



American Water Works
Association

IndianaSection

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FYI - Small Systems

August 2020

FYI

Hello all,

I hope we are all surviving in the COVID-19 world!

Included in this issue of FYI-Small Systems is updated contact information for the IDEM Drinking Water Branch. The map has all the phone numbers and emails for the inspectors. This article also includes COVID-19 sampling strategies, IDEM's guidance and procedures for Boil Water Advisories, commission main extension rules as well as IDEM virtual exam guidance and rules.

Also, please make sure to mark your calendars for the many upcoming virtual and in-person trainings AWWA has to offer. Registration and more information on these trainings can be found at www.inawwa.org.

FYI FROM THE SECTION CHAIR

By Ed Nugent, Indiana Section AWWA Chair

Greetings from the Section Chair,

I guess the first thing I would like to start with is to say "Thanks!"

Thank you all for being part of the Indiana Section AWWA, for committing to being involved with small systems or running a smaller utility. I am truly excited about the path that small systems have been put on. With the merger of Indiana Rural Water Association and the Indiana Section AWWA now complete, a renewed focus has been added to enhance the small systems offerings and to help you have a larger voice in discussions relating to water.

Instead of just reacting to whatever rules or legislation is passed down, my hope is for small systems to, at the very least, have the ability to be involved during the discussion phase. Our Water Utility Council does a very good job of keeping their finger on the pulse of upcoming changes. Recently Scott Dompke of Columbus City Utilities, Larry McIntosh of Jackson County Water (and former IRWA Board President), and Darrin Garrett of Kewanna have committed to serve on the WUC. When the Section is now asked for position papers or opinions on upcoming changes, smaller utilities will have a stronger voice. I personally think this is HUGE and we would like to thank Scott, Larry, and Darrin for volunteering.

Other small systems getting involved include Josh Hawley from Cordry Sweetwater Conservancy District and Charles Gill from the City of Greenfield stepping up to serve on the Public Information Committee.

Another example has to do with bringing more workshops to your region. The "new" combined association is committed to increasing and enhancing training opportunities and bringing them to your neighborhood. We also want to thank Josh Hawley for conducting a 1-hour webinar to share his experience in binding together the various technologies utilized by Cordry Sweetwater. It was a very informative "power hour".

We as an association have high hopes for our small systems. Please let us know how we can help you! Just reach out to Odetta, Monique, MaryJane, or Megan. Whether it be an opinion, a question or concern, a topic for group discussion or training opportunity, or simply to say "Hi". We just want to help!

Sincerely,

Ed Nugent
Chair of Indiana Section AWWA

ALTERNATIVE SAMPLING COVID


On a temporary basis, water systems can get alternate sites approved temporarily/as needed for sample sites in closed facilities or sensitive areas (healthcare facilities, hospitals, nursing homes, schools, etc.) if they have restricted access. Try to use a site as close as possible to your approved site and call your field inspector to let them know the change. Inspectors can approve your alternate site location(s) as it is needed, and they can also forward information to the office so the Compliance Section is aware of the changes. Written request and documentation will be needed for temporary approval. Please contact your Field Inspector. Contact information is attached.

Planning/precautions for utilities:

- **Understand the wellbeing and availability of water system operators is paramount, and protect them accordingly.**
- Require operators to disinfect common work stations (SCADA station, control consoles, lab equipment, truck steering wheels and shifters, common door knobs, bathrooms, etc.) after each shift.
- Water operators should practice social distancing to reduce virus exposure. Restrict nonessential outside visits such as vendors, plant tours, contractors, etc.
- Suspend nonessential construction activities if contractors are in usual contact with operators or sharing common facilities (rest rooms, meeting rooms, equipment).
- Update critical standard operating procedures so other operators with little familiarity could come in and run the plant.
- Ensure all certified operators and other critical staff have smart phones at home so they can be consulted even if in quarantine.
- Ensure an adequate supply of materials (treatment chemicals, lab reagents, lab standards, generator fuel, and other consumables).
- Make sure sample site plans are up to date and accessible. Modify sample plans to avoid operator contact with certain facilities (densely populated places, immune-compromised populations, schools, etc.) during the emergency.
- Make sure operations staff are communicating frequently with management staff about the health status and availability of all employed/contracted operators.
- Provide water treatment cross training to other capable public works personnel who may be available to assist with the aid of remote guidance if there is a shortage of WTP operators.
- Communicate with chemical suppliers on product availability. Many supply chains are being impacted by the pandemic.
- Schedule and complete any urgent maintenance activities while O&M staff are available.
- Review INWARN mutual aid agreements, any other local or community mutual aid agreements, and update contacts.
- Identify experienced operators familiar with your facility and/or living nearby. Reach out to see if they are willing and available to help out in an emergency.
- Supply necessary provisions (showers, rest area, food, etc.) for extended shift operations if necessary.
Prepare communication materials for the public about virus transmission in drinking water. CDC has some info [here](#).

EPA's COVID-19 Resources Website – hoping to make it a one-stop shop: <https://www.epa.gov/coronavirus> - Statement on Coronavirus and Drinking Water and Wastewater

- EPA is providing this important information about COVID-19 as it relates to drinking water and wastewater to provide clarity to the public. Based on current evidence, the risk to water supplies is low. **Americans can continue to use and drink water from their tap as usual.**
- EPA has established regulations with treatment requirements for public water systems that prevent waterborne pathogens such as viruses from contaminating drinking water and wastewater. COVID-19 is a type of virus that is particularly susceptible to disinfection and standard treatment and disinfectant processes are expected to be effective. EPA is coordinating with our federal partners, including the [Centers for Disease Control and Prevention \(CDC\)](#), and will continue to provide technical assistance and support, as appropriate.

GUIDANCE DOCUMENT			
	INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT		
	IDEM Boil Water Procedure		
	Drinking Water Branch		
(317) 232-8603 • (800) 451-6027		www.idem.IN.gov	100 N. Senate Ave., Indianapolis, IN 46204

The Indiana Administrative Code specifies the need for Public Notice (PN) to take into account the seriousness of the violation/situation and any potential adverse health effects that may be involved:

1. Drinking Water violations; and
2. Special Public Notices.

The terms Boil Water Order, Boil Water Advisory, Boil Order, Boil Advisory, Do Not Consume or No Use Order were developed to communicate actions needed by consumers in response to a situation meeting the definition of a Tier 1 public notice found in 327 IAC 8-2.1-7(c)(1). Tier 1 refers to drinking water violations and situations with "significant potential to have serious adverse effects on human health as a result of short term exposure".

However; the Public Water System (PWS) may assess a progressive system of notification depending on the information at hand to better explain the threat and allow customers to make the best decision.

- "Boil Water Advisory" may imply precaution due to the potential or possibility that harmful bacteria may be present during an event.
- "Boil Water Warning or Boil Water Order" may imply that there is known/found bacteria in the water system and the public is warned of potential health effects.
- "Do Not Consume" may be notification provided to customers of a known contaminant that should not be ingested or that boiling the water would make it worse.
- "No Use Order" may be issued when any contact, even with the skin, lungs, or eyes, can be dangerous. Do not drink or use tap water from the impacted system for any purpose as long as the advisory is in effect, including for bathing. These types of advisories are rare.

