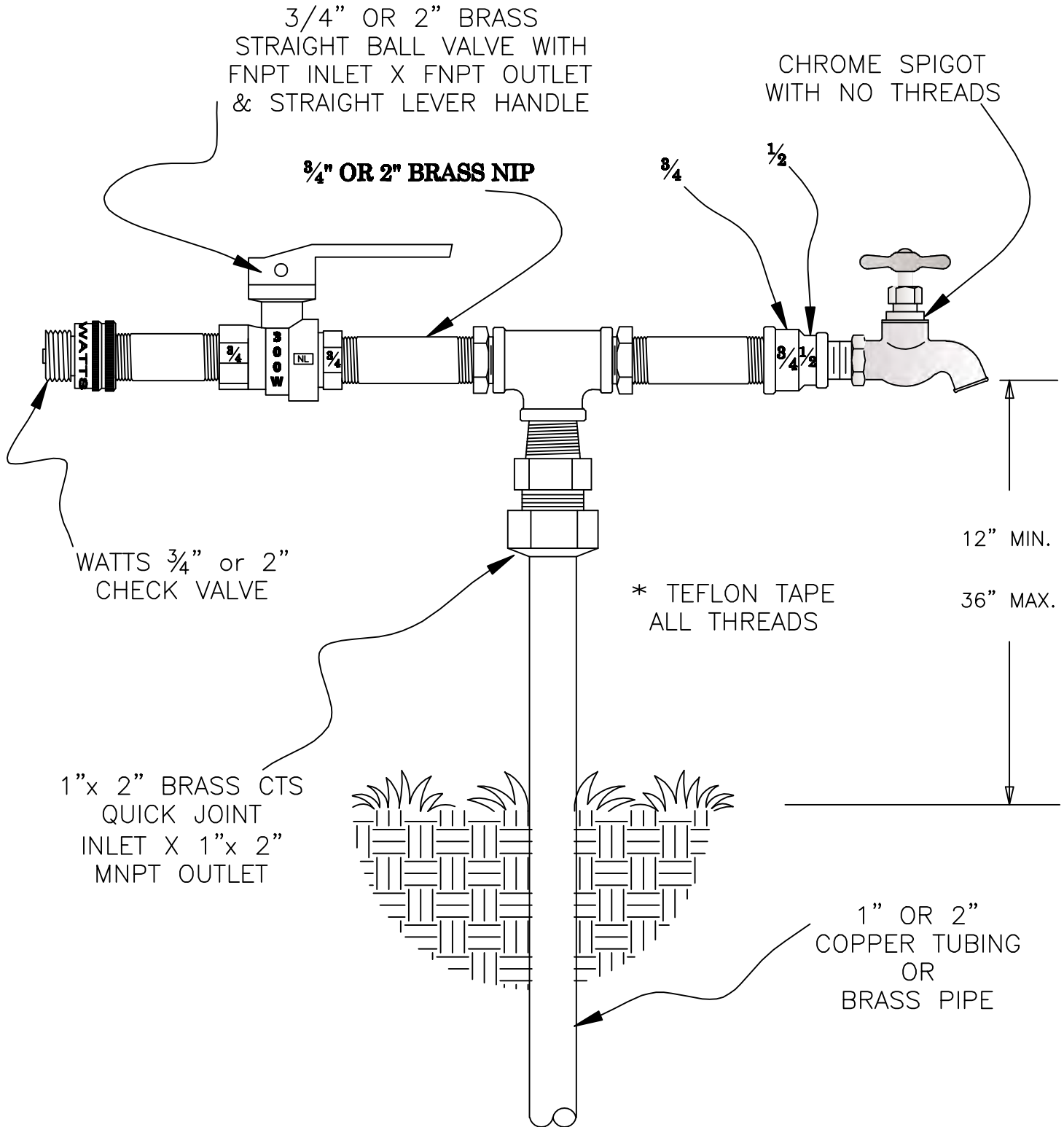
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-09.0	REV. DATE
	<i>DUCTILE IRON TAPPING SLEEVE</i>	4/1/08 MAB
	SCALE: NTS	



NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

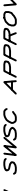
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-09.1	REV. DATE
	<u>STAINLESS STEEL</u> <u>TAPPING SLEEVE</u>	4/1/08 MAB
	SCALE: NTS	



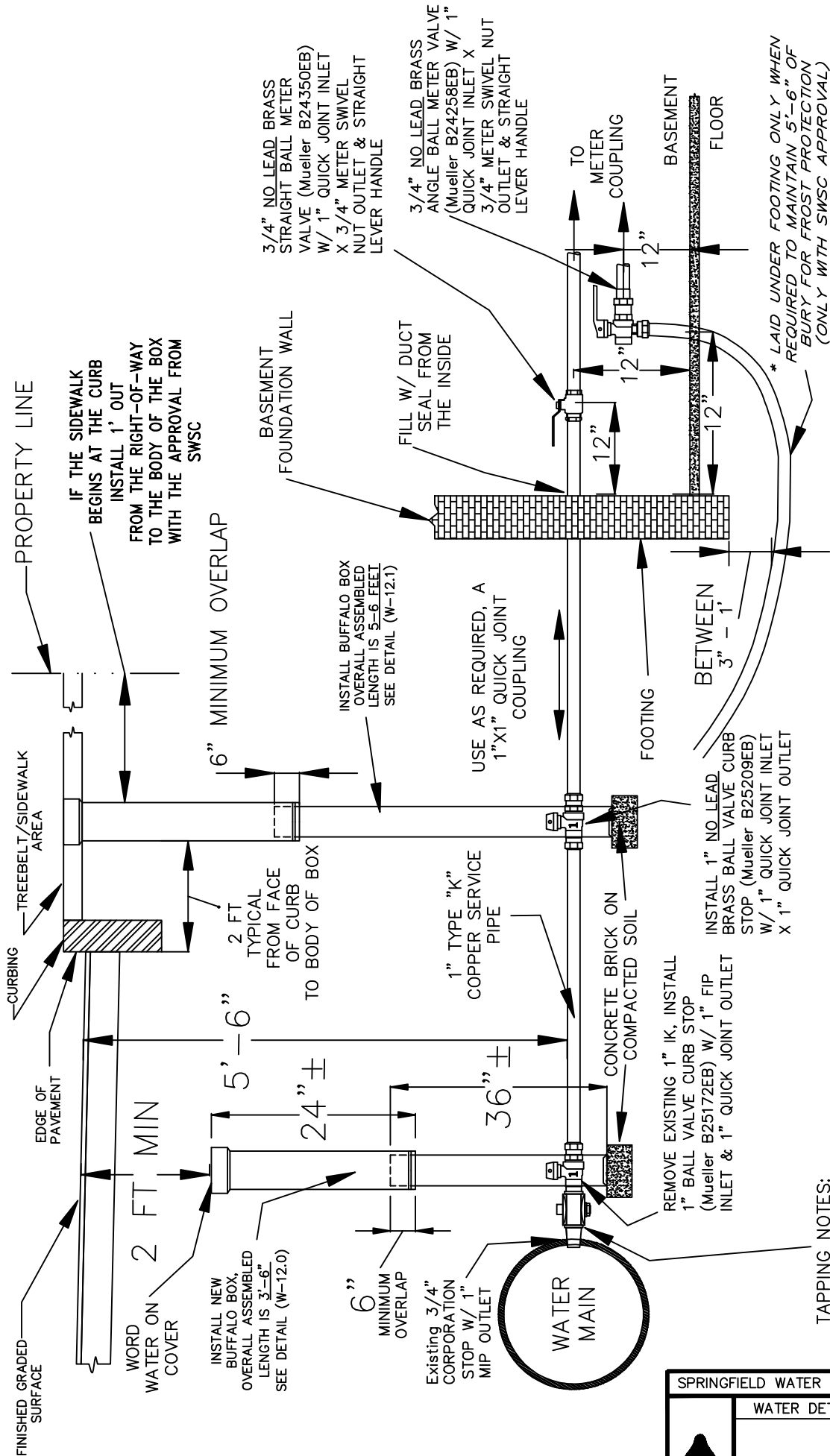
NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-10.0	REV. DATE
	<p><i>FLUSHING DEVICE</i></p> <p>SCALE: NTS</p>	4/1/08 MAB
		6/18/08 MAB



- OR 1 - USE DIRECT TRAINING
OR 1-1/2" and 2"=MUST USE SWSC SADDLE



NOTES:

1. **ALL BRASS MUST BE LEAD FREE.** ALL MUELLER PART NUMBERS REFERENCED IN THIS DRAWING MAY BE USED, FOR ADDITIONAL APPROVED MANUFACTURERS SEE THE SWSC SPECIFICATIONS.
2. TAPS DONE BY SWSC.
3. BLOCKING UNDER ALL FITTINGS
4. ALL PIPE OR AWWAC THREADED JOINTS TO BE SEALED WITH TEFLON PIPE JOINT SEAL TAPE (PTFE). QUICK TYPE COMPRESSION JOINTS ARE NOT SEALED WITH TEFLON TAPE.
5. $\frac{3}{4}$ " COPPER TUBING SHALL NOT BE USED. ALL SERVICES SHALL BE 1" OR LARGER COPPER TUBING.
6. THE CORPORATION AT THE WATER MAIN IS FOR EMERGENCY USE AND THE BOX WILL BE BURIED 2-FEET BELOW FINISHED GRADE.
7. A SECOND OPERATIONAL CURB STOP SHALL BE INSTALLED IN THE TREEBELT. THE ARCH PATTERN BOX WILL BE SET AT FINISHED GRADE.
8. BOTH CURB BOXES WILL BE MEASURED FOR LOCATION TIES. A MINIMUM OF (3) TIES FOR EACH BOX.

TAPPING NOTES:

FOR 1"=USE DIRECT TAPPING
FOR 1-1/2" and 2"=MUST USE SWSC SADDLE

SPRINGFIELD WATER AND SEWER COMMISSION

WATER DETAIL W-11.1

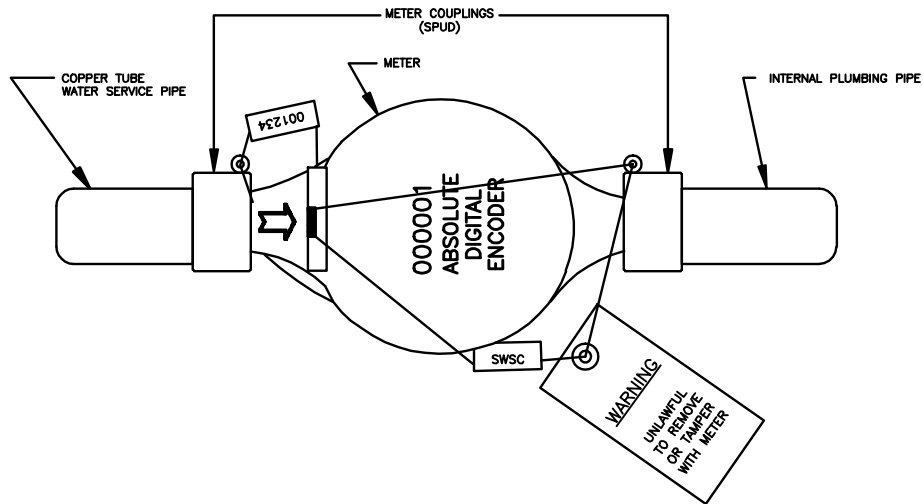
REV. DATE

4/1/08 MAB

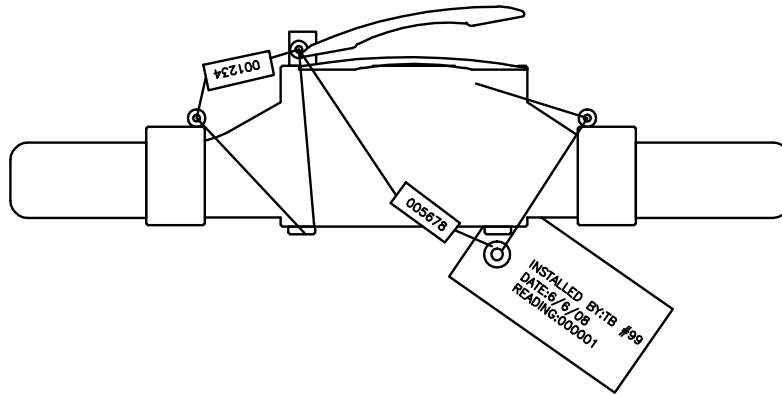
REPLACEMENT WATER SERVICE

SCALE: NTS

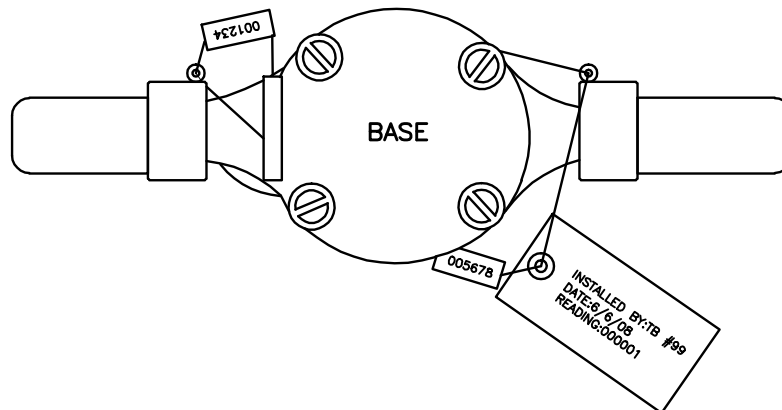
"TOP VIEW"



"SIDE VIEW"




"BOTTOM VIEW"



NOTES:

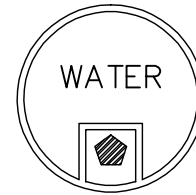
- METERS SHALL BE SEALED BY COMMISSION INSTALLERS & METER READERS ONLY.**

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-11.2	REV. DATE
	<u>WATER METER</u> <u>SEALING DETAIL</u>	6/18/08 MAB
	SCALE: NTS	

BITUMINOUS OR CONCRETE
PAVEMENT SURFACE (TYP)

TREEBELT OR NON-PAVED
SURFACES (TYP)

24" BELOW
GRADE



SERVICE BOX COVER
WITH BRASS PENTAGON HEAD NUT
AND THE WORD "WATER" CAST INTO COVER

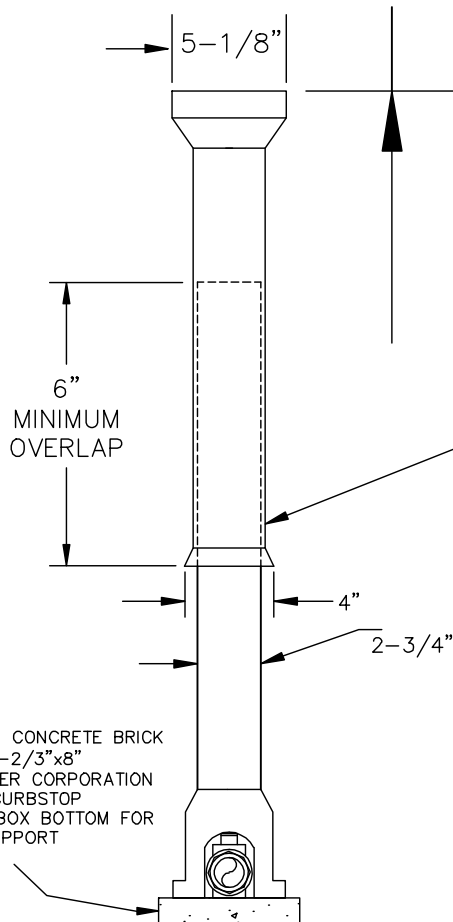
STANDARD SERVICE BOX SEE SWSC TECHNICAL
SPECIFICATIONS

THE ARCH PATTERN BASE SHALL ACCOMMODATE
3/4 TO 2-INCH BALL TYPE CORPORATIONS AND
BALL TYPE CURB STOPS.

A.) FOR 1-INCH BALL TYPE CORPORATIONS AND
BALL TYPE CURB STOPS THE ARCH SHALL BE AT
LEAST 5-INCHES TALL WITH A 3-INCH BY 3-INCH ARCH
& CENTERED OVER 1-INCH BALL TYPE CORPORATION.