In rule, there is no language referring to the terms Boil Water Order, Boil Water Advisory, Boil Order, Boil Advisory, Do Not Consume or No Use Order. **The rule states in 327 IAC 8-2.1-8(b), that the PWS must provide notice to their customers and to IDEM within 24 hours of a Tier 1 PN requirement.** The PN is to be distributed in a form and manner reasonably calculated to reach all persons served and is to plainly convey the information. There are several reasons a PN or Boil Water Order, Boil Water Advisory, Boil Order, Boil Advisory, Do Not Consume or No Use Order is to be issued. The similarity is that the situation has a significant potential to cause serious adverse health effects.

Loss of water system pressure:

If the distribution system pressure falls below 20 psi as required in 327 IAC 8-3.2-11, a PN must be issued. The PWS cannot lift the PN/Boil Advisory until sufficient clean bacteriological samples have been collected and analyzed. According to AWWA Standard C651-14 (Feb. 1, 2015), verification after water main repairs where the main was depressurized or partially dewatered, one set of samples is collected that is representative to the affected area to ensure that the water is safe to consume. Once the samples are found to be satisfactory, the PWS may lift the PN/Boil Advisory; however, it is recommended that the PWS collect a second set of samples. The second set and 24 hour time separation is to ensure that any increased disinfection in the affected area has fully mixed and the samples are indicative of the normal quality of the water before the event. It is also recommended that the area be "scour flushed". If the second set of bacteriological samples is returned with positive samples, the PN/Boil Advisory must be reissued and new samples collected.

NEW SMALL & RURAL SYSTEMS TRUSTEE POSITIONS CREATED FOR INAWWA

One of the benefits from Indiana Section AWWA and Indiana Rural Water Association joining forces is the creation of two new trustee positions to represent small systems on the INAWWA Board of Directors.

My name is Troy Elless, from the Town of Bainbridge, and I will be filling the position of Small & Rural Systems Trustee North. Filling the position of Small & Rural Systems Trustee South will be Les Day from the Town of Rushville.

The idea of these two new positions is to give small and rural systems a direct voice within INAWWA, and two votes on the Board of Directors. As with all new positions, there will be a learning curve on how this should be accomplished, and I think it best to reach out to small systems to see what is on your mind.

We would like to get some input on what the needs of the small systems in Indiana are. I, myself, have spent my entire career in small systems and know its hard to be heard sometimes. Now is your opportunity to be heard.

Feel free to reach out to me or Les. We would love to talk to the small systems out there. Let us know what we can do as an organization to help you.

So you can put a face with the name, I plan on attending the Northeast, Northwest, and Central District meetings whenever we can hold them again. Les plans on attending the Southeast, Southwest, and Central District meetings.

In the meantime, feel free to email me at telless@umac3.com or Les at utilities@cityofrushville.in.gov

MAIN EXTENSION RULES

INDIANA UTILITY REGULATORY COMMISSION (IURC)

In March 2020, the Indiana General Assembly passed House Enrolled Act 1131 (*Ind. Code section 8-1-2-101.5*), which required municipally owned water and wastewater utilities to comply with the main extension rules of the IURC with regards to **main extension agreements entered into after June 30, 2020**.^{*} The Commission's main extension rules for water and wastewater may be amended by the IURC. All provisions within these rules apply to municipal main extensions, except for any reporting requirement.

MAIN EXTENSION AGREEMENTS

Generally, the IURC's main extension rules include the following:

The applicant or original depositor, who requests a main extension from the utility, will enter into an agreement with the utility. The agreement should include the total required deposit to be paid by the applicant. The agreement should also include the subsequent connector fee that would be paid by new connectors on the main after the main extension is constructed, which may result in a refund to the original depositor. Once the number of connections agreed to by the original depositor are made, refunds are required for 10 years from the date the main is completed; all refunds go to original depositor. A three year revenue allowance is also required to be calculated by the utility for each connection to the main.

The utility can charge separate fees to connect an applicant, such as a tap fee or system development charge, and these charges are not to be included in the main extension cost. However, a utility cannot charge an original depositor for a main larger than necessary to meet the original depositor's request for service.

Main extension agreements must include: details about the main extension, cost and calculations, disclosure of any depositor-authorized connections, a statement that the main extension shall conform with the IURC's main extension rules, and the applicant's signature.

Water and wastewater main extension rules - http://iac.iga.in.gov/iac/iac_title?iac=170

If you have questions, you can call the IURC's Water/Wastewater Division at 317-232-2785 or the Consumer Affairs Division at 1-800-851-4268.

	Req'd to follow Main Extension Rules	Req'd to file reports required by Main Extension Rules
Jurisdictional investor-owned or not-for-profit water or wastewater utility	Yes	Yes
Jurisdictional municipal water utility	Yes, after June 30, 2020	No
Municipal water utility withdrawn from matters under IC 8-1.5-3-9 or IC 8-1-3-9.1	Yes, after June 30, 2020	No
Municipal wastewater utility	Yes, after June 30, 2020	No
Regional districts and conservancy districts	No	No

DISPUTE RESOLUTION FOR MUNICIPALITIES

If an applicant has a dispute with a municipality regarding the main extension rules, the applicant may submit an informal complaint to the Consumer Affairs Division of the IURC. Utilities must provide information and follow other requirements for consumer complaints.



^{*}HEA 1131 only applies to main extension rules, and does not add existing municipal utilities under the commission's jurisdiction for rates and charges.

COMMISSION'S MAIN EXTENSION RULES

Introduction

In March 2020, Indiana House Enrolled Act 1131 added Indiana Code § 8-1-2-101.5, requiring municipally owned water and wastewater utilities to comply with the main extension rules of the Indiana Utility Regulatory Commission ("Commission"), regarding main extension agreements entered into after June 30, 2020.* The Commission's main extension rules are located in the Indiana Administrative Code ("IAC") at 170 IAC 6-1.5 for water and 170 IAC 8.5-4, for wastewater, as may be amended by the Commission. All provisions within these rules apply to municipally owned water and wastewater utilities, with the exception of any provision that requires reporting to the Commission. Ind. Code § 8-1-2-101.5(c).

	Required to follow Main Extension Rules	Required to file reports required by Main Extension Rules
Jurisdictional investor-owned or not-for-profit water or wastewater utility	Yes	Yes
Jurisdictional municipal water utility	Yes, after June 30, 2020	No
Municipal water utility withdrawn from matters under IC 8-1.5-3-9 or IC 8-1.5-3-9.1	Yes, after June 30, 2020	No
Municipal wastewater utility	Yes, after June 30, 2020	No
Regional districts and conservancy districts	No	No

The Commission's rules for main extensions include specific terms that are italicized throughout this document. This document can generally assist a utility in understanding the requirements of the Commission's main extension rules. However, utilities should review the full text of the rules for a more comprehensive understanding and to determine when special exceptions may apply.

Main Extension Agreement

Overview

Generally, an "*applicant*", also called the "*original depositor*" who requests a main extension from the utility will enter into an agreement and the "*customer*" provides a "*deposit*." The agreement should include the "*total required deposit*" the *original depositor* would pay. The agreement should also include the "*subsequent connector fee*" that would be paid for new connectors on the main after the main extension is constructed. For up to 10 years after the main extension is constructed, new connectors must pay a pro rata share of the *original depositor's* deposit (a *subsequent connector fee*), and that money is refunded to the *original depositor*.