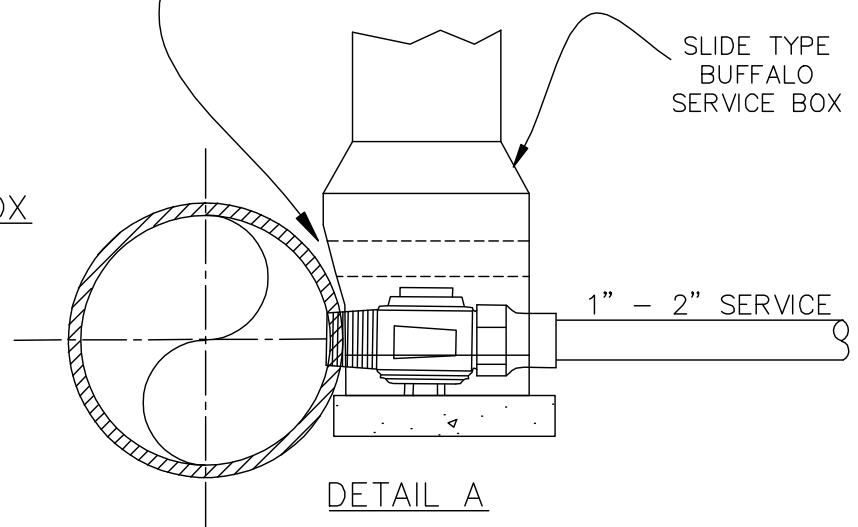
B.) FOR 1-1/2-INCH TO 2-INCH BALL TYPE
CORPORATIONS AND BALL TYPE CURB STOPS THE ARCH
SHALL BE AT LEAST 7-INCHES TALL WITH A 4-INCH BY
4-INCH ARCH.

APPROXIMATELY 1/2" TO BE REMOVED FROM SIDE OF
BASE CLOSEST TO WATER MAIN IN ORDER TO CONFIRM
THE BASE IS OVER THE 1-1/2"-2" BALL TYPE CURB
STOPS (SEE DETAIL A).



(1) STANDARD CONCRETE BRICK
4"x2-2/3"x8"
PLACED UNDER CORPORATION
OR CURBSTOP
AND VALVE BOX BOTTOM FOR
SUPPORT


SLIDE TYPE
BUFFALO SERVICE BOX

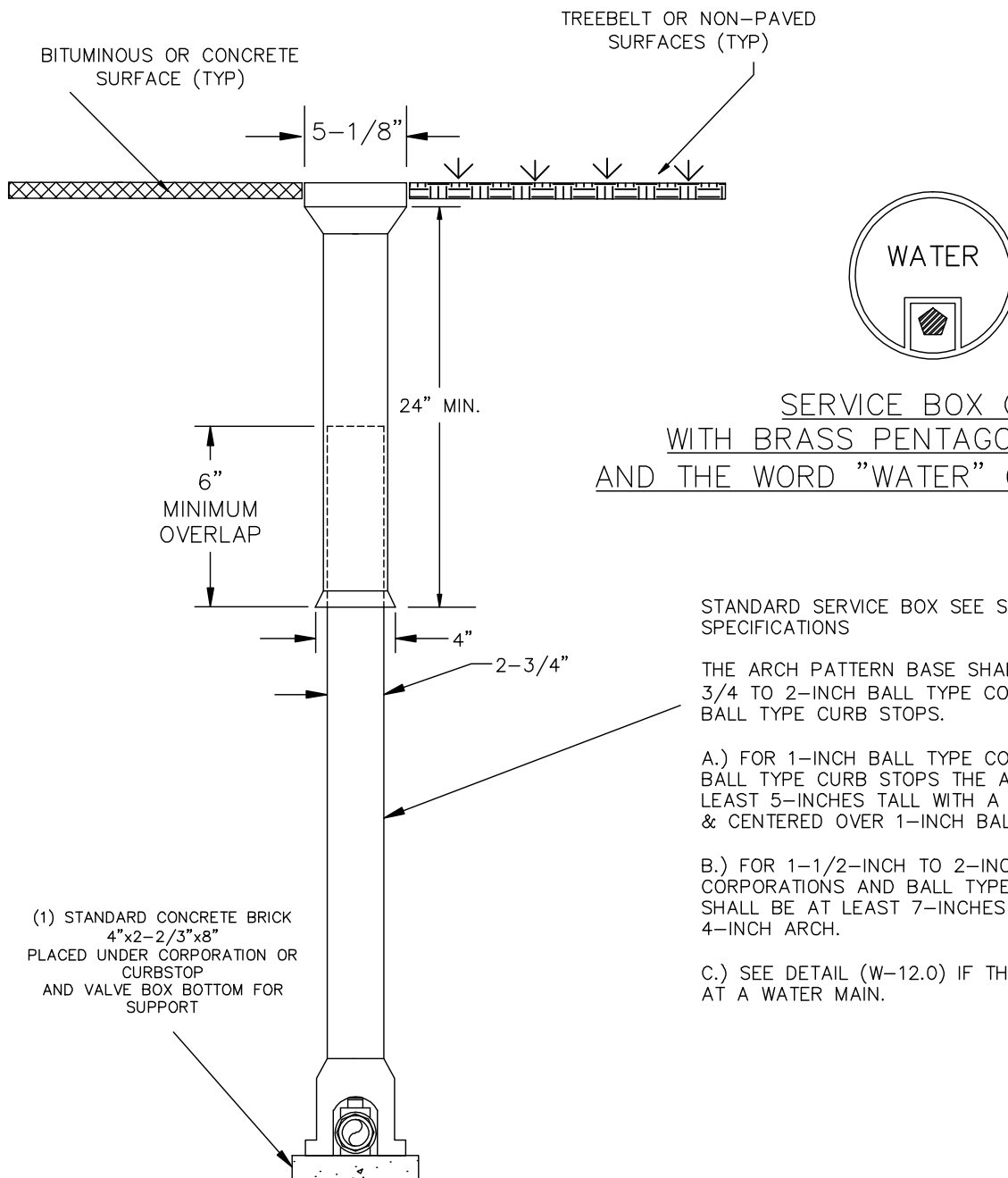


DETAIL A

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-12.0	REV. DATE
	<u>TYPICAL SERVICE BOX DETAIL</u>	4/1/08 MAB
	<u>IN PAVED AREAS</u>	
	SCALE: NTS	



SERVICE BOX COVER
WITH BRASS PENTAGON HEAD NUT
AND THE WORD "WATER" CAST INTO COVER

STANDARD SERVICE BOX SEE SWSC TECHNICAL SPECIFICATIONS

THE ARCH PATTERN BASE SHALL ACCOMMODATE 3/4 TO 2-INCH BALL TYPE CORPORATIONS AND BALL TYPE CURB STOPS.

A.) FOR 1-INCH BALL TYPE CORPORATIONS AND BALL TYPE CURB STOPS THE ARCH SHALL BE AT LEAST 5-INCHES TALL WITH A 3-INCH BY 3-INCH ARCH & CENTERED OVER 1-INCH BALL TYPE CORPORATION.

B.) FOR 1-1/2-INCH TO 2-INCH BALL TYPE CORPORATIONS AND BALL TYPE CURB STOPS THE ARCH SHALL BE AT LEAST 7-INCHES TALL WITH A 4-INCH BY 4-INCH ARCH.


C.) SEE DETAIL (W-12.0) IF THIS INSTALLATION IS USED AT A WATER MAIN.

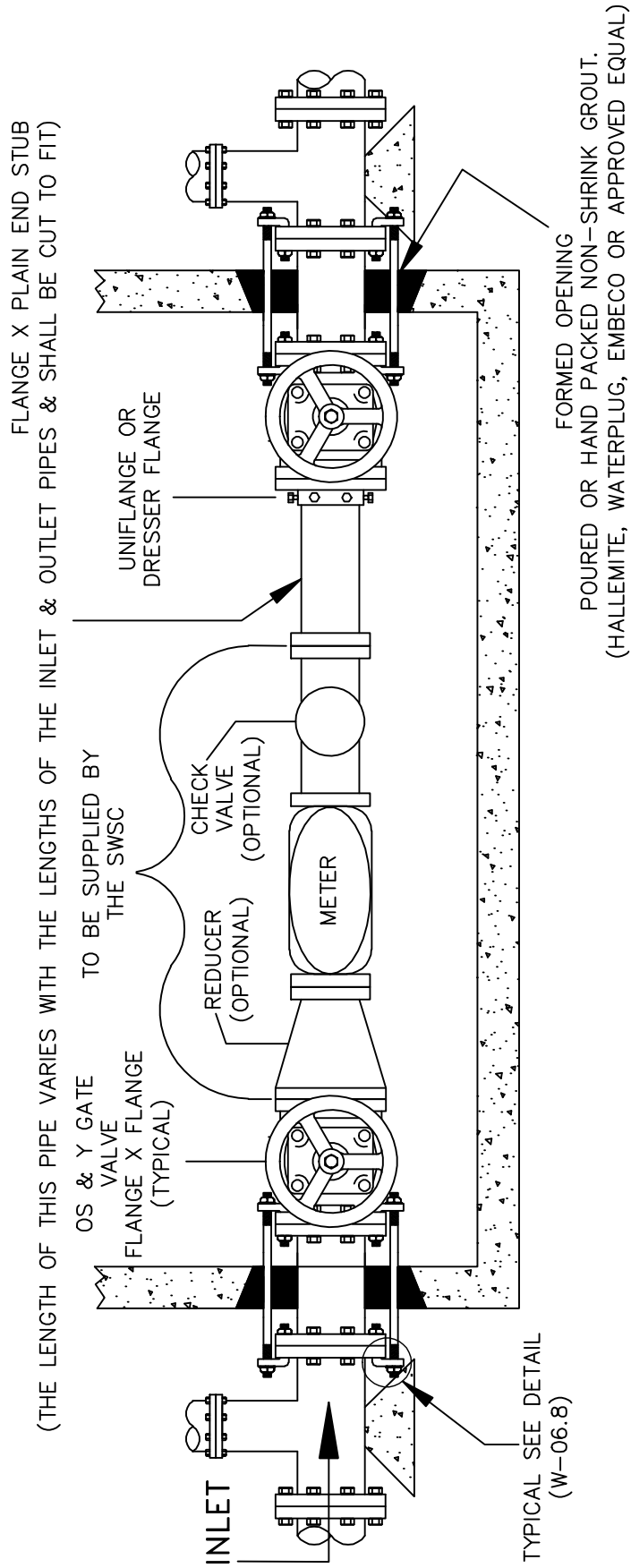
(1) STANDARD CONCRETE BRICK
 4"x2-2/3"x8"
 PLACED UNDER CORPORATION OR
 CURBSTOP
 AND VALVE BOX BOTTOM FOR
 SUPPORT

SLIDE TYPE
BUFFALO SERVICE BOX


NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES WILL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-12.1	REV. DATE
	TYPICAL SERVICE BOX DETAIL	4/1/08 MAB
	IN NON-PAVED AREAS	
	SCALE: NTS	



- NOTES:
1. ALL MATERIALS WILL CONFORM TO SWSC SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
 2. THE CONE REDUCER (OPTIONAL), 8" METER AND CHECK VALVE (OPTIONAL) WILL BE SUPPLIED BY THE SWSC. ALL OTHER ITEMS WILL BE SUPPLIED AND INSTALLED BY THE CONTRACTOR.
 3. EACH OS&Y THAT'S BOLTED TO THE INLET FLANGE AND THE OUTLET FLANGE MUST BE RODDED BACK TO THE TEE AND SECURED FROM ANY MOVEMENT.
 4. EACH EXTERIOR BEND AND TEE MUST HAVE THRUST BLOCKS.
 5. THE INLET AND OUTLET OPENINGS ARE TO BE SEALED AND WATER TIGHT AND FLUSH WITH THE INTERIOR AND EXTERIOR WALLS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-13.1	REV. DATE
	4-8 INCH METER INSTALLATION	4/1/08 MAB
	SCALE: NTS	

OUTSIDE DIMENSIONS

L= 9'-0"

W= 7'-0"

H= 7'-6"

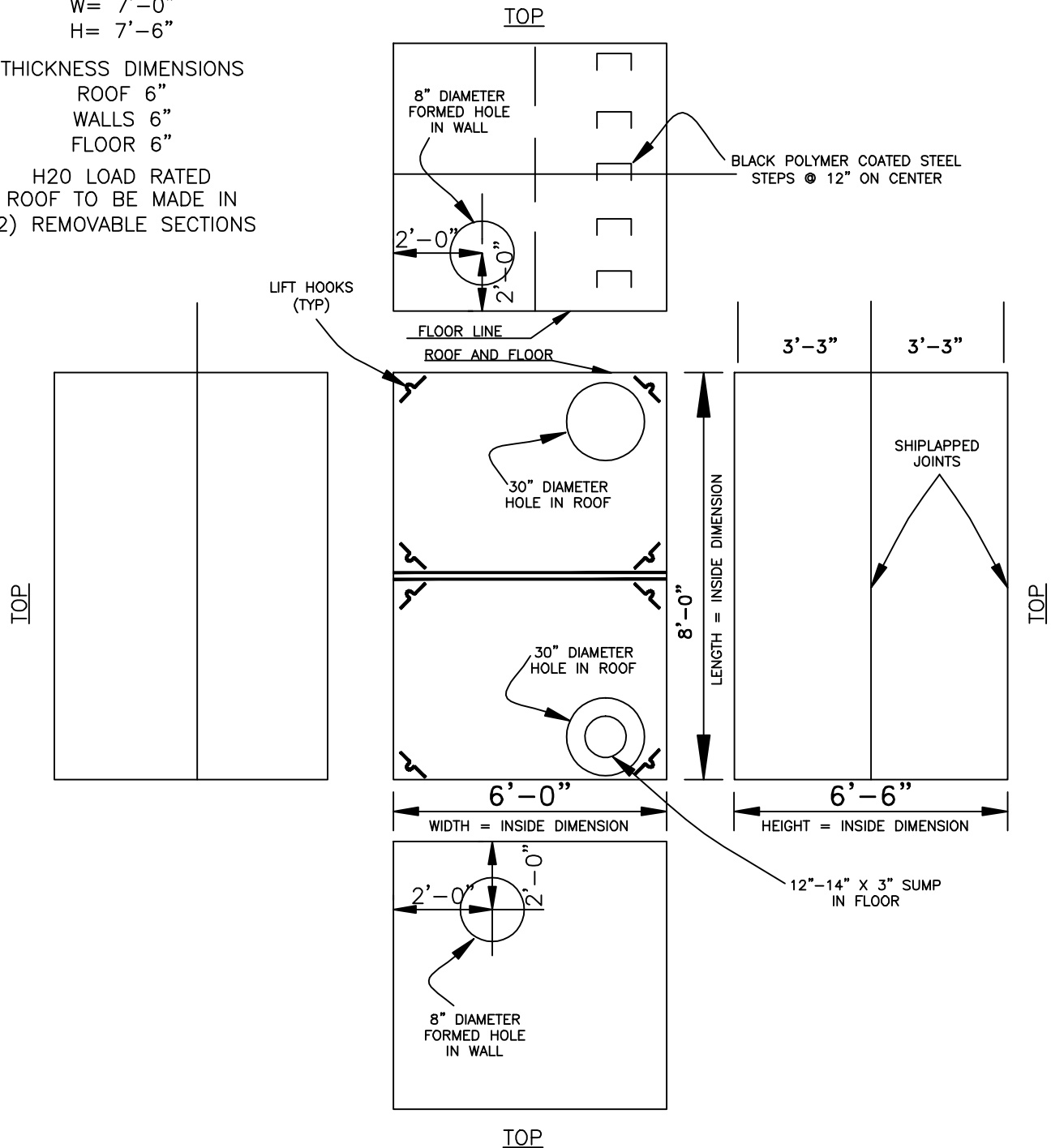
THICKNESS DIMENSIONS

ROOF 6"

WALLS 6"

FLOOR 6"

H20 LOAD RATED
ROOF TO BE MADE IN
(2) REMOVABLE SECTIONS



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. VAULT TOP, WALLS & FLOOR THICKNESS SHALL BE IN ACCORDANCE WITH DETAILS (W-13.2 - W-13.5).
3. FORMED HOLES SHALL BE TAPERED TOWARD THE INSIDE OF VAULT.
4. ALL JOINTS SHALL BE SHIPLAPPED AND GASKETS SHALL BE BUTYL RUBBER CONFORMING TO A.S.T.M. C990.

SPRINGFIELD WATER AND SEWER COMMISSION



WATER DETAIL W-13.2

*METER PIT FOR 4-INCH
WATER SERVICE PIPE*

SCALE: NTS

REV. DATE

4/1/08 MAB

OUTSIDE DIMENSIONS

L= 11'-0"

W= 7'-0"

H= 7'-6"

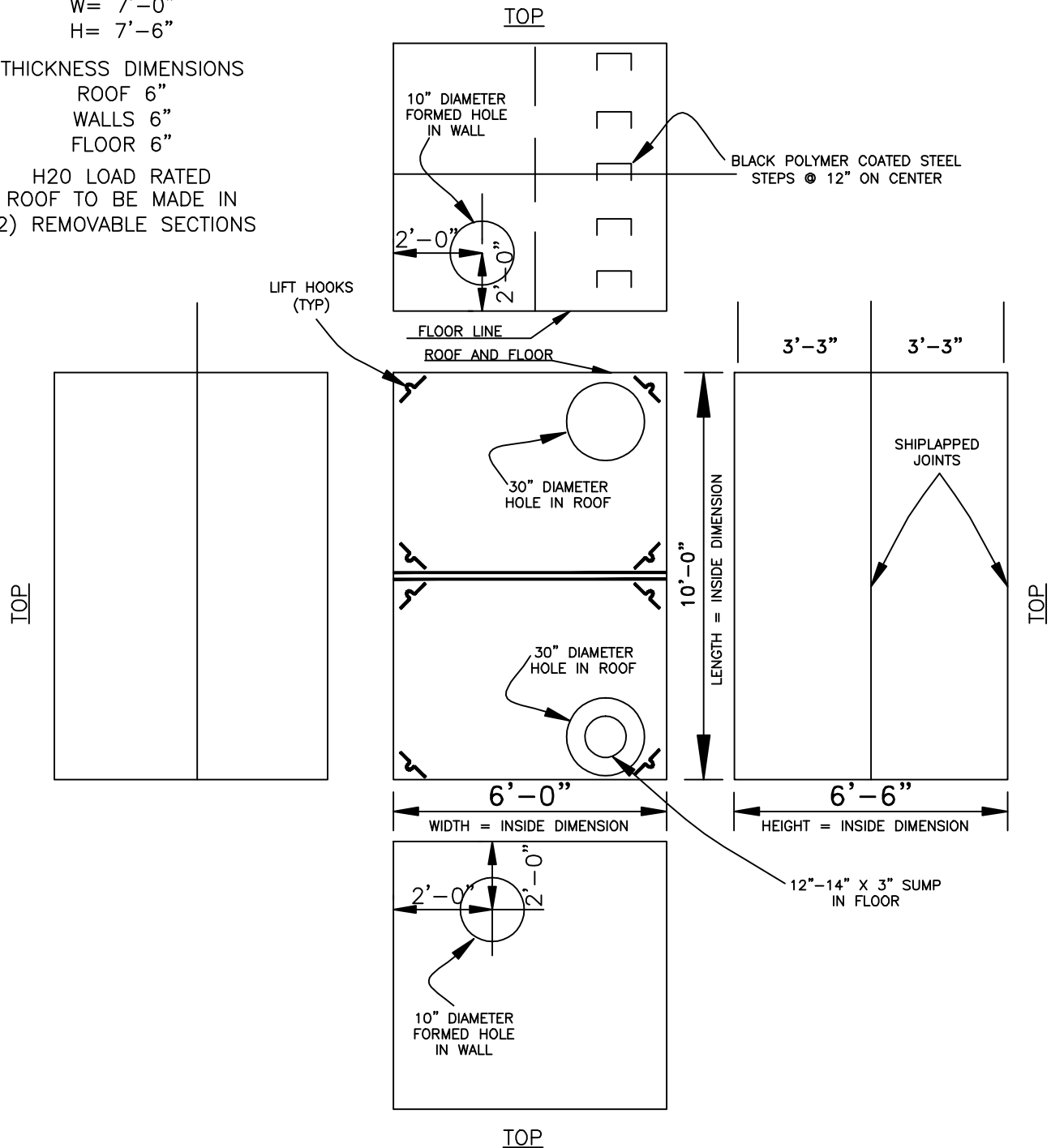
THICKNESS DIMENSIONS

ROOF 6"

WALLS 6"

FLOOR 6"

H2O LOAD RATED
ROOF TO BE MADE IN
(2) REMOVABLE SECTIONS



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. VAULT TOP, WALLS & FLOOR THICKNESS SHALL BE IN ACCORDANCE WITH DETAILS (W-13.2 - W-13.5).
3. FORMED HOLES SHALL BE TAPERED TOWARD THE INSIDE OF VAULT.
4. ALL JOINTS SHALL BE SHIPLAPPED AND GASKETS SHALL BE BUTYL RUBBER CONFORMING TO A.S.T.M. C990.

SPRINGFIELD WATER AND SEWER COMMISSION



WATER DETAIL W-13.3

*METER PIT FOR 6-INCH
WATER SERVICE PIPE*

SCALE: NTS

REV. DATE

4/1/08 MAB

OUTSIDE DIMENSIONS

L= 11'-0"

W= 7'-0"

H= 7'-6"

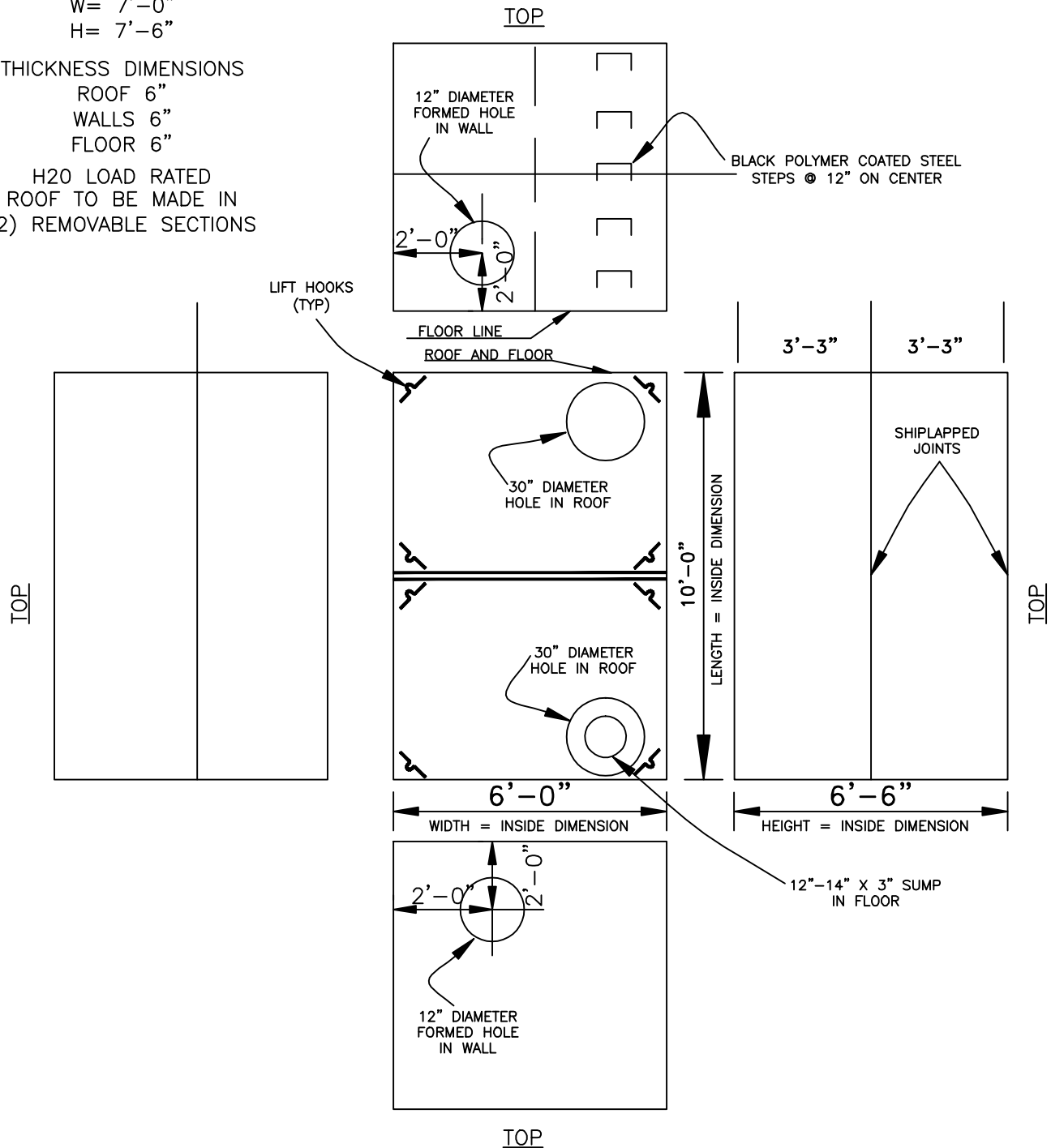
THICKNESS DIMENSIONS

ROOF 6"

WALLS 6"

FLOOR 6"

H20 LOAD RATED
ROOF TO BE MADE IN
(2) REMOVABLE SECTIONS



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. VAULT TOP, WALLS & FLOOR THICKNESS SHALL BE IN ACCORDANCE WITH DETAILS (W-13.2 - W-13.5).
3. FORMED HOLES SHALL BE TAPPED TOWARD THE INSIDE OF VAULT.
4. ALL JOINTS SHALL BE SHIPLAPPED AND GASKETS SHALL BE BUTYL RUBBER CONFORMING TO A.S.T.M. C990.

SPRINGFIELD WATER AND SEWER COMMISSION



WATER DETAIL W-13.4

*METER PIT FOR 8-INCH
WATER SERVICE PIPE*

SCALE: NTS

REV. DATE

4/1/08 MAB

OUTSIDE DIMENSIONS

L= 12'-2"

W= 9'-0"

H= 7'-8"

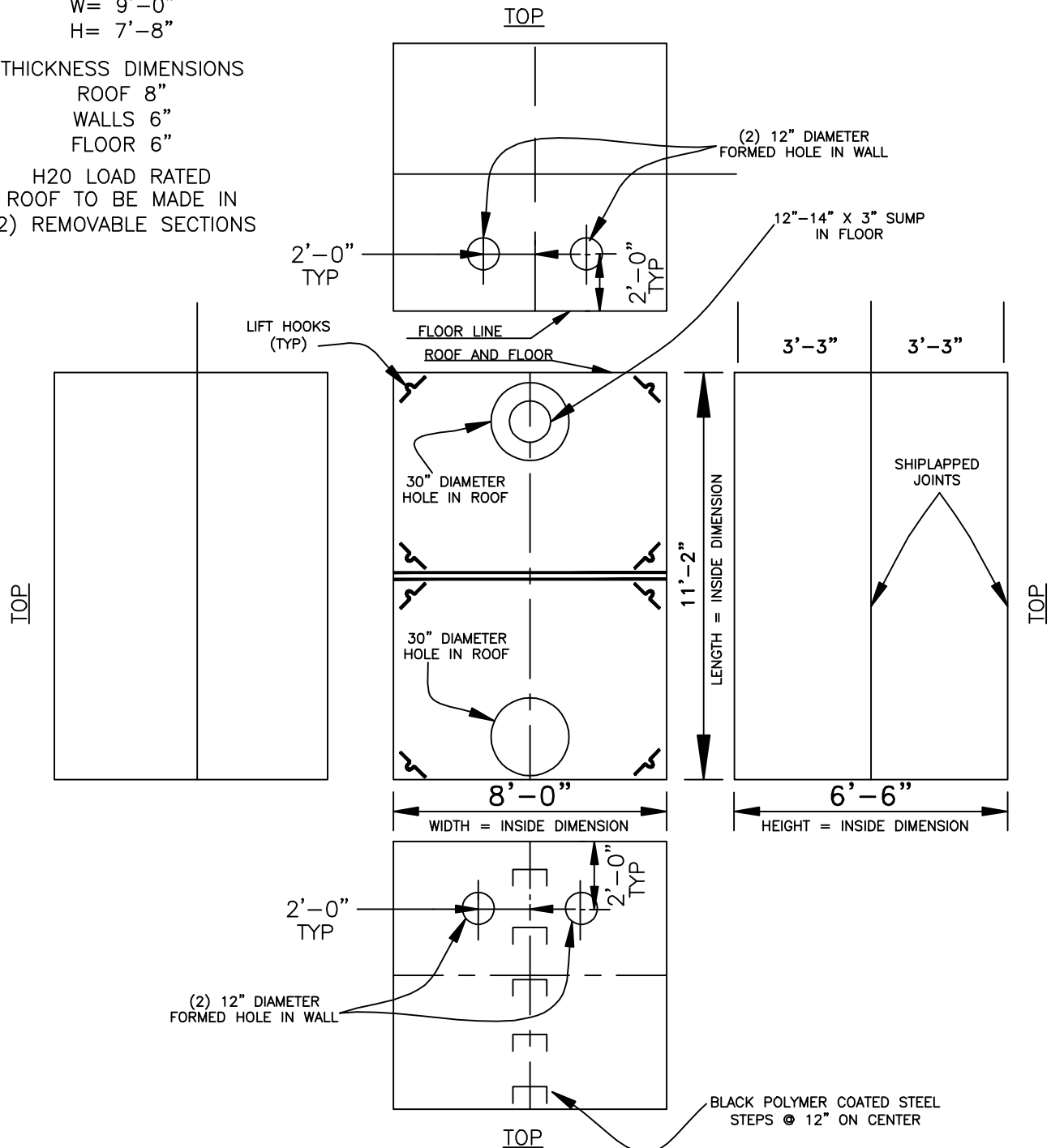
THICKNESS DIMENSIONS

ROOF 8"

WALLS 6"

FLOOR 6"

H2O LOAD RATED
ROOF TO BE MADE IN
(2) REMOVABLE SECTIONS



NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. VAULT TOP, WALLS & FLOOR THICKNESS SHALL BE IN ACCORDANCE WITH DETAILS (W-13.2 - W-13.5).
3. FORMED HOLES SHALL BE TAPPED TOWARD THE INSIDE OF VAULT.
4. ALL JOINTS SHALL BE SHIPLAPPED AND GASKETS SHALL BE BUTYL RUBBER CONFORMING TO A.S.T.M. C990.

SPRINGFIELD WATER AND SEWER COMMISSION



WATER DETAIL W-13.5

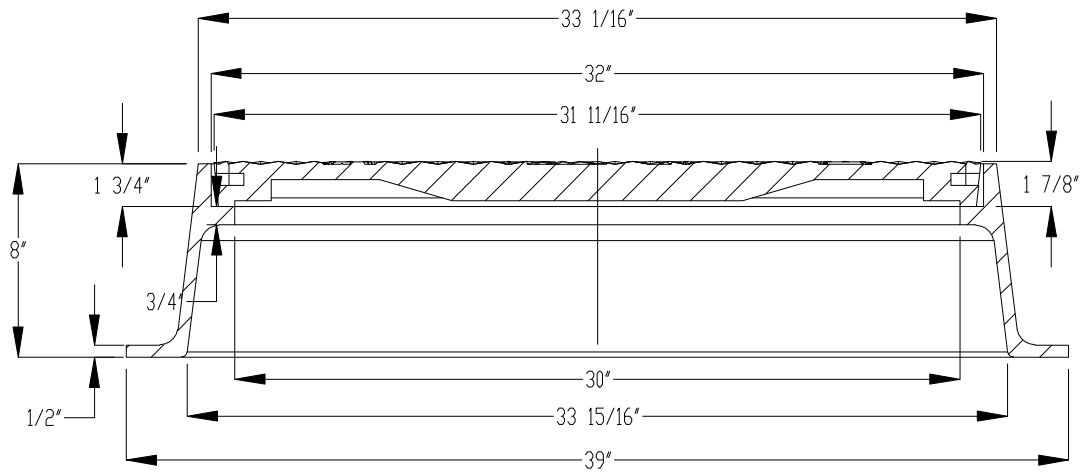
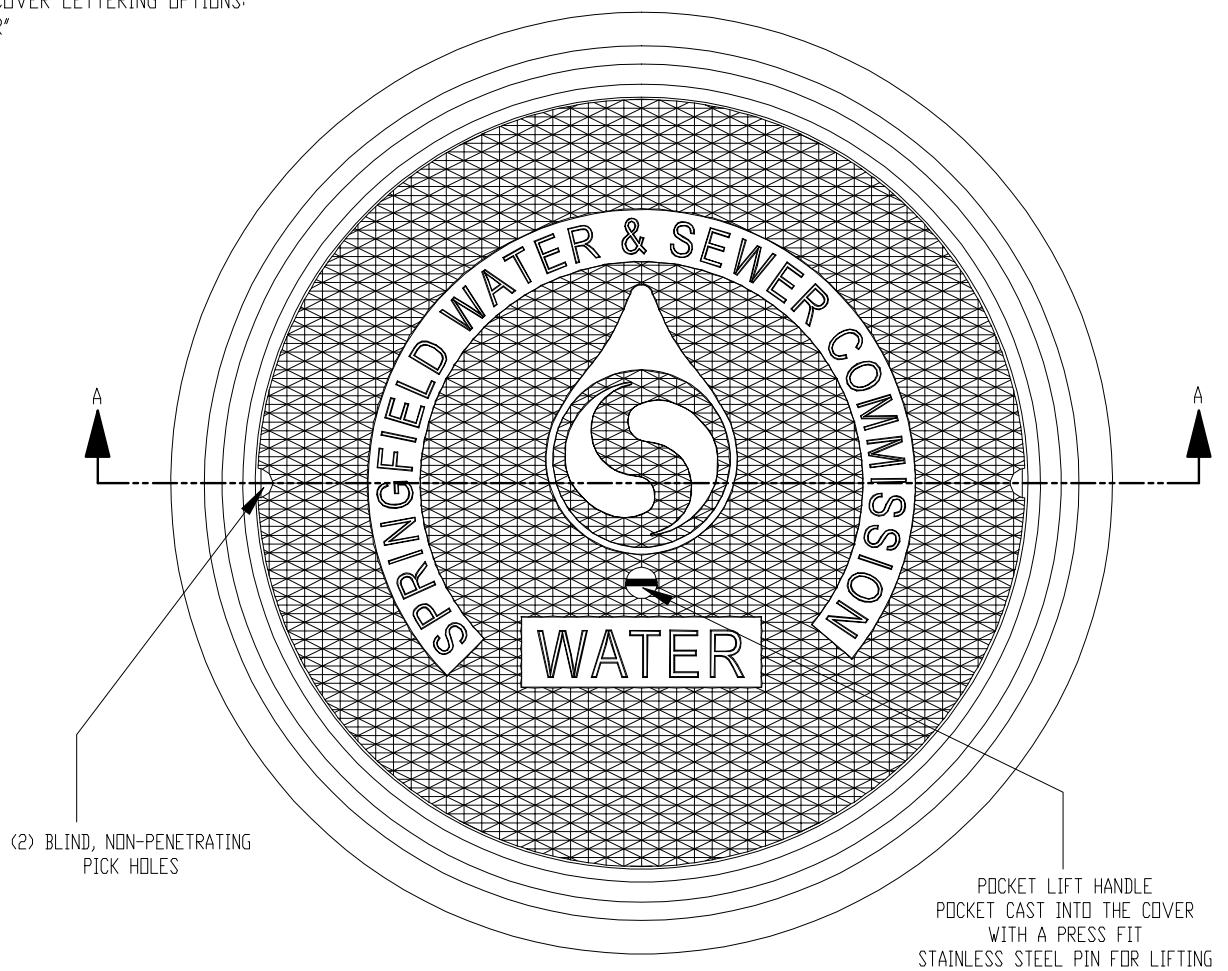
METER PIT FOR 10 & 12-INCH
WATER SERVICE PIPE