Procedure

An *original depositor* is an *applicant* who requests a main extension, enters into a main extension agreement, and makes a *deposit* with the utility.¹ The main extension agreement should include the *total required deposit* the *original depositor* must pay.² The *total required deposit* includes the "*cost of the main extension*"³ less an "*immediate revenue allowance*." *Immediate revenue allowance(s)* is provided to the *original depositor* as long as service(s) is taken within 9 months of the "*completion date of the main extension*." For example, a developer plans to connect 3 homes to the main within 9 months of the main extension being complete. The *total required deposit* to this *original depositor* would be the *cost of the main extension* less 3 *immediate revenue allowances*.⁴ A revenue allowance is equal to 3 times the "*estimated annual revenue*" the utility can expect to receive from either the *original depositor*, a depositor-authorized connection, or a "*subsequent connector*."⁵ These revenue allowances are paid by the utility to the *original depositor* as a form of "*refund*" toward the *original depositor's total required deposit*.⁶

¹ 170 Ind. Admin. Code §§ 6-1.5-14 and 8.5-4-14.

² 170 Ind. Admin. Code §§ 6-1.5-26 and 8.5-4-25.

³ 170 Ind. Admin. Code §§ 6-1.5-5 and 8.5-4-5.

⁴ 170 Ind. Admin. Code §§ 6-1.5-10 and 8.5-4-10. See also 170 Ind. Admin. Code §§ 6-1.5-27 and 8.5-4-26.

⁵ 170 Ind. Admin. Code §§ 6-1.5-19 and 8.5-4-19. The Commission's rule defines an *immediate revenue allowance*, a "*subsequent connector's revenue allowance*," and a "*revenue allowance from a depositor-authorized connection*." All revenue allowances are based on 3 years of estimated revenues.

⁶ See additional information at 170 Ind. Admin. Code §§ 6-1.5-18 and 8.5-4-18.

COMMISSION'S MAIN EXTENSION RULES (CONTINUED FROM PAGE 5)

A *subsequent connector fee* is a charge that should be calculated and included in the *original depositor's* main extension agreement.⁷ This fee will be collected from *subsequent connectors* prior to their main extension connections for up to 10 years after the *completion date of the main extension*.⁸

The *subsequent connector fees* and revenue allowances should be refunded to the *original depositor* for service connections along the *main extension* that occur within 10 years of the *completion date of the main extension*.⁹

Important things to remember:

- If the *immediate revenue allowance* is greater than the *cost of the main extension*, the main extension is provided by the utility at no cost to the *original depositor*.
- If the utility's future extension plans require a larger main than necessary to serve the *original depositor*, the incremental cost for the larger main size and increased material and installation costs is paid by the utility and not included in the *original depositor's total required deposit*.¹⁰
- If a utility charges separate fees to connect a *customer* such as a tap fee or system development charge, these charges are not to be included in the *main extension cost*.¹¹

Calculations of the Total Required Deposit and Subsequent Connector Fee

Overview

As mentioned above, the *total required deposit* is the *cost of the main extension* less an *immediate revenue allowance*. *Subsequent connector fees* are the amounts utilities will charge *customers* who connect to the *main extension*, other than the *original depositor*, for a period of 10 years after the *completion date of the main extension*. The *subsequent connector fee* is based on the "*cost per lot*." For unplatted properties, the number of "*lots*" are calculated by dividing the total land "*frontage*" of the extension by 100'. Utilities can calculate the *cost per lot* by dividing the *cost of the main extension* by the number of *lots* or by the *customers'* pro rata share of the land *frontage*.

Procedure

A *subsequent connector fee* is based on a *cost per lot*. To calculate the *subsequent connector fee*, the utility must determine the number of *lots* for which service could be requested on the *original depositor's main extension*.¹² If the property along the main extension is platted, the number of *lots* platted along the main shall be used.¹³ For unplatted property, the number of *lots* is determined by dividing the total land *frontage* along the main extension by 100 feet.

Number Lots

Platted	Number of Lots
Unplatted	Total frontage along extension ÷ 100'

⁷ 170 Ind. Admin. Code §§ 6-1.5-23 and 8.5-4-22.

⁸ 170 Ind. Admin. Code §§ 6-1.5-23 and 8.5-4-22.

⁹ Refunds should not exceed the *original depositor's total required deposit*.

¹⁰ 170 Ind. Admin. Code §§ 6-1.5-31 and 8.5-4-30.

¹¹ 170 Ind. Admin. Code §§ 6-1.5-4 and 8.5-4-4.

¹² 170 Ind. Admin. Code §§ 6-1.5-23 and 8.5-4-22.

¹³ 170 Ind. Admin. Code §§ 6-1.5-30 and 8.5-4-29.

COMMISSION'S MAIN EXTENSION RULES (CONTINUED FROM PAGE 6)

Next, the *cost per lot* must be determined. The Commission's main extension rule provides two methods to determine the *cost per lot*.¹⁴ Under the first method, the *cost of the main extension* is divided by the total number of *lots* calculated pursuant to this rule. Under the second method, the *cost of the main extension* is divided proportionately on the basis of land *frontage* for all *lots* along the main extension.

Cost per Lot

Method 1	Cost of Main Extension ÷ Total number of lots
Method 2	Main Extension Cost ÷ Main Extension Length * Lot Length (the proportionate allocation)

The following examples illustrate how a utility would compute the *original depositor's total required deposit* and the *subsequent connector fee* using these two *cost per lot* methods. The first example uses the number of *lots* method to determine the *cost per lot* and assumes the property along both sides of the main is unplatted. The second example includes a mix of platted and unplatted property along both sides of the main and calculates the *cost per lot* based on a proportionate allocation of cost (the proportionate method). Both examples assume an *immediate revenue allowance* of \$900 (\$25 average monthly residential customer bill * 12 months * 3 years). With both examples, there are no depositor-authorized connections.¹⁵

Example 1

The *original depositor* executes a main extension agreement for a 6" main extension of 200'. The estimated cost for this main extension is \$10,000. The *total required deposit* paid by the *original depositor* is \$9,100 (see below):

Proposed Cost to Extend 6" Main 200'	\$10,000
Less: Immediate Revenue Allowance:	
Average Monthly bill for Residential class:	\$25
Multiply by: 36 months (3 years)	<u>36</u>
Immediate Revenue Allowance	\$ 900
Cost to Original Depositor	<u>\$ 9,100</u>

The *cost per lot* would be computed as follows:

Main Extension Cost: 6" main @ 200'	\$10,000
Divided By: 4 (org. cust + 3) - 100' lots	<u>4*</u>
Cost Per Lot:	<u>\$ 2,500</u>

*Both sides of the road are considered.
The original depositor owns 1-100' lot.

A *subsequent connector* who connects to the main would also benefit from a revenue allowance, called a *subsequent connector revenue allowance*.¹⁶ Thus, each *subsequent connector* would be required to pay a \$1,600 (\$2,500 *cost per lot* - \$900 *subsequent connector revenue allowance*) *subsequent connector fee* to the utility. The utility will forward the payment to the *original depositor*.¹⁷ In this illustration, the utility will forward 3 *subsequent connector fees* to the *original depositor*, if all *lots* connect within 10 years of the completion of the *original depositor's* main extension, or \$4,800 (\$1,600 x 3). The utility also pays the *original depositor* the *subsequent connector revenue allowances* for each of the three *subsequent connectors* or \$2,700. Note that the *original depositor* pays the same amount of \$1,600 if all 3 *lots* are subsequently connected (\$9,100 - \$4,800 - \$2,700 = \$1,600). The first method is used in this example because the 4 *lots* along both sides of the main are of equal size.

¹⁴ 170 Ind. Admin. Code §§ 6-1.5-32 and 8.5-4-31.

¹⁵ Depositor-authorized connections are included in the main extension agreement as *lots* or unplatted area designated by the *original depositor* for connections that were not provided an *immediate revenue allowance*.

¹⁶ 170 Ind. Admin. Code §§ 6-1.5-24 and 8.5-4-23.

¹⁷ Utilities are not required to make the *refund* until the number of actual connected *customers* equals the number of *immediate revenue allowances* included in computing the *total required deposit*. *Refunds* shall be paid annually or more frequently at regular intervals, at the utilities' discretion.

170 Ind. Admin. Code §§ 6-1.5-36(b) and 8.5-4-35(b).

COMMISSION'S MAIN EXTENSION RULES (CONTINUED FROM PAGE 7)

Example 2

The *original depositor* requests service, which requires a 6" main extension of 500'. The cost estimate for this main extension is \$23,500. The *total required deposit* paid by the *original depositor* is \$22,600 (see below):

Proposed Cost to Extend 6" Main 500'	\$23,500
Less: Immediate Revenue Allowance:	
Average Monthly bill for Residential class:	\$25
Multiply: 36 months (3 years) 36	<u>36</u>
Immediate Revenue Allowance	\$900
Cost to Original Depositor	<u>\$22,600</u>

As part of the main extension agreement with the *original depositor*, a *subsequent connector fee* is determined. First, the number of *lots* available for subsequent connection must be determined. In this example, it is assumed that there are 7-100' sections of land in unplatted areas, which includes the *original depositor's* 100' lot, and 4-75' platted *lots* within a 25-lot subdivision that will connect directly to the 6" main. Next, compute the *cost per lot* using the proportionate method as follows:

Proposed Cost for 6" Main 500'	\$ 23,500
Divided By: Total lot frontage along main in feet	<u>1,000</u>
Cost Per Foot:	<u>\$ 23.50</u>
Cost per 75' platted lot: 75' @ \$23.50/foot	<u>\$1,762.50</u>
Cost per 100' unplatted lot: 100' @ \$23.50	<u>\$2,350.00</u>

Each *subsequent connector* benefits from a *subsequent connector revenue allowance*. Thus, each "*prospective customer's*" *subsequent connector fee* is calculated as follows:

Cost per 75' platted lot: 75' @ \$23.50/foot	\$1,762.50
Less: Subsequent connector revenue allowance	<u>\$ 900.00</u>
Subsequent Connector Fee	<u>\$ 862.50</u>
Cost per 100' unplatted lot: 100' @ \$23.50	\$2,350.00
Less: Subsequent connector revenue allowance	<u>\$ 900.00</u>
Subsequent Connector Fee	<u>\$1,450.00</u>

In this example, the utility pays the *original depositor* 10 *subsequent connector fees* (SCF) or \$12,150 [(\$862.50 SCF * 4 *prospective customers* on 75' platted lots) + (\$1,450 SCF * 6 *prospective customers* on 100' unplatted lots)] based on all property along the *main extension* connecting within 10 years of installation. The utility will also pay the revenue allowances to the *original depositor* for each of the 10 *subsequent connectors*, or \$9,000 (\$900 *subsequent connector revenue allowance* x 10 *subsequent connectors*). The proportionate method is used in this example to divide proportionately the cost of the water main extension to both the *original depositor* and the *prospective customers* due to the different lot sizes along the main.

10 subsequent connector fees	\$12,150
10 subsequent connector revenue allowances	<u>\$ 9,000</u>
Sub-total	<u>\$21,150</u>
Divided By: Frontage of Main Per Foot for Subsequent Connectors	<u>900</u>
Main Extension Cost Per Subsequent Connector per foot	<u>\$ 23.50</u>
Total Cost of Main Extension:	\$23,500
Less: Cost reimbursed by the Utility:	<u>\$21,150</u>
Main Extension Cost to Original Depositor	\$ 2,350
Divided By: Frontage of Main for Original Depositor	<u>100</u>
Main Extension Cost to Original Depositor per foot	<u>\$ 23.50</u>

COMMISSION'S MAIN EXTENSION RULES (CONTINUED FROM PAGE 10)

What happens in Example 2 if, within the 10-year refund period, another developer comes along and buys acreage to develop a 20 home subdivision, which results in a “*lateral main extension*” along the 200’ of main *frontage* he owns to serve his development? The developer has subdivided the unplatted *frontage* in a manner different from the 6-100’ *lots* contemplated in the *original depositor’s* main extension agreement such that one or more of the *lots* will not require service directly from the original main extension.¹⁸ In that case, the utility shall collect a *subsequent connector’s fee* for each equivalent lot of the *frontage* land used to determine the main extension *cost per lot*. Thus, the developer would pay two *subsequent connector fees* (the equivalent of two 100’- original plats) or \$2,900, which includes two revenue allowances.

Cost per 100' unplatted lot: 200' @ \$23.50	\$4,700.00
Less: 2 Subsequent Connector Revenue Allowances @ \$900	<u>\$1,800.00</u>
Subsequent Connector Fee	<u>\$2,900.00</u>

It is also worth noting that none of the developer’s lots within its subdivision were included in these calculations because none of the lots directly connect to the original main extension.

Dispute Resolution for Municipalities

If an *applicant* has a dispute with a municipality regarding the applicability of these rules, the *applicant* may submit an informal complaint to the Commission’s Consumer Affairs Division.¹⁹ A utility should make a good faith effort to resolve disputes and provide the *applicant* a proposed resolution.²⁰ If *applicants* are not satisfied, they should submit an informal complaint within 7 days of receiving the proposed resolution. Utilities must provide information to the Consumer Affairs Division and follow other requirements for consumer complaints. For more information, go to http://iac.iga.in.gov/iac/iac_title?iact=170 and review Article 16, Customer Complaints, or call the Commission’s Consumer Affairs Division at (317) 232-2785.

¹⁸ 170 Ind. Admin. Code §§ 6-1.5-35 and 8.5-4-34.

¹⁹ Ind. Code § 8-1-2-101.5(d) and 170 Ind. Admin. Code 16.

²⁰ 170 Ind. Admin. Code 16-1-4(c).

Additional Resources

For main extension agreement contract must haves, please visit: <https://www.in.gov/iurc/2338.htm>

For more information regarding the Commission’s water main extension rules, go to http://iac.iga.in.gov/iac/iac_title?iact=170 and review Article 6, Rule 1.5, Extension of Water Mains, , or call the Commission’s Water/Wastewater Division at (317) 232-2785.

For more information regarding the Commission’s wastewater main extension rules go to http://iac.iga.in.gov/iac/iac_title?iact=170 and review Article 8.5, Rule 4, Extension of Wastewater Mains, or call the Commission’s Water/Wastewater Division at (317) 232-2785.

To review the statute regarding applicability of the Commission’s main extension rules for municipalities, go to <http://iga.in.gov/>, click “Code”, and enter 8-1-2-101.5.