SCALE: NTS

REV. DATE

4/1/08 MAB

STANDARD DIAMOND PATTERN WITH CUSTOM
 LOGO COVER LETTERING OPTIONS:
 "WATER"




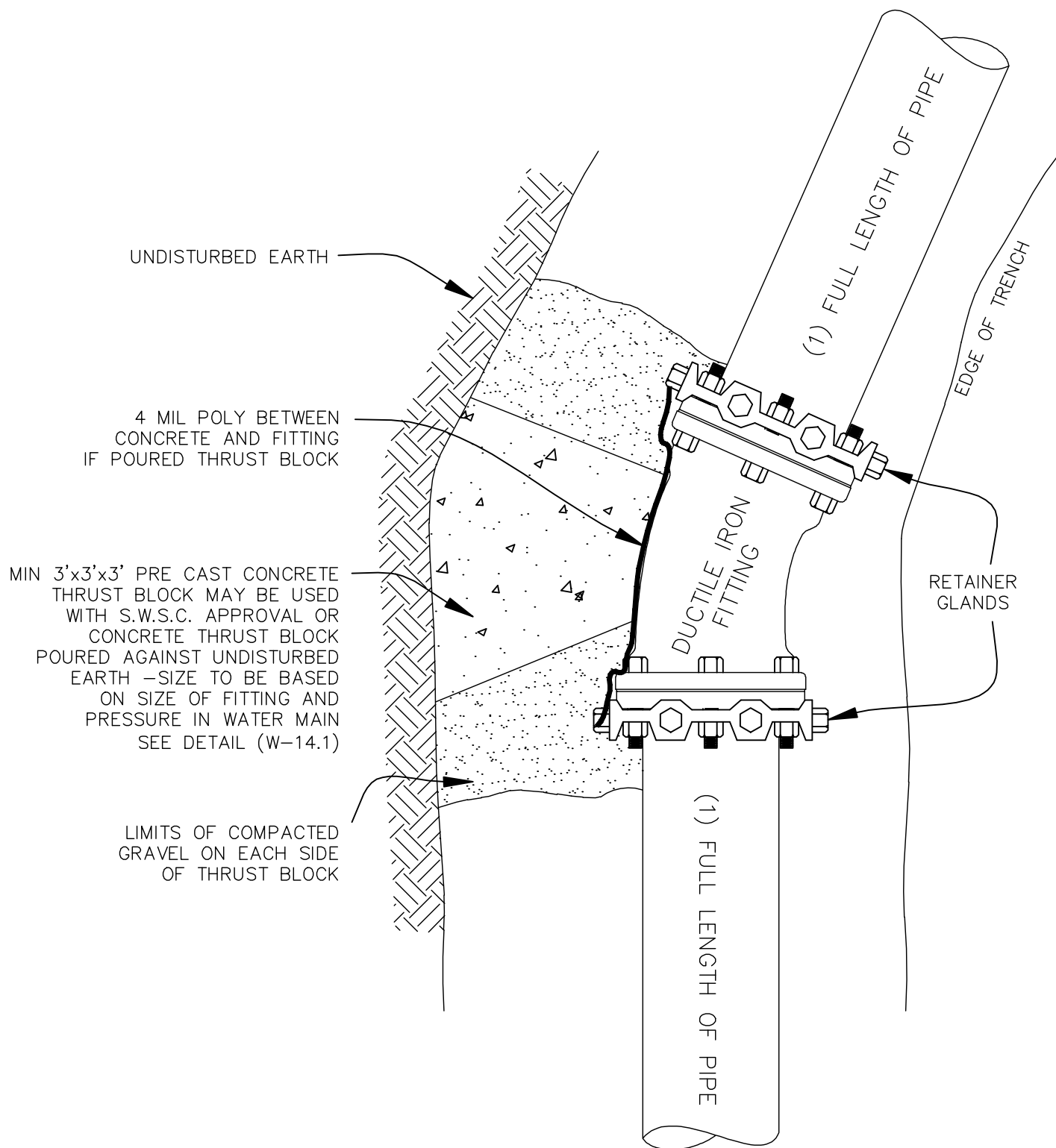
SECTION A-A

BACK OF COVER TO READ:
 "NAME OF MANUFACTURER"
 "COUNTRY OF ORIGIN"
 "TENSILE STRENGTH CLASS PER ASTM"
 "MM/DD/YY"

NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. FRAME & COVER SHALL BE MADE FROM ASTM A48 CLASS 35B GRAY CAST IRON.

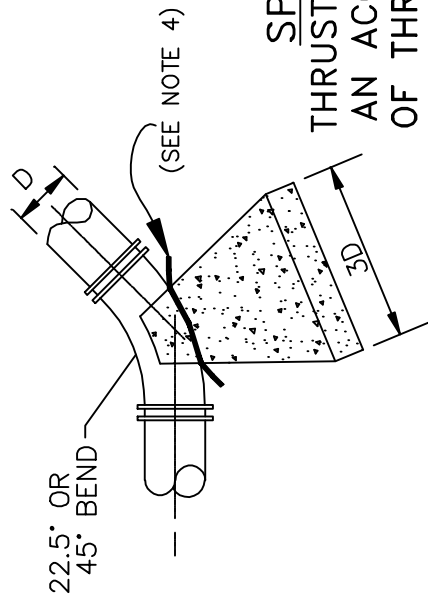
SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-13.6	REV. DATE
		4/1/08 MAB
	<u>32" X 8" WATER</u>	
	<u>FRAME & COVER</u>	
	SCALE: NTS	



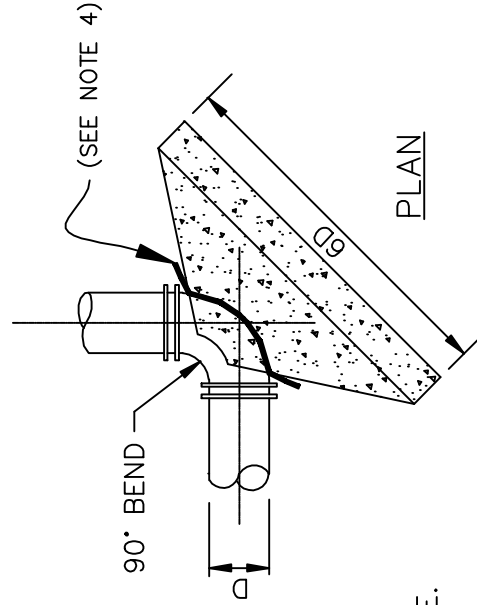
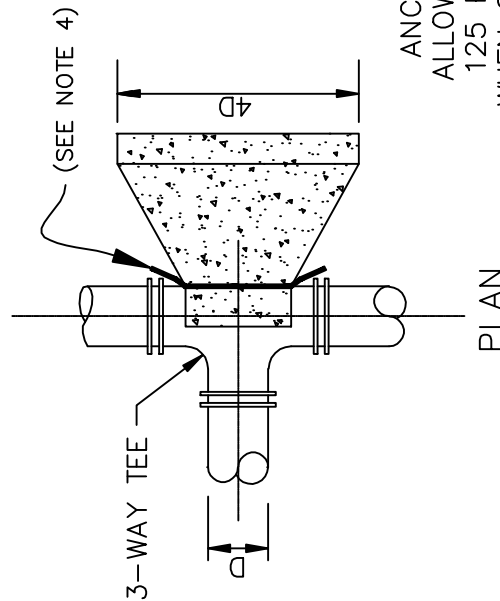
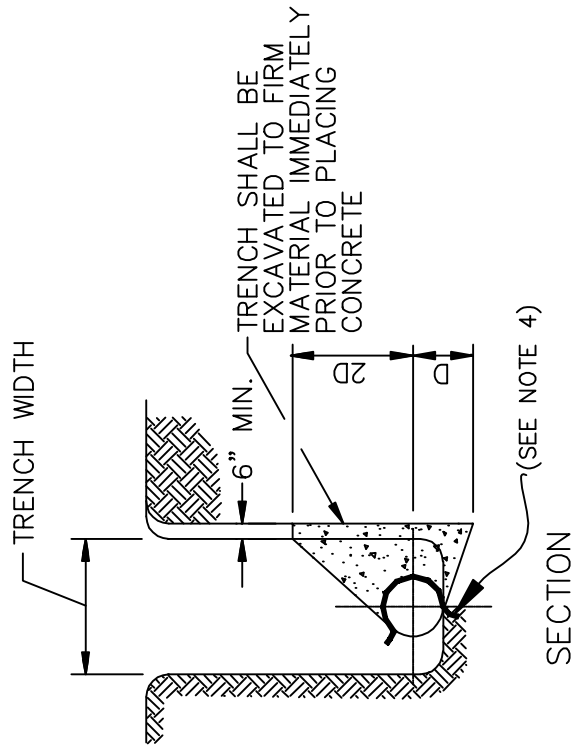
NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-14.0	REV. DATE
	THRUST BLOCK BEHIND FITTINGS	4/1/08 MAB
	SCALE: NTS	




SPECIAL NOTE:
THRUST BLOCKS ARE NOT AN ACCEPTABLE METHOD OF THRUST RESTRAINT IN MOST SITUATIONS, AND WILL ONLY BE PERMITTED IN SPECIAL CASES.

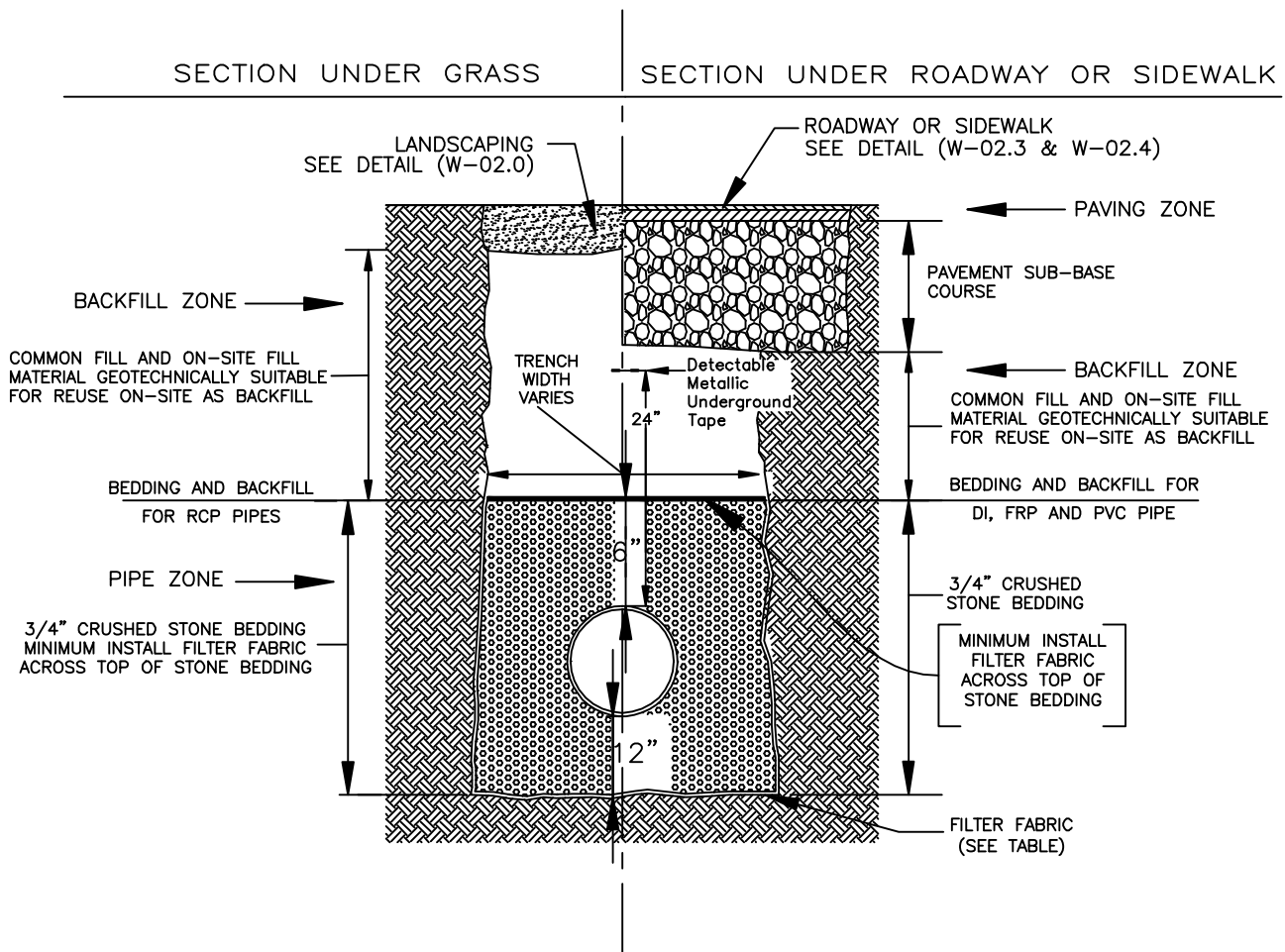


ANCHORS BASED ON MAXIMUM ALLOWABLE WATER PRESSURE OF 125 PSI SHOULD ONLY BE USED WHEN SOIL CONDITIONS ARE STABLE.

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC MATERIAL SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. ALL WATER MAIN SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SEE DETAIL W-02.0, W-02.1, W-02.2, W-02.3 OR W-02.4 FOR TRENCH DETAILS.
4. 4 MIL POLY BETWEEN CONCRETE AND FITTING IF POURED THRUST BLOCK.

SPRINGFIELD WATER AND SEWER COMMISSION		
	WATER DETAIL W-14.1	REV. DATE
	<i>THRUST BLOCKS</i>	4/1/08 MAB
	SCALE: NTS	




TOTAL STONE BEDDING WRAP
FILTER FABRIC REQUIREMENT

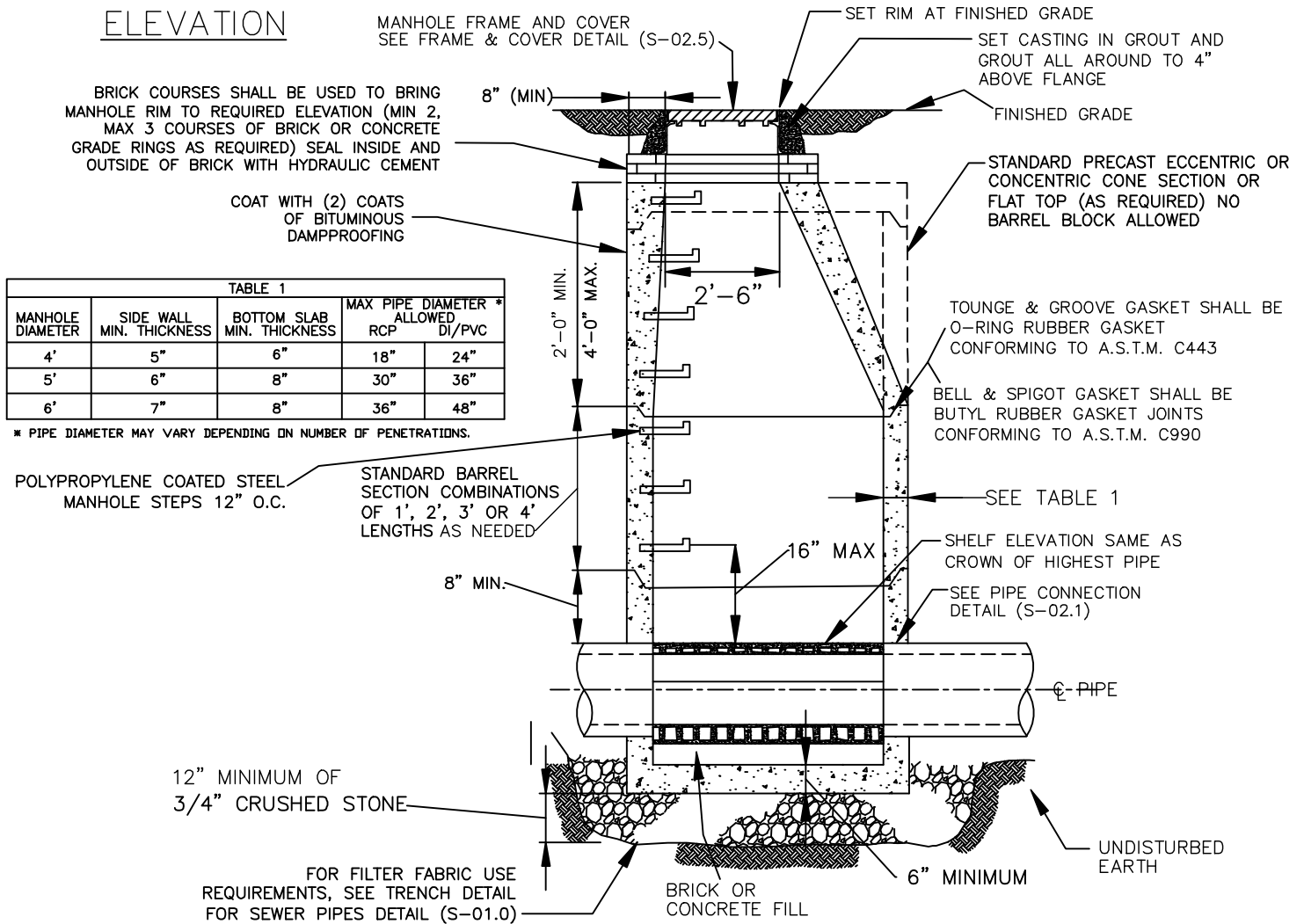
	SOIL TYPE	
	SILT OR CLAY	GRANULAR SOIL
ABOVE GROUND WATER	FILTER FABRIC NOT REQUIRED	FILTER FABRIC NOT REQUIRED
BELOW GROUND WATER	FILTER FABRIC REQUIRED	FILTER FABRIC NOT REQUIRED
2' OVERLAP MINIMUM OF FILTER FABRIC AT TOP OF BEDDING		

NOTES:

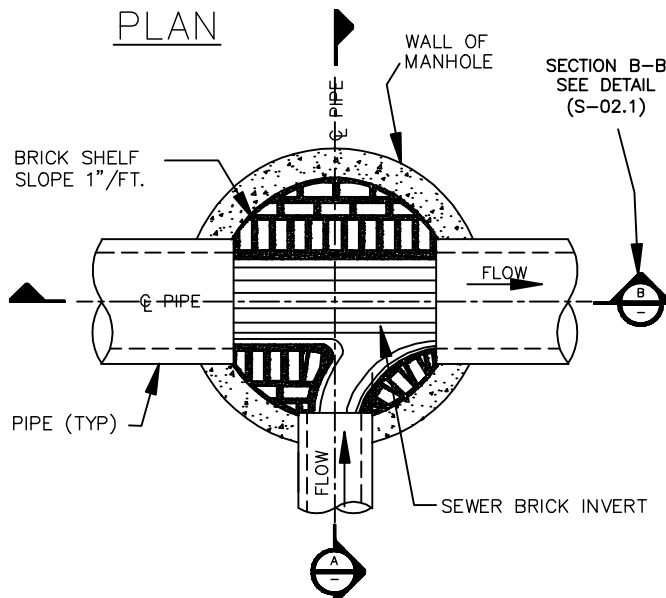
1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-01.0	REV. DATE
	TRENCH DETAIL FOR SEWER PIPES	4/1/08 MAB
	SCALE: NTS	

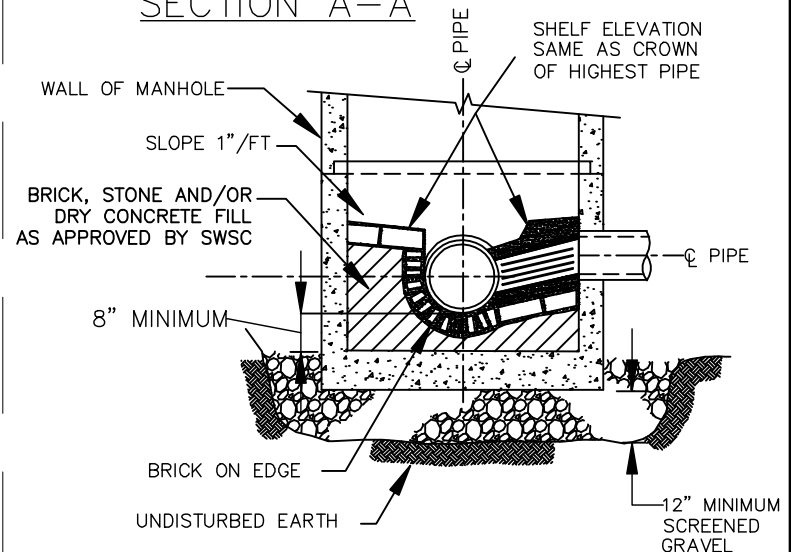
ELEVATION



PLAN



SECTION A-A



NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. REINFORCED CONCRETE MANHOLE SECTIONS CONFORMING TO A.S.T.M.C478.
5. DESIGN PRECAST SECTIONS WITH FRAME AND COVER FOR AASHTO H-20 LOADING.
6. PRE-CAST CONCRETE SHALL BE 5,000 PSI @ 28 DAYS.
7. ALL BRICK SHALL BE HARD NON-POROUS CLAY.
8. ADMIXTURES, AIR & PLASTICIZERS PER ASTM C233-82.
9. REINFORCING PER ASTM A615 FOR WIRE FABRIC.
10. DESIGN LOADING PER AASHTO HS20-44, ACI 318-83; ASTM C478-82, C890-82, C913-71.

SPRINGFIELD WATER AND SEWER COMMISSION



SEWER DETAIL S-02.0

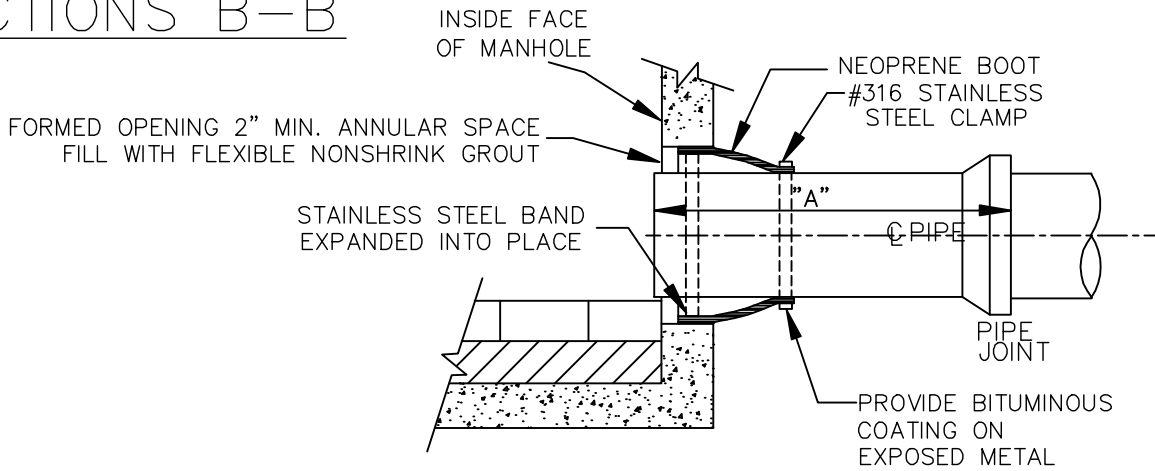
PRE-CAST CONCRETE SEWER MANHOLE

SCALE: NTS

REV. DATE

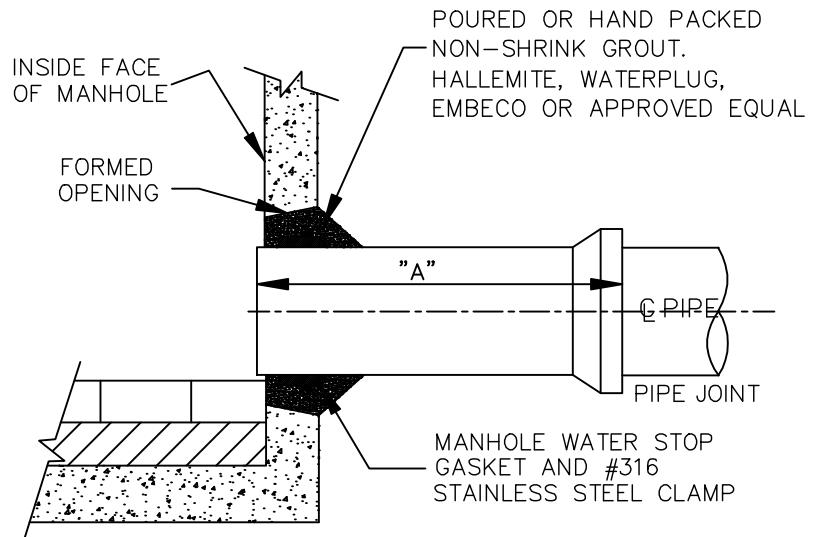
4/1/08 MAB

SECTIONS B-B



FLEXIBLE MANHOLE SEAL

MAXIMUM STUB LENGTH		
PIPE MATERIAL	"A"	"A"
	(MAX.)	(MIN.)
RC	4'-0"	2'-0"
PVC	3'-3"	2'-0"
DI	4'-6"	2'-0"



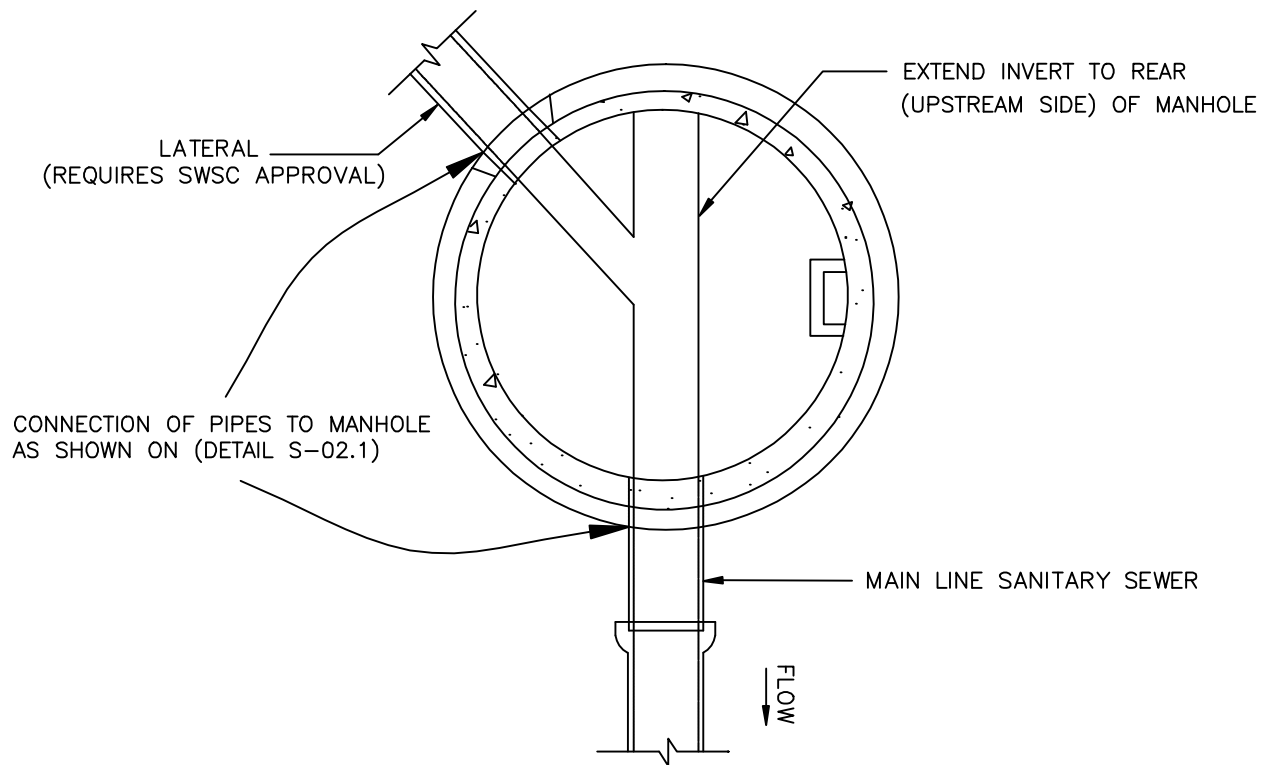
HYDRAULIC CEMENT SEAL*

*THIS METHOD REQUIRES SWSC APPROVAL

NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND MATERIAL SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. REINFORCED CONCRETE MANHOLE SECTIONS CONFORMING TO A.S.T.M.C478.
5. DESIGN PRECAST SECTIONS WITH FRAME AND COVER FOR AASHTO H-20 LOADING.
6. PRE-CAST CONCRETE SHALL BE 5,000 PSI @ 28 DAYS.
7. ALL BRICK SHALL BE HARD NON-POROUS CLAY.
8. ADMIXTURES, AIR & PLASTICIZERS PER ASTM C233-82.
9. REINFORCING PER ASTM A615 FOR WIRE FABRIC.
10. DESIGN LOADING PER AASHTO HS20-44, ACI 318-83; ASTM C478-82, C890-82 C913-71


SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-02.1	REV. DATE
	PRE-CAST CONCRETE SEWER PIPE CONNECTIONS	4/1/08 MAB
	SCALE: NTS	



END MANHOLE

NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND MATERIAL SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-02.2	REV. DATE
	<u>END OF SEWER MAIN</u>	4/1/08 MAB
	SCALE: NTS	

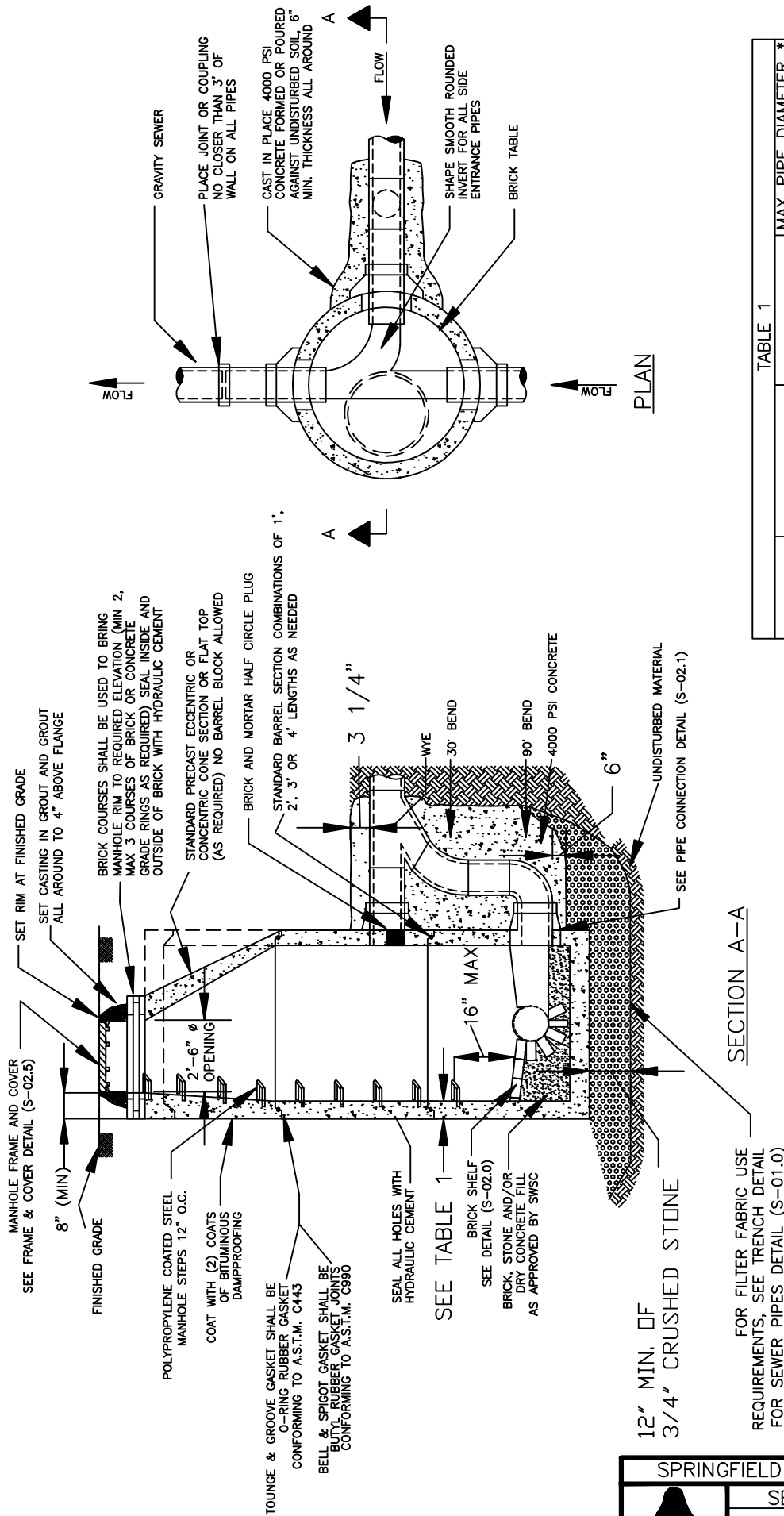


TABLE 1

MANHOLE DIAMETER	SIDE WALL MIN. THICKNESS	BOTTOM SLAB MIN. THICKNESS	MAX PIPE DIAMETER * ALLOWED RCP DI/PVC
4'	5"	6"	18"
5'	6"	8"	24"
6'	7"	8"	30"
			36"
			48"

* PIPE DIAMETER MAY VARY DEPENDING ON NUMBER OF PENETRATIONS.