MAIN EXTENSIONS DISPUTE RESOLUTION PROCESS

The Commission's Consumer Affairs Division (CAD) strongly encourages the applicant and municipality to make a good faith effort to resolve disputes. However, if an applicant is not satisfied with the municipality's proposed resolution, Ind. Code § 8-1-2-101.5(d) allows the applicant to submit an informal complaint to CAD for resolution.

When filing a complaint, please include the following information:

1. The status of a main extension agreement, and a copy of the agreement, if there is one.
2. Whether fire protection is, or will be, provided.
3. The assumed finished floor elevation and flow that are, or will be, provided.
4. The hydraulic calculation(s) that support the proposed pipe diameter.
5. The schematic that supports location.
6. Other documentation you have related to the main extension that you believe will be helpful in resolving the dispute.

A CAD analyst will review the information provided to determine if the proposed design was based on good engineering practices and is consistent with the Commission's main extension rules. Once the CAD analyst has researched your complaint, he or she will issue a determination. If you should disagree with the decision, you will have 7 days to request the CAD Director review the proposed resolution.

If you'd like additional information regarding the complaint process, please review 170 Ind. Admin. Code 16 (Customer Complaints) at: http://iac.iga.in.gov/iac/iac_title. The Commission's main extension rules are 170 Ind. Admin Code 6-1.5 (Water) and 8.5-4 (Wastewater) at the above link.

If you have questions, you can call CAD at 1-800-851-4268.

MAIN EXTENSION AGREEMENTS CONTRACT MUST HAVES

In March 2020, Indiana House Enrolled Act 1131 added Ind. Code § 8-1-2-101.5. The new statute requires municipalities to comply with the Indiana Utility Regulatory Commission's (IURC) main extension rules regarding water and wastewater main extension agreements entered into after June 30, 2020.*

Contracts should include the following, at minimum:

- Details about the main extension
- Size and description
- Route Costs and calculations
- The main extension cost
- The revenue allowance amount
- The applicant's total required deposit
- The subsequent connector(s)' fee
- The completion date of the main and the corresponding expiration date of the 10-year refunding period
- Disclosure of any depositor-authorized connections
- A statement that the main extension shall conform with the IURC's main extension rules (with possible exceptions for reporting) and Ind. Code § 8-1-2-101.5
- A statement that if a dispute arises, 170 Ind. Admin. Code 16 outlines the dispute resolution process
- The applicant's signature, municipality signature and date signed

If you'd like additional information regarding the IURC's Main Extension Rules, please review 170 Ind. Admin Code 6-1.5 (Water) or 8.5-4 (Wastewater) at: http://iac.iga.in.gov/iac/iac_title.

*HEA 1131 only applies to main extension rules, and does not add existing municipal utilities under the commission's jurisdiction for rates and charges.

SAVE THE DATE

December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

January 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

February 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Water Institute 2020

December 7-9, 2020

French Lick Resort &
Conference Center

113th Annual Conference 2021

February 1-4, 2021

Marriott Hotel - Indianapolis

IDEM WASTEWATER UPDATE

Here is a link to IDEM's info on COVID-19: <https://www.in.gov/idem/7196.htm>

Ivy Tech is currently shut down so testing is not possible at their facilities at this time. The Wastewater Compliance Branch will be allowing those with expiring approval letters during the Ivy Tech shut down to take the exam later with their expired approval letter. We are working out those issues with Ivy Tech currently.

During the COVID-19 pandemic, the Wastewater Compliance Branch asks facilities to do their best to maintain compliance of their NPDES permit. If unable to comply, notify your wastewater inspector as soon as possible.

Currently, DMR-QA testing is on hold. EPA has not yet sent out the packets. If you have any questions in regards to DMR-QA contact Becky Ruark, bruark@idem.in.gov. 317-691-1909.

Missy Nunnery, previous inspector for Hancock, Hamilton, Johnson, Morgan, Shelby and Warren counties, has taken a new position with the facility construction section. Kim Rohr is currently covering her territory. Her contact info is: rohr@idem.in.gov, 317-719-1666.

IDEM provides bench sheets for laboratory analysis on our website. These bench sheets are comprehensive and include all information permittees are required to report. They are available in doc form and pdf. This enables facilities to change the sheet to fit their needs. Here is the link: <https://www.in.gov/idem/cleanwater/2443.htm>.

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WINTERIZING TIPS FOR WATER UTILITIES

Before long, the cold winter air will be hitting us in the face. The question is: Are you prepared for the bitter cold weather that will come and can cause you so many problems? The purpose of this article is to get you brainstorming on what areas you might have in your water system or community that could be potential problems or risk due to the cold weather.

As the weather turns colder and the leaves start turning their brilliant fall colors, and especially before the snow flies, you need to prepare your system.

Here are a few areas that should be checked in your community and water utility, we call it our winterizing checklist.

- ☐ Start working on your winterizing checklist before the cold weather sets in. Set a deadline for when this checklist should be completed.
- ☐ Be sure your employees have appropriate cold weather gear and equipment if they will be working out in cold weather conditions.
- ☐ Check for hydrants that do not drain properly. You may have notes on these from your flushing program; if not, it may take awhile to check all of your hydrants so start early. Once you have identified the problem hydrants, you need to pump them down at least 3' below ground level. You will want to check these problem hydrants a couple of days after pumping them down to see if water is leaking by the main seat and filling the barrel of the fire hydrant back up.
- ☐ Valves located, raised (if needed) and exercised (if possible) to ensure they work properly when needed.
- ☐ Examine and weatherproof booster stations. Check heaters, set thermostats, seal holes in building or pit walls, check that drains or sump pumps are working properly.
- ☐ Check any areas in which you may use heat tape. You will want to make sure that the heat tapes are working properly. If the heat tape is 3-4 years old you may want to strongly consider replacing that heat tape.
- ☐ Does your community have park restrooms or water fountains that need drained or winterized?
- ☐ Your water tower is one of your biggest assets and should be a concern during the winter months. You can vary the water level in your tank on a daily basis to keep from having major freezing problems. If your tank overflows on a regular basis, you need to correct the problem before the hard winter gets here. (A water tank can collapse with excess ice build-up.)
- ☐ Do you have an auxiliary heat source available in your well house in case power would go off for more than a couple hours?

IDEM VIRTUAL EXAM NOTIFICATION

This is an important update from the Indiana Department of Environmental Management, Office of Water Quality. The Drinking Water and Wastewater operator certification programs are partnering with Ivy Tech to temporarily offer virtual operator certification exams for qualified candidates; i.e., applicants who were unable to schedule and take their respective exam, within the 90-day time frame as stated on their approval letter, due to COVID-19. Ivy Tech has been provided a list of those qualified candidates. These virtual exams will be proctored by Ivy Tech staff and possibly an IDEM representative. Qualified candidates **with IDEM approval letters** can begin scheduling their exam online immediately for the first available appointments beginning Monday, June 15th. Please see the attachment for instructions on how to schedule a virtual IDEM operator certification exam through Ivy Tech's online scheduling system. This attachment also includes important instructions on Technical Requirements for Virtual Proctored Exams (starting on page 3).

IDEM was recently notified that Ivy Tech will begin to open their testing centers for on-site testing appointments beginning July 15th. Please note, the testing centers will have extremely limited appointments available with days and times varying by campus. Capacity is expected to increase from that point forward, as conditions allow. The virtual exam is available now. The test center exam and virtual exam will be available between July 15th and August 1st. We anticipate Ivy Tech will be closer to full availability at their test centers by that time. A decision will then be made as to whether or not to continue with the virtual exam.

Please contact Ruby Keslar at 317-234-7431 (rkeslar@idem.in.gov) or Mary Ann Branham (mbranham@idem.in.gov) regarding exam application approval letters.

HOW TO SCHEDULE - IDEM VIRTUAL EXAM SESSION

How to Schedule - IDEM Virtual Exam Session:

Step 1 – Schedule your IDEM exam by clicking on the CASS Self-Serve link:
www.ivytech.edu/schedulenow

Step 2 – Click on Non-Student Login to log in, then Create an account.

Non-Student Login

Don't have an account? [Create one](#)

[Forgot your password?](#)

[Resend my activation code](#)

Step 3 – Click on “Certification and all other exams”.

What type of exam are you scheduling?

- ☐ **Accuplacer assessment** ([Learn more about assessment on our website](#))
- ☐ **Certifications and all other exams**

Next

Step 4 – Type in **IDEM** for the test name.

Step 5 – Select the correct Virtual IDEM exam to schedule. This exam must match the IDEM Approval Letter.

[Certification & Other Tests](#) /

Type the name of the exam you want and the search results will display below.

Exam Name

IDEM

Begin typing...

Search Results:

Exam	Duration (hours)
<input type="radio"/> IDEM Industrial Wastewater Operator, Class A	3.50
<input type="radio"/> IDEM Industrial Wastewater Operator, Class A-SO	3.50
<input type="radio"/> IDEM Industrial Wastewater Operator, Class B	3.50
<input type="radio"/> IDEM Industrial Wastewater Operator, Class C	3.50
<input type="radio"/> IDEM Industrial Wastewater Operator, Class D	3.50
<input type="radio"/> IDEM Municipal Wastewater Operator, Class I	3.50
<input type="radio"/> IDEM Municipal Wastewater Operator, Class II	3.50

HOW TO SCHEDULE - IDEM VIRTUAL EXAM SESSION (CONTINUED FROM PAGE 13)

Step 6 – Select **Lafayette** for the campus and click next. *Your exam is NOT administered at the Lafayette campus, this location is just the default campus to select for your exam.

Select the campus where you would like to schedule an exam.

Lafayette ▼

Next

Step 7 – Click on the **red** calendar and select the date for your exam appointment and click next.

Campus: Lafayette [edit](#)

When do you want to take the exam?

June 2020

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

of Indiana © 2020

Step 8 – Use the dropdown box and select the time for your appointment and click next.

Campus: Lafayette [edit](#)

Test Date: June 19, 2020 [edit](#)

Available Times on **June 19, 2020**

10:00 AM ▼

Next

Step 9 – Review your appointment details and click next.

Step 11 – Select “Pay now via credit card online”. The cost of the exam is \$40.00 for candidates.

Step 12 – Click on “Credit Card Payment Form” and complete credit card payment transaction.

HOW TO SCHEDULE - IDEM VIRTUAL EXAM SESSION (CONTINUED FROM PAGE 14)

Step 13 – Click on “Submit My Appointment Request”.

Step 14 – Once your appointment is approved, you will receive an email with that approval.

Step 15 – About 24 hours prior to your scheduled appointment, you will receive an email with the URL to access for your exam session and any important exam details. Be sure to read the emails containing information on downloading necessary software and a code for launching the exam*

*Note: You will receive three emails. If you do not receive one containing testing information, please contact asktestingservices@ivytech.edu

Technical Requirements for Virtual Proctored Exam

- Broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). (Go to speedtest.net to test your internet.)
- Webcam, speakers and microphone
 - A USB headset with microphone and earphones or a phone to dial into meeting
 - Built-in speaker/microphone/camera to computer
- Computer with one of the following operating systems (No tablets, cell phones or Chrome book)
 - Mac OS X with MacOS 10.6.8 /(Snow Leopard) or later
 - Windows 10
 - Windows 8 or 8.1 or 7
- Supported Browsers
 - Windows: IE 11+, Edge 12+, Firefox 27+, Chrome 30+
 - Mac: Safari 7+, Firefox 27+, Chrome 30+
 - Linux: Firefox 27+, Chrome 30+
- Processor and RAM Requirements
 - Dual Core 2Ghz or Higher (i3/i5/i7 or AMD equivalent)
 - 4 Gb RAM

Please prepare for this appointment in advance.

- Virtual proctored testing appointments require the following:
 - Zoom – if you have never done a Zoom session, the first time when you click on the link it will ask you to download software. You must follow the instructions and allow the software to install. It is a small file and will only take two or three minutes.
 - Computer utilizing Chrome, Firefox, Edge, or Internet Explorer browser
 - Strong internet connection
 - Webcam, microphone and speakers
 - If you do not have a webcam, you will need to reschedule your exam appointment. Cell Phone cameras are NOT permitted.
- Please make sure that you are accessing your Zoom appointment link on time. Late testers may be required to reschedule.
- To start your appointment, click on the Meeting URL in the appointment information. This will launch Zoom and begin your appointment.
- A government-issued photo ID will be required for identity verification. Due to COVID-19, an expired ID will be accepted. Be prepared to show this ID to the proctor.
- No breaks are allowed. If you leave the testing environment, your absence will be noted in an incident report submitted to IDEM.
- Distractions free zone is required. This means no other person(s) or pets will be allowed in testing area.

HOW TO SCHEDULE - IDEM VIRTUAL EXAM SESSION (CONTINUED FROM PAGE 15)

- Please remember no hats or head coverings are allowed.
- Your work area will need to be cleared of all materials except those allowed by IDEM. Please make sure the surface and floor around your seat are cleared.
- During the session, the proctor will be able to view your computer screen. Before your scheduled meeting, please launch the testing portal URL. All other tabs and programs must be closed.
- Please note that you will be recorded during your testing appointment.
- If you need to cancel or reschedule your appointment, you can do so up to 3 days in advance by visiting www.ivytech.edu/schedulenow
- If you need to cancel your appointment after you have received your Zoom invite, please respond directly to the invite.
- If you get disconnected during your session, please reconnect to the Zoom session. Although not expected to happen, if the proctor does not show for your appointment, please email us immediately: asktestingservices@ivytech.edu

WINTERIZING TIPS FOR WATER UTILITIES (CONTINUED FROM PAGE 12)

- ☐ If you have any machinery that stays out in the weather or is in an unheated garage, be sure to check antifreeze strength, it should be down to at least -25 degrees F.
- ☐ Winterize mowers and equipment that will sit all winter. Gas stabilizer in October makes things so much easier in April.
- ☐ Check insulation and weather-stripping on all facilities in order to reduce the cost of heating those spaces.
- ☐ Inspect your facilities for small openings where mice and other small animals could find their way into the facility. In addition to the health concerns from their droppings, mice can cause a lot of damage.
- ☐ Check pits for leaks, insulators, and conduct an overall inspection.