- NOTES:
1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
 2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
 3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
 4. REINFORCED CONCRETE MANHOLE SECTIONS CONFORMING TO A.S.T.M.C478.
 5. DESIGN PRECAST SECTIONS WITH FRAME AND COVER FOR AASHTO H-20 LOADING.
 6. PRE-CAST CONCRETE SHALL BE 5,000 PSI @ 28 DAYS.
 7. ALL BRICK SHALL BE HARD NON-POROUS CLAY.
 8. ADMIXTURES, AIR & PLASTICIZERS PER ASTM C233-82.
 9. REINFORCING PER ASTM A615 FOR WIRE FABRIC.
 10. DESIGN LOADING PER AASHTO HS20-44, ACI 318-83; ASTM C478-82, C890-82, C913-71.

SPRINGFIELD WATER AND SEWER COMMISSION

SEWER DETAIL S-02.3

REV. DATE

EXTERIOR DROP MANHOLE

1/1/08 MAB

SCALE: NTS

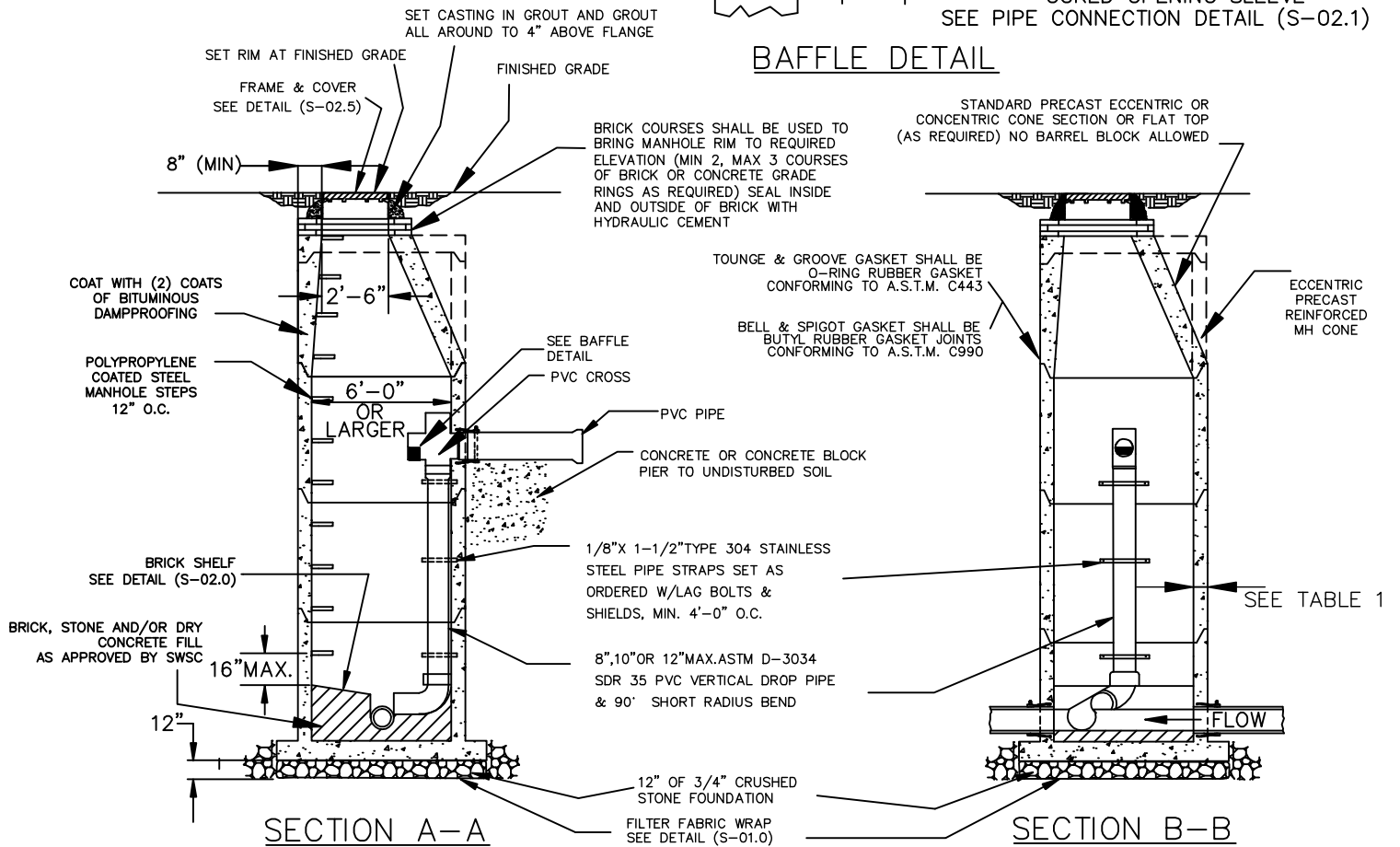
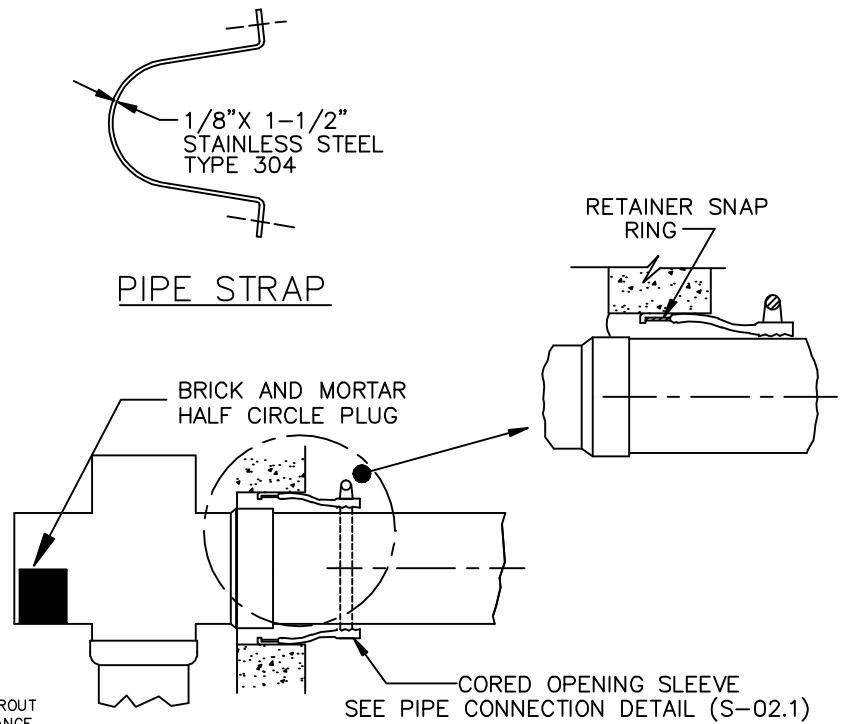
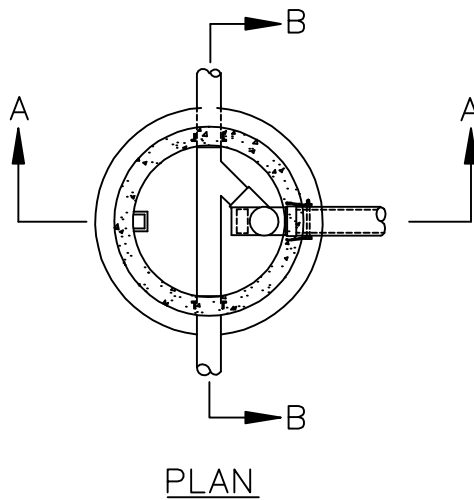


TABLE 1				
MANHOLE DIAMETER	SIDE WALL MIN. THICKNESS	BOTTOM SLAB MIN. THICKNESS	MAX PIPE DIAMETER * ALLOWED RCP DI/PVC	
6'	7"	8"	18"	24"
6'	7"	8"	30"	36"
6'	7"	8"	36"	48"

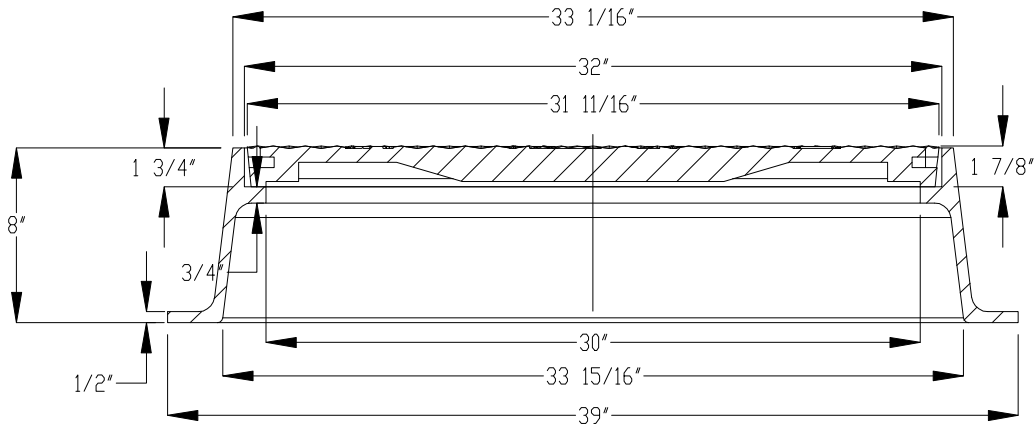
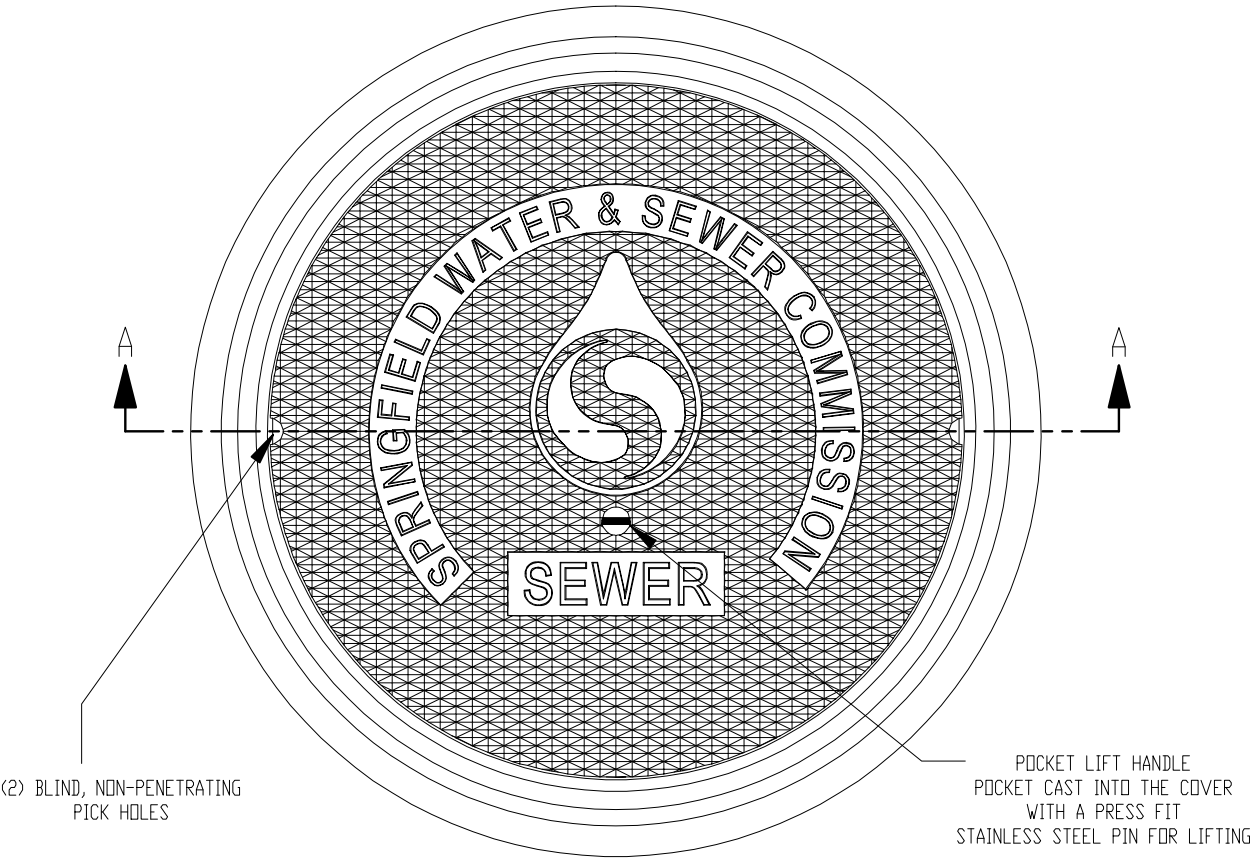
NOTES:

- ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
- ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
- IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
- REINFORCED CONCRETE MANHOLE SECTIONS CONFORMING TO A.S.T.M.C478.
- DESIGN PRECAST SECTIONS WITH FRAME AND COVER FOR AASHTO H-20 LOADING.
- PRE-CAST CONCRETE SHALL BE 5,000 PSI @ 28 DAYS.
- ALL BRICK SHALL BE HARD NON-POROUS CLAY.
- ADMIXTURES, AIR & PLASTICIZERS PER ASTM C233-82.
- REINFORCING PER ASTM A615 FOR WIRE FABRIC.
- DESIGN LOADING PER AASHTO HS20-44, ACI 318-83; ASTM C478-82, C890-82, C913-71.