SECURITY:

- ☐ Check your pump houses to make sure there is an adequate heater with a thermostat to Secure accessways with chains and/or locks
- ☐ Clear fences and make sure they are properly maintained
- ☐ Close and lock gates
- ☐ Make provisions for proper snow removal if access is needed during the winter
- ☐ Make sure any security or freeze alarms are all operational
- ☐ Remind your seasonal customers of some winterizing tips for their home when they call in for their seasonal disconnect. (Draining of water line, *if they don't have hot water heat of course*, turn back thermostat on furnace and hot water heater.)
- ☐ Find out an approximate return time of your seasonal customer to be verified with a phone call. Just in case of a problem you should see if they will give you a phone number so they can be contacted in case of an emergency.

HYDRANTS:

- ☐ Flush, grease, and check to be sure they are draining properly.
- ☐ Locks should be lubed, siliconed, or protected from moisture in order to operate easily in freezing weather.

WELLS and PUMPING EQUIPMENT:

- ☐ Check your pump houses to make sure there is an adequate heater with a thermostat to maintain enough heat in the building so the discharging piping and any sensing lines in the building will not freeze.
- ☐ If there is a vertical turbine pump in the pump house, there will be a small amount of water trickling out of the stuffing box, which is normal. You must make sure the water has proper drainage away from the pump house.
- ☐ On a submersible pump, you want to maintain proper heat in the building so when the pump is off, it will not freeze.

WINTERIZING TIPS FOR WATER UTILITIES (CONTINUED FROM PAGE 16)

- ☐ For wells and pumps on pitless adapters, you must ensure the wells are covered properly and protected against snow, hail, and ice getting in them, yet allowing them to be vented to atmosphere.
- ☐ If there is a pit for booster pumps or check valves, ensure the top is sealed as with the pitless adapters.
- ☐ Mud pumps used for dewatering leaks should be serviced and ready.
- ☐ To avoid accidents with snowmobiles and snow plows, make sure that if you have test wells or wells with pitless adapters, they are very visibly marked so they may be located easily in deep or drifting snow.
- ☐ When spring arrives, do not forget to shut off your heaters to prevent overheating and save fuel.

STORAGE TANKS:

- ☐ The leading causes of tank freeze ups in Indiana are a lack of circulation and operator awareness.
- ☐ Ice formation occurs when water sits in a tank long enough to have heat transfer through the tank wall lower the temperature to freezing. Smaller tanks are more susceptible to freezing as their surface area to volume ratio is lower. A 100,000 gallon elevated tank has approximately 30 gallons of water stored for every square foot of surface area, while a 1,000,000 gallon elevated tank has approximately 68 gallons per square foot. The more steel surface area there is per gallon, the faster heat will transfer. The same relationship applies to pipes. A 4-inch diameter pipe has 0.62 gal/sq.ft., while a 24-inch diameter has 3.75 gal/sq.ft. That is why a small pipe without circulation will freeze solid much faster than a large one. There is much less water to freeze and the heat transfer rate is much higher.
- ☐ Groundwater systems have a major advantage as the incoming water is around 46-48 degrees F and adds heat to the tank every time it is filled. As a rule of thumb, if the volume of a tank can be turned over at least every two days during the winter, freezing should not be a concern for a groundwater system. Surface water supplies have a more difficult time as for several months they are pumping water that is 33-34 degrees F and will freeze quickly if circulation is not adequate.
- ☐ Make sure any water towers or ground storage tanks have their sensing lines properly insulated or heat taped to prevent false readings and to allow the water to be turned, keeping it fresh.
- ☐ Adjust pump cycles as needed to ensure that water circulates frequently each day. Demands in the winter are lower, so the pump operating levels may need adjustment.
- ☐ Consider changing filling operations to lower demand times. This ensures most of the new warmer water enters the tank first instead of being used directly to meet system demands.
- ☐ Consider reducing overall tank volumes. As long as the fire flow minimum storage volume is maintained, the tank volume can usually be reduced without a noticeable effect on system pressures.
- ☐ Insulate fill pipes and use heat tape where practical. Without adequate circulation, the fill pipe will freeze before the tank due to its high heat transfer rate.
- ☐ Install temperature alarms on the fill pipe and riser. These can be tied into your control or SCADA system to warn of impending freezing.
- ☐ Use warmer water sources where possible. If you have dual sources, try to use ground water instead of surface water during the winter.
- ☐ If altitude values are used on multiple tank systems, they should be serviced routinely to ensure proper operation.
- ☐ For worst cases, consider installing a recirculation system. These are commonly found on industrial tanks that are only used for fire protection. A new municipal tank built for future service demands could also temporarily have this problem, as can school water supply systems. Recirculation systems are effective, but require close monitoring to ensure they work properly.
- ☐ Most importantly, be sure that your control system provides a continuous reading of tank levels. The old fashioned circular chart recorders work fine, as do the more modern computerized telemetry. Paying close attention to this data will help to identify circulation concerns.

BACKFLOW:

- ☐ The best way to prevent freezing on an irrigation system is to have the assembly removed for the winter months then re-install and test the assembly in the Spring when it is warmer. Another option is to turn off the shut-off valve and drain the assembly by opening the test cocks.
- ☐ Cover the assembly with insulation inside the enclosure.

IDEM OWQ Drinking Water Inspector Areas

Regional Office Boundary

- | | | |
|---|-----------|---|
|  | 1 | Northern
Paula Reinhold, (574) 229-7502
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|  | 2 | Central
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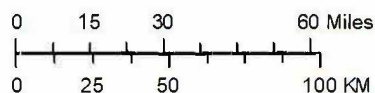
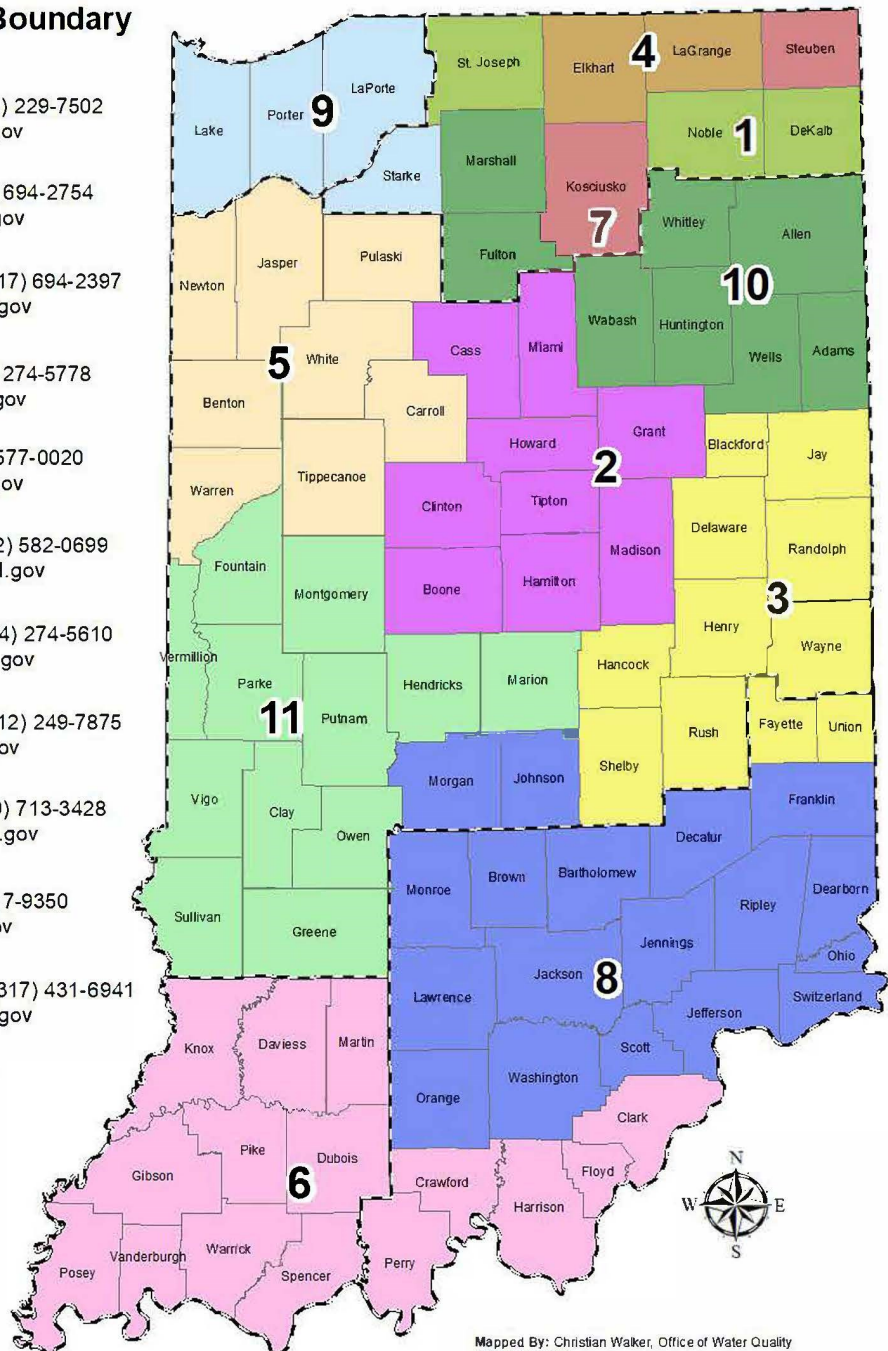
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Mapped By: Christian Walker, Office of Water Quality
Date: 12/03/2019