* PIPE DIAMETER MAY VARY DEPENDING ON NUMBER OF PENETRATIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-02.4	REV. DATE
	INTERIOR DROP MANHOLE	4/1/08 MAB
		6/18/08 MAB
SCALE: NTS		

STANDARD DIAMOND PATTERN WITH CUSTOM
LOGO COVER LETTERING OPTIONS:
"SEWER"



SECTION A-A

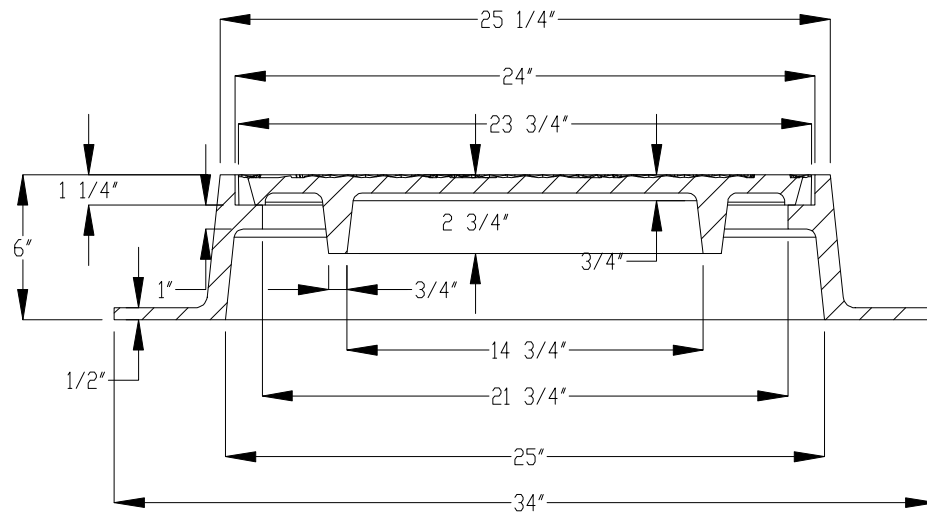
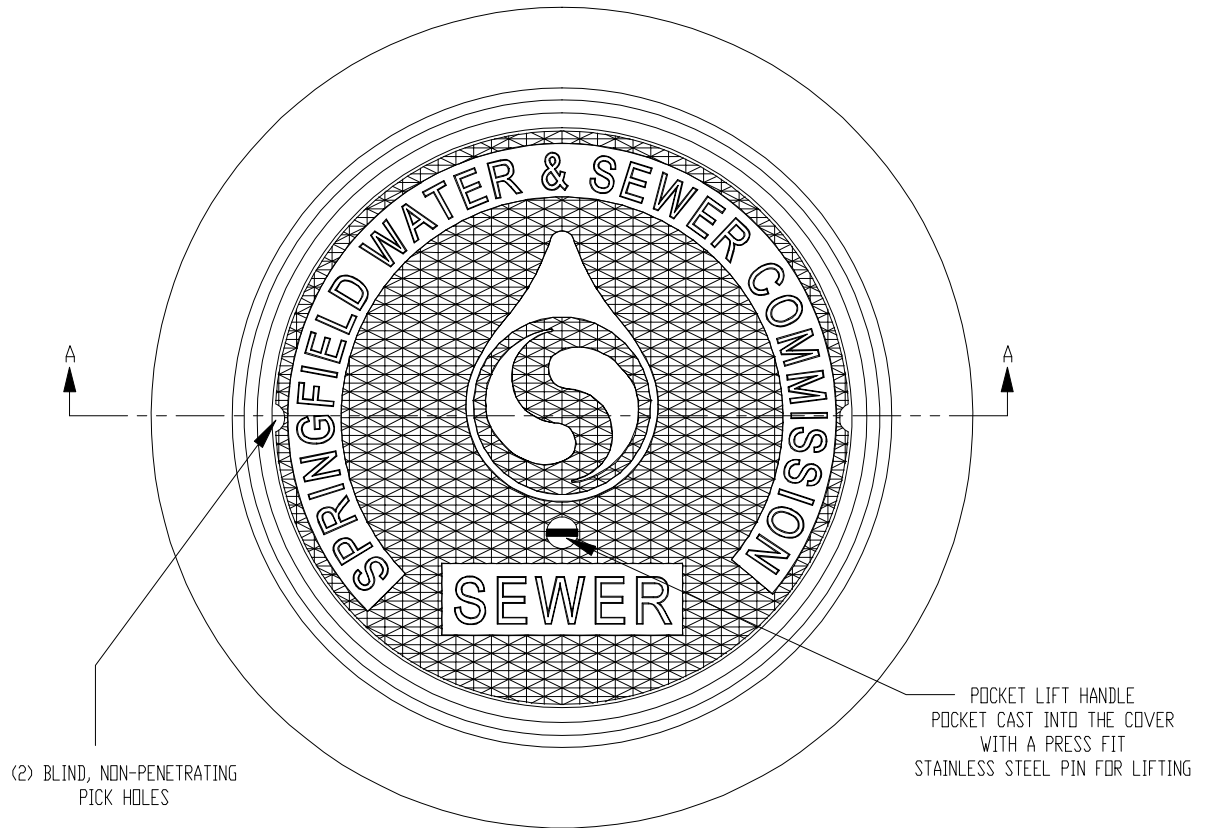
BACK OF COVER TO READ:
"NAME OF MANUFACTURER"
"COUNTRY OF ORIGIN"
"TENSILE STRENGTH CLASS PER ASTM"
"MM/DD/YY"

NOTES:

1. ALL MATERIALS WILL CONFORM TO SWSC SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. FRAME & COVER SHALL BE MADE FROM ASTM A48 CLASS 35B GRAY CAST IRON.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-02.5	REV. DATE
		4/1/08 MAB
	32" X 8" SEWER	
	FRAME & COVER	
	SCALE: NTS	

STANDARD DIAMOND PATTERN WITH CUSTOM
LOGO COVER LETTERING OPTIONS:
"SEWER"




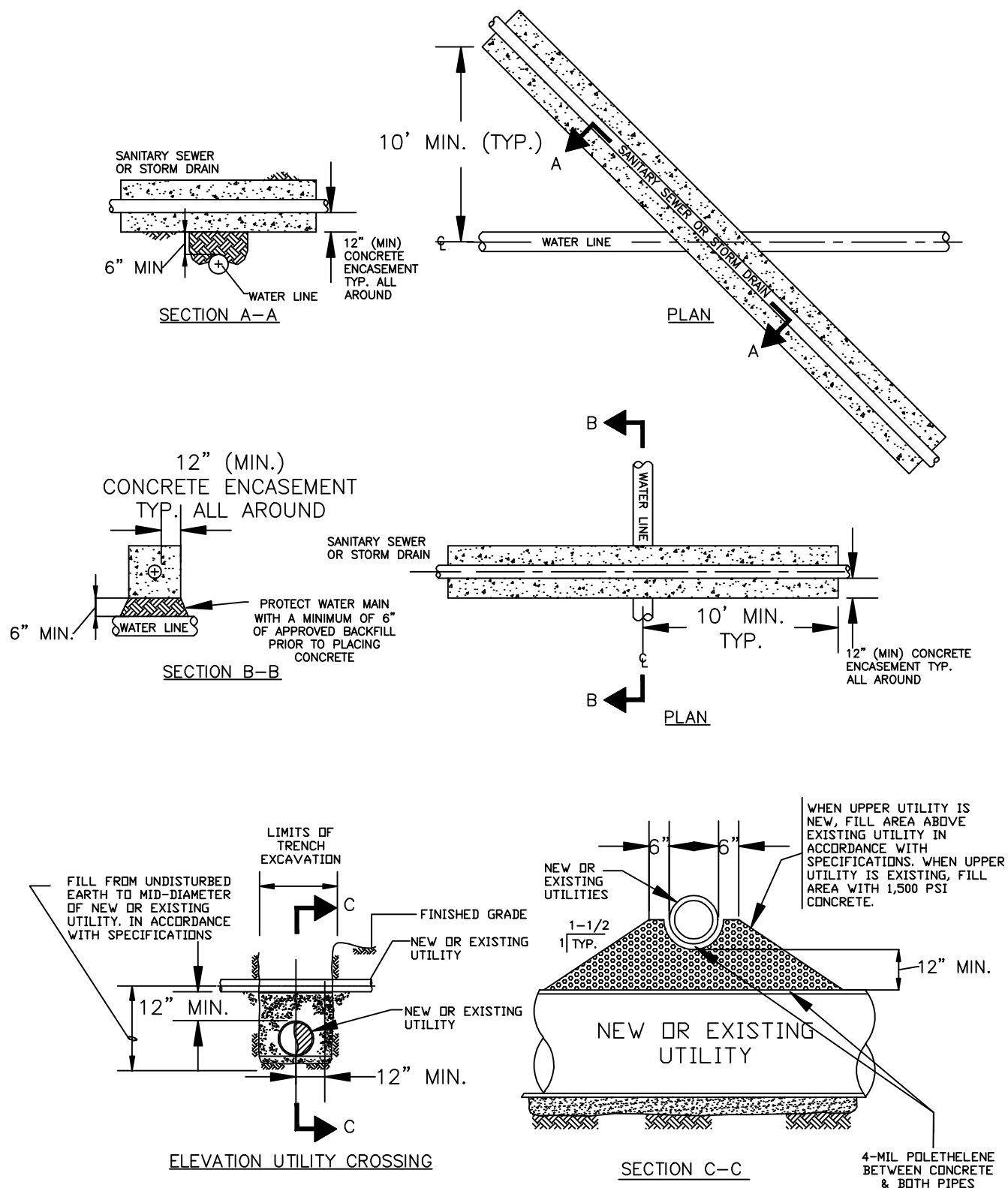
SECTION A-A

BACK OF COVER TO READ:
"NAME OF MANUFACTURER"
"COUNTRY OF ORIGIN"
"TENSILE STRENGTH CLASS PER ASTM"
"MM/DD/YY"

NOTES:


1. ALL MATERIALS WILL CONFORM TO SWSC SPECIFICATIONS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES AND POLICIES.
2. FRAME & COVER SHALL BE MADE FROM ASTM A48 CLASS 35B GRAY CAST IRON.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-02.6	REV. DATE
		4/1/08 MAB
<p>24" X 6" SEWER FRAME & COVER</p>		
SCALE: NTS		

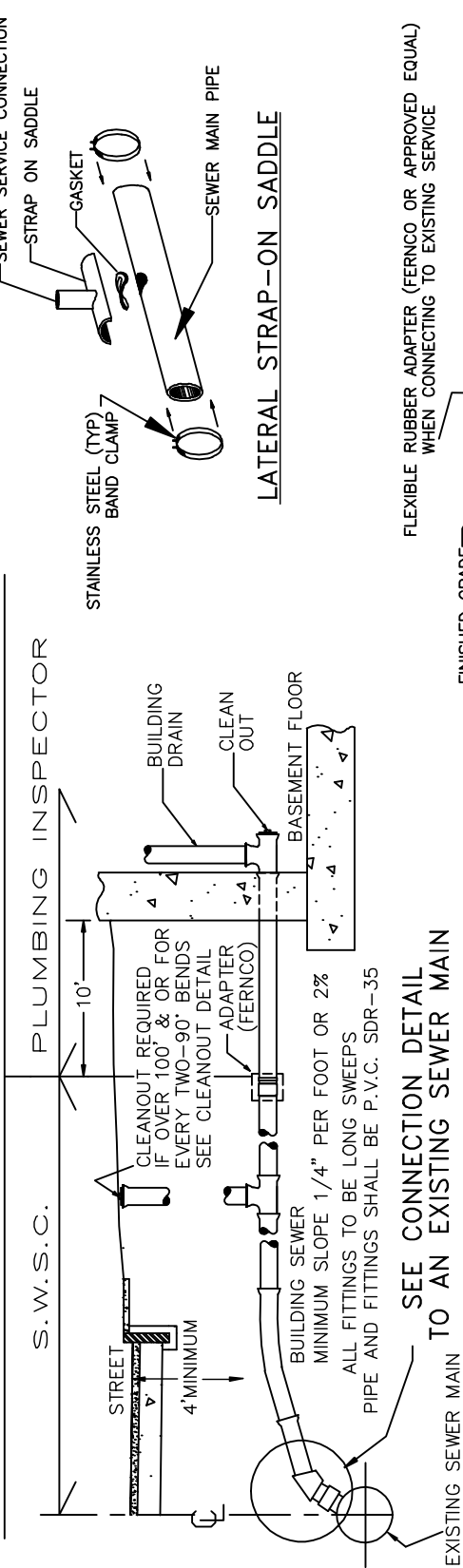


NOTES:

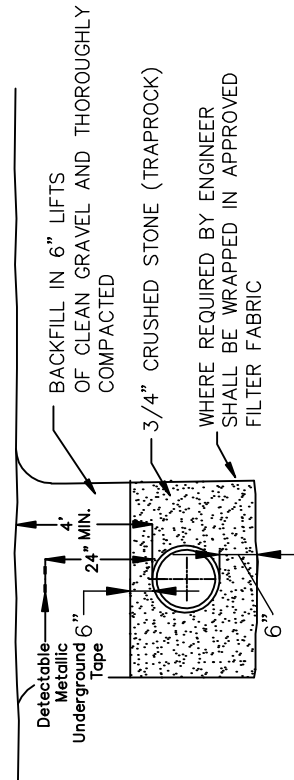
1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. IF DEPTH OF COVER ABOVE CONCRETE ENCASEMENT IS GREATER THAN 5'-0" REINFORCEMENT STEEL SHALL BE USED.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-03.0	REV. DATE
	<u>UTILITY CROSSING DETAIL</u>	4/1/08 MAB
		6/18/08 MAB
SCALE: NTS		

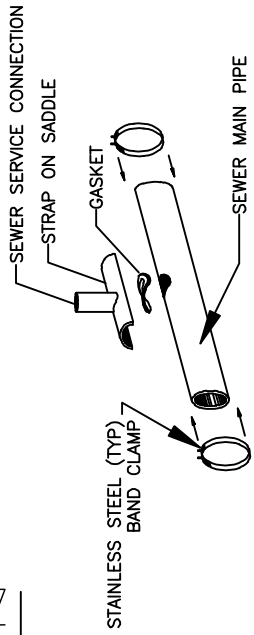
INSPECTION JURISDICTION



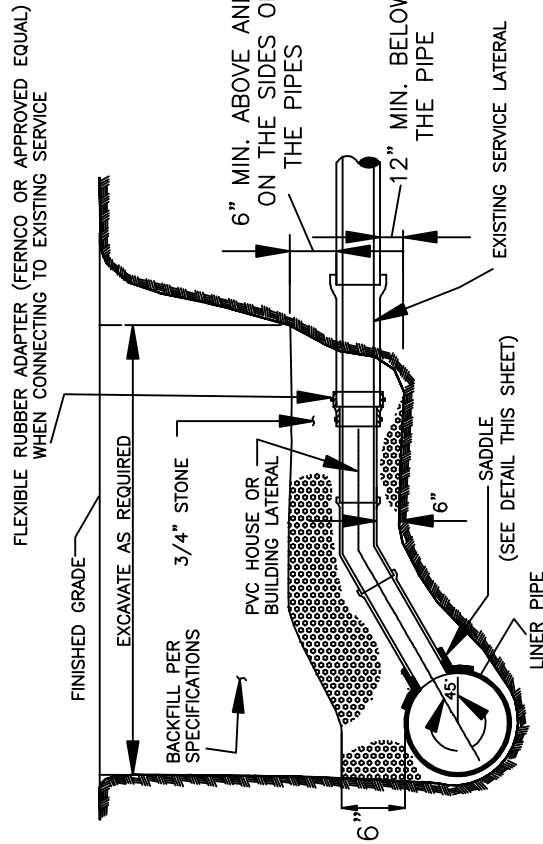
BUILDING SEWER



TRENCH CROSS-SECTION




LATERAL STRAP-ON SADDLE

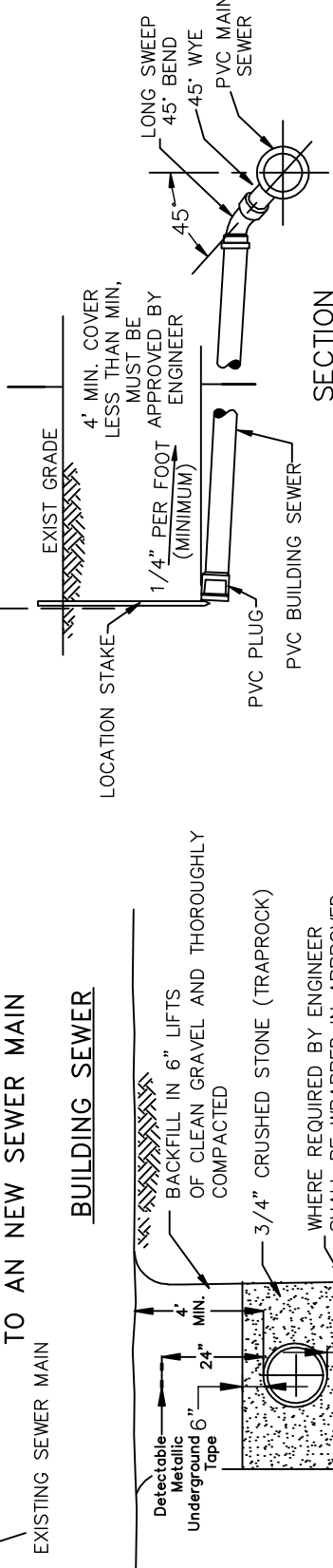
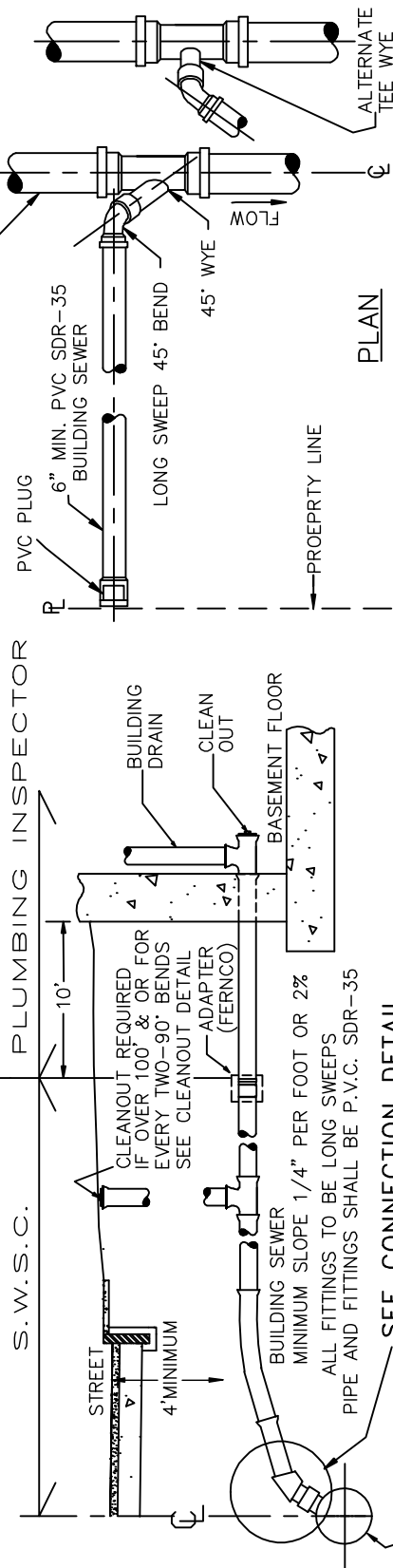


NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-04.0	REV. DATE
	<u>EXISTING SEWER MAIN</u> <u>TO BUILDING CONNECTION</u>	4/1/08 MAB
	SCALE: NTS	


INSPECTION JURISDICTION



CONNECTION TO A NEW SEWER MAIN

NOTES:

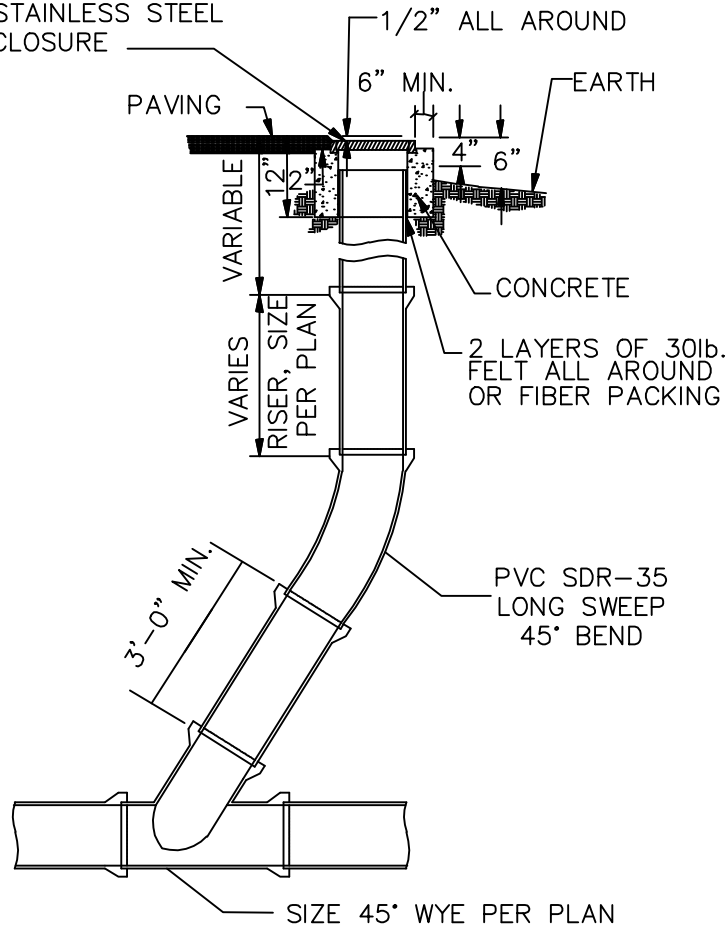
1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-04.1	REV. DATE
	<u>NEW SEWER MAIN</u>	4/1/08 MAB
	<u>TO BUILDING CONNECTION</u>	
	SCALE: NTS	

DETAIL FOR CLEANOUTS
IN PAVED SURFACES

DETAIL FOR CLEAN OUTS
IN EASEMENTS


"NEENAH" R-7506 SERIES OR EQUAL
FLOOR BOX FRAME AND LID,
OR EQUAL WITH STAINLESS STEEL
CAP SCREW LID CLOSURE

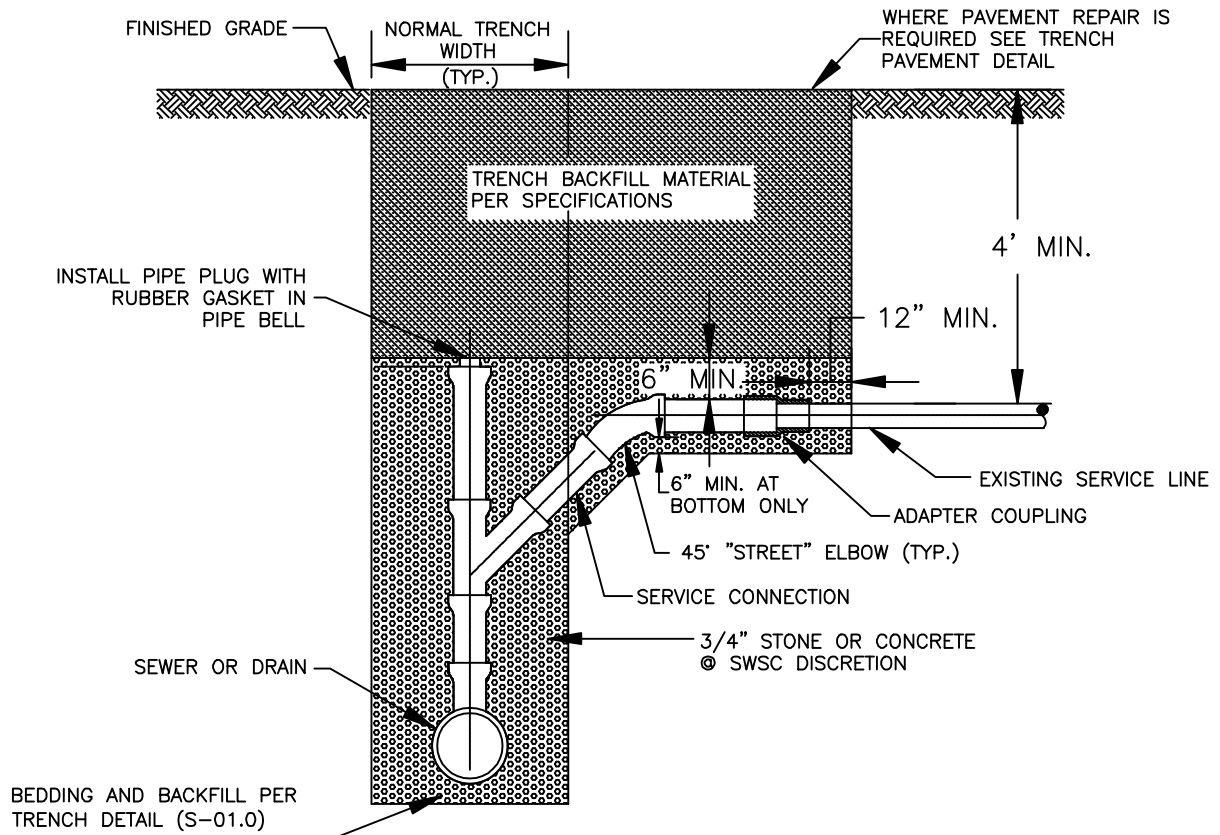
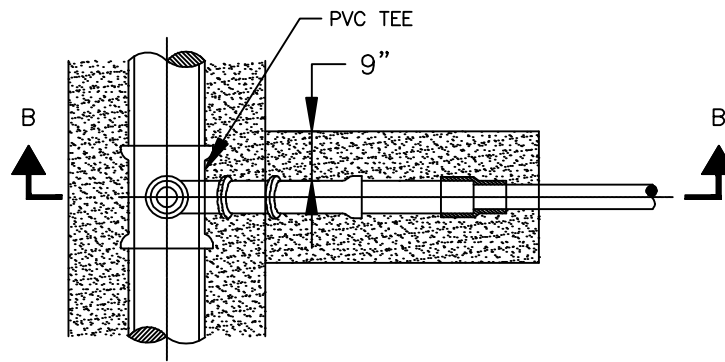


* REQUIRED -FOR ALL SERVICES OVER 100' AND/OR FOR EVERY 2 BENDS

NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.
5. CLEAN OUT PIPE DIAMETER SHALL BE THE SAME AS THE SEWER LINE AT THE WYE.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-04.2	REV. DATE
	CLEAN OUT WITH SWEEP	4/1/08 MAB
	SCALE: NTS	



SEWER OR DRAIN SERVICE CONNECTION
WITH CHIMNEY GREATER THAN 12' DEEP

NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND MATERIAL SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.
5. CLEAN OUT PIPE DIAMETER SHALL BE THE SAME AS THE SEWER LINE AT THE WYE.

SPRINGFIELD WATER AND SEWER COMMISSION



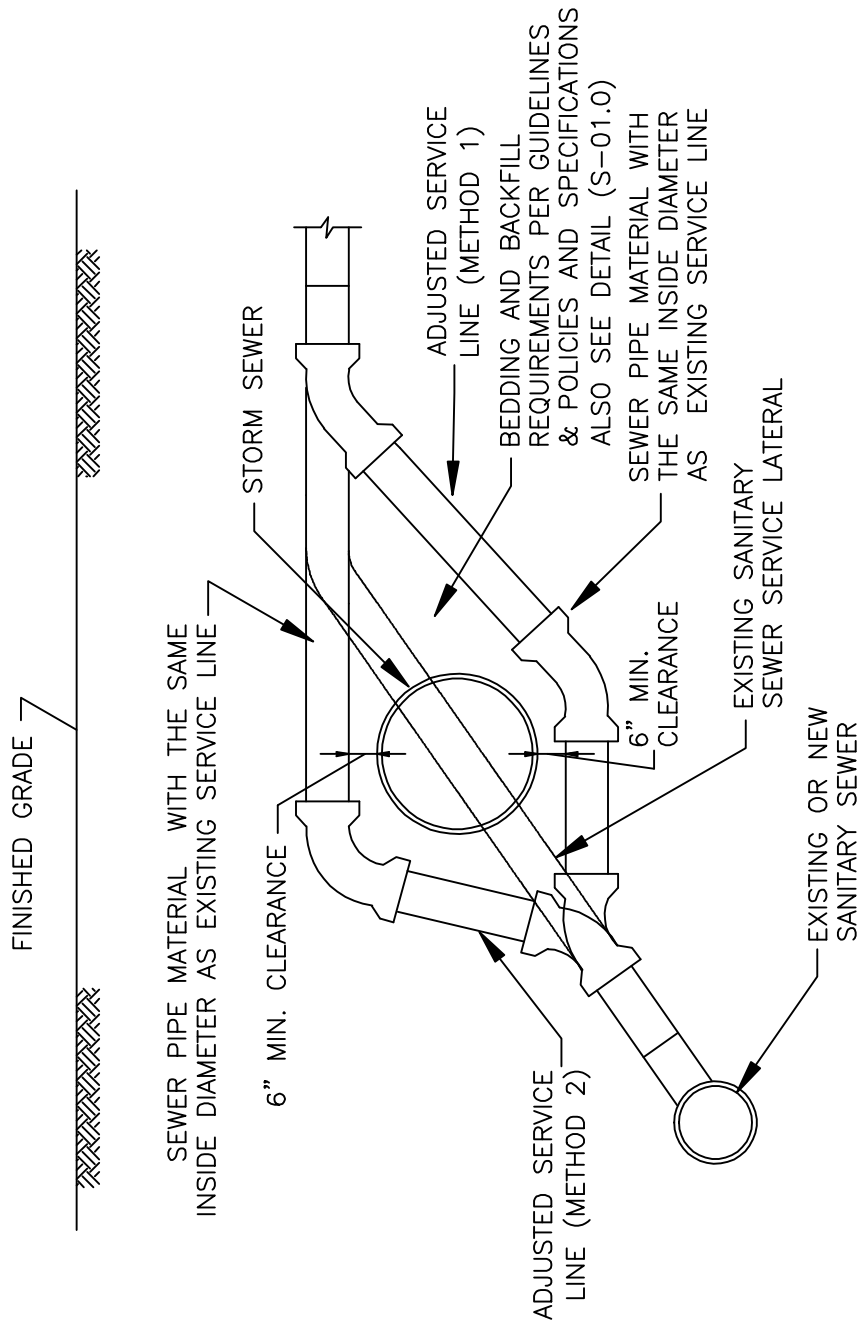
SEWER DETAIL S-04.3

SEWER SERVICE CONNECTION
WITH CHIMNEY >12' DEEP


SCALE: NTS

REV. DATE

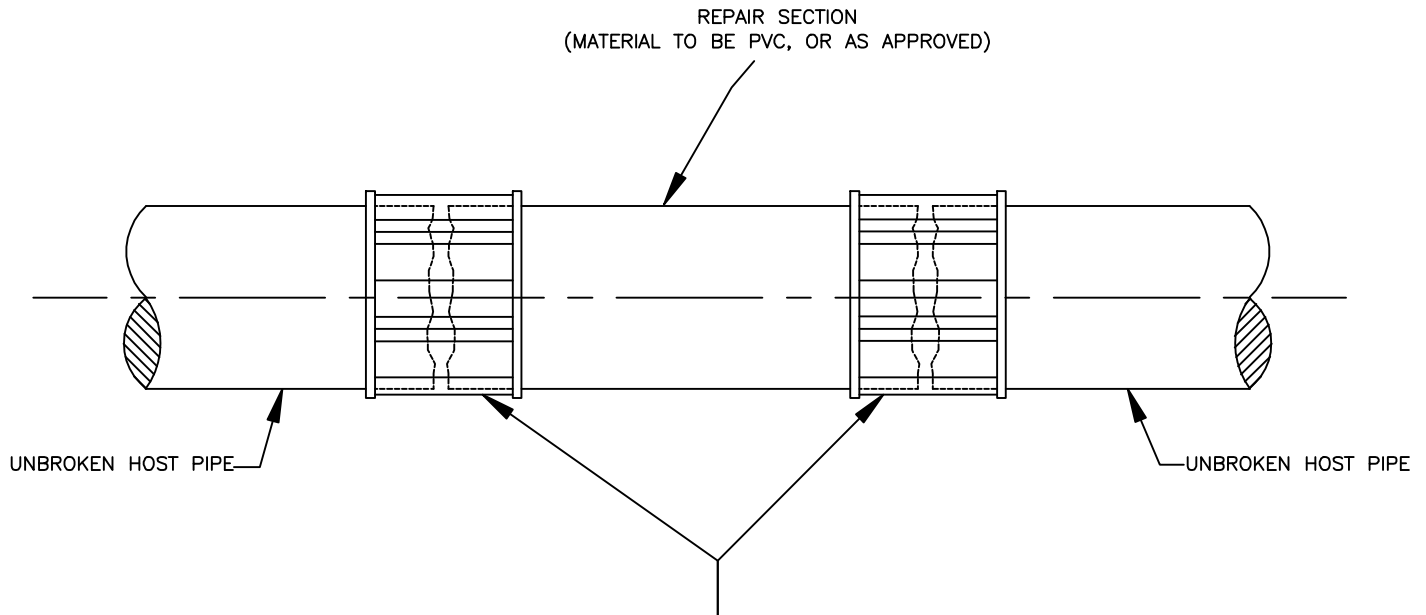
4/1/08 MAB



- NOTES:**
1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND MATERIAL SPECIFICATIONS.
 2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
 3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
 4. ALL SERVICE LINES SHALL BE PVC SDR-35 AND MUST BE A MINIMUM OF 6" DIAMETER, NO EXCEPTIONS.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-04.4	REV. DATE
	BUILDING CONNECTION TO SEWER MAIN WITH CONFLICTS	4/1/08 MAB
	SCALE: NTS	

TYPICAL REPAIR




PVC SLIP COUPLINGS, RUBBER COUPLINGS (FERNCO OR APPROVED EQUAL)

BRICK OR EGG SHAPED SEWER REPAIR MAY HAVE ADDITIONAL REQUIREMENTS BY SWSC

NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES SHALL CONFORM TO SWSC GUIDELINES & POLICIES AND SPECIFICATIONS.
2. ALL SEWER MAIN PIPE SHOULD HAVE A MINIMUM DEPTH OF 4' FROM TOP OF PIPE TO FINISH GRADE.
3. IF 4' OF COVER IS NOT POSSIBLE PIPE SHALL BE INSULATED.
4. SEWER REPAIR SECTION MATERIAL SHALL BE THE SAME MATERIAL AS THE HOST PIPE, OR AS APPROVED BY SWSC.
5. REPAIR SECTION SHALL BE SIZED TO BUTT AGAINST THE HOST PIPES.

SPRINGFIELD WATER AND SEWER COMMISSION		
	SEWER DETAIL S-05.0	REV. DATE
	<i>BUILDING AND MAINLINE</i>	4/1/08 MAB
	<i>SEWER REPAIR</i>	
	SCALE: NTS	

Springfield Water and Sewer Commission

Guidelines and Policies