This map is intended to serve as an aid in graphic representation only. This information is not warranted for accuracy or other purposes.

Sources:

Non Orthophotography

Data - Obtained from the State of Indiana Geographical Information Office Library

Orthophotography - Obtained from Indiana Map Framework Data (www.indianamap.org)

Map Projection: UTM Zone 16 N Map Datum: NAD83

WINTERIZING TIPS FOR WATER UTILITIES (CONTINUED FROM PAGE 17)

- ☐ Whether your assembly stays in use for the winter, be sure the backflow cover fits securely to the ground to prevent air infiltration. Check the cover for any cracks, holes, splits, etc.
- ☐ If electricity is available, install a damp rated heat tape around the assembly and piping inside the cover.

EMERGENCY PREPARATION:

- ☐ Take out your emergency management plan and review.
- ☐ Update emergency contact phone numbers.
- ☐ Place emergency management plan with emergency contact phone numbers in a prominent location in your office. Label it so others who may be called on to fill in for you will be able to find it and use it.
- ☐ Get permission from your board, town manager, or mayor to identify and cross-train two or three individuals so they can operate the system safely during an emergency. Then get them cross-trained. TIP: Look for suitable retirees in your community to fill this need if you do not have access to other personnel within your organization.
- ☐ Write down your critical operating procedures—maybe even put labels on some of the equipment and controls. Have the people who you are cross-training help you write the procedures and identify items to be labeled.
- ☐ Make a list of your current chemical suppliers, including phone numbers, and a list of the specific chemicals you purchase on a regular basis.
- ☐ Assemble a set of spare keys and put them in a location where the folks you cross-trained can gain access.
- ☐ Check and test generators and hook-ups – or – check where to rent generators locally if you do not have one. Be sure all hook-ups are compatible.

TRUCKS, BACKHOES, OTHER EQUIPMENT:

- ☐ Change fluids as needed for colder weather.
- ☐ Check tires for wear.
- ☐ Utilize tire chains as appropriate.

WORKER NEEDS:

- ☐ Warm boots and/or waders
- ☐ Warm waterproof gloves
- ☐ Heaters in needed areas
- ☐ Small generators
- ☐ Emergency lighting, including good flashlights and fresh batteries

EMERGENCY STOCK ITEMS:

- ☐ Repair Clamps
- ☐ MJ Sleeves
- ☐ Compression Fittings
- ☐ Roll Plastic
- ☐ Lids and Rings
- ☐ Saddles (3/4" and 1")
- ☐ Valve Boxes (tops and bottoms)
- ☐ Back-Up Generators (pull behinds, portables, etc.)
- ☐ Drinking water safe hose and fittings for interconnecting houses, if needed, due to frozen pipes.
- ☐ Pipe thawing equipment – own, rent, or borrow
- ☐ Meter Pit Insulators
- ☐ Extra Fuel – rotate to keep fresh
- ☐ Tires and tire chains

Have a safe, enjoyable winter! Remember, Indiana has quick and unexpected weather changes, so start your cold weather preparedness now!

**Small Systems Committee
INDIANA SECTION AWWA**

2680 East Main Street, #106
Plainfield, IN 46168

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Indiana Section AWWA:
www.inawwa.org

**American Water
Works Association:**
www.awwa.org

**EPA Drinking
Water Hotline:**
www.epa.gov/OGWDW



MARK YOUR CALENDARS!!

To add dates to this section,
contact any Small Systems
Committee Member.

September 1, 2020 - Water Loss Audit Workshop, Indiana Finance Authority - Virtually & In Person — Hampton Inn; Greensburg, IN. Contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

September 2-3, 2020 - Water Loss Validator Training, Indiana Finance Authority - Virtually & In Person — Hampton Inn; Greensburg, IN. Contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

FALL DISTRICT Meetings, INAWWA - Due to COVID19 concerns, we anticipate that all Fall District Meetings will go virtual. Dates and agendas are to be posted on the INAWWA website. If you have any questions, please contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

September 15, 2020 - Source Water Symposium - Webinar, INAWWA. Contact: MaryJane Peters at 866-213-2796 or the INAWWA website at www.inawwar.org

September 22, 2020—Indiana Excavation Safety/Competent Person Training - Webinar, INAWWA. Contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

September 29, 2020—Indiana Confined Space Entry Training - Webinar, INAWWA. Contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

December 7 – 9, 2020 – 2019 Water Institute and Equipment Expo (Fall Conference), INAWWA – French Lick Conference Center; French Lick, Indiana. Contact: MaryJane Peters at 866-213.2796 or the INAWWA website at www.inawwa.org

February 1 - 4, 2021 – Annual Conference, INAWWA – Marriot Hotel, downtown Indianapolis, Indiana. Contact: MaryJane Peters at 866-213-2796 (toll free); or visit the INAWWA website at www.inawwa.org

April 19, 2021 – Annual Golf Outing (to benefit the Gambold Education Fund and other educational initiatives), INAWWA – TopGolf; Fishers, Indiana. MaryJane Peters at 866-213-2796 (toll free); or visit the INAWWA website at www.inawwa.org

April 19 – 21, 2021 – 2020 Spring Conference, INAWWA – Marriott East Conference Center; Indianapolis, Indiana. Contact: MaryJane Peters at 866-213-2796 (toll free); or visit the INAWWA website at www.inawwa.org