

**\*PROPERTY OWNER’S RESPONSIBILITIES AND REQUIREMENTS FOR A NEW WATER TAP\***

**SHORING/TRENCH BOX:** The property owner and/or their contractor, is responsible for securing and installing a shoring box inside the trench prior to anyone climbing in the trench to perform any work. Per OSHA every job MUST have a trench box anytime a worker’s head will be below grade level to make the connection, even if the trench is a short distance and/or under 5’ deep. **\*\*NO SHORING / TRENCH BOX MEANS TAP WILL NOT BE DONE AND THE TAPPING CONTRACTOR WILL LEAVE THE SITE\*\****All trench protective systems must be designed or verified by a competent person and/or an engineer. These systems include: Sloping; shoring; benching and trench shield systems.*

**OSHA “COMPETENT PERSON”:** The excavation contractor is responsible to have an OSHA "competent person" who is defined as "one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)].

**BACK FLOW DEVICES:** Cross Connections needs to perform site inspections to ensure required backflow devices are in place for both domestic and fire lines. Please email the Cross Connections Supervisor at [Crossconnections@aquarionwater.com](mailto:Crossconnections@aquarionwater.com).

**SCHEDULE METER SET:** Property owner and/or their contractor to contact Aquarion when meter pit is installed to schedule an appointment to set the meter. Aquarion water meter is owned by and installed by an Aquarion technician.

**PERMITS & BONDS:** Property owner and/or their excavation contractor to obtain all road opening permits and bonds for each excavation.

**ROAD SIGNS:** Property owner and/or their excavation contractor to secure proper signage – including detour ahead, one lane road, etc.

**TRAFFIC CONTROL:** Property owner and/or their excavation contractor to check with the local Police Department regarding their requirements for traffic control. If an officer/traffic control is required, the property owner and/or contractor is responsible for paying for them.

**TRENCH REQUIREMENTS**

**TRENCH:** Property owner and/or their contractor is responsible to ensure that the trench must be dug no less than 4.5' on top of the connection and service line being installed with proper bedding material (sand). The property owner and/or their contractor must ensure that the water main is completely exposed all the way around (minimum 18” clearance around pipe)

**TRENCH – TAP TO PIT:** The property owner and/or their contractor must dig a trench, a minimum of 4.5” below ground level and wide enough, from the connection at the water main to the meter pit for the installation of a new service connection.

**BACKFILL MATERIAL:** Property owner and/or their contractor is responsible to provide any stone backfill material needed or pumping equipment if there is water in the trench.

**REMOVAL OF EXCAVATED MATERIAL:** Property owner and/or their contractor is responsible for all excavated material and must be stored a minimum of (two) 2' from the edge of the trench.

**PAVING & BACKFILLING:** Once the tap has been completed, the property owner’s contractor is responsible to add the suitable backfill with standard compaction for the trench and temporary pavement to any road service. Within the Town/City’s allowable timeframe, permanent restoration (final paving)

must be installed per local and/or state standards.

**TAP SHUT OFF:** Existing services will need to be severed from Aquarion's water main prior to the new tap (connection) being made. This is called a tap shut off (TSO). Please be prepared to pay the contractor directly for disconnecting the existing service at the water main. Typically this cost is approximately \$250 and the check needs to be made payable to the tapping contractor and given to them the day the work is performed. \*\*Your excavating contractor is still responsible for opening the road where the existing connection exists and then backfilling and paving.

### **TAPPING (NEW CONNECTION TO MAIN)**

**TAPS:** *All taps are done at a 90 degree angle from the water main to the center line of the building on the property. Property owner and/or their contractor must ensure that the new service line will be run straight from tap to curb stop. Any obstacle in its path must be removed.*

**TAPS 2" OR LESS\*\*\*** New tap must be done 18"- 24" from the edge of any existing tapping sleeve, valve, hub and pipe joint.

**CUSTOMERS SERVICE LINE:** Property owner and/or their contractor is responsible for installing service line from building side of curb valve to meter pit and from the meter pit to the building.

**AQUARION'S SERVICE LINE:** Tap, curb stop, copper, and curb box will be provided by an Aquarion approved tapping contractor.

**CONNECTING TO MAIN:** The requestor will be advised which Aquarion Approved Tapping Contractor has been chosen to perform the new tap for this property. Then New Services will send the Tapping Contractor the tapping order paperwork and contact information for either the requestor or the excavator to schedule the job.

### **4" AND LARGER TAP REQUIREMENTS IN ADDITION TO THE ABOVE SMALLER TAP REQUIREMENTS**

**TAPS 4" AND LARGER:** New tap must be done 18"- 24" from the edge of any existing tapping sleeve, valve, hub and pipe joint. Property owner and/or their contractor responsible for trench that must be dug from face of main to 7' back and at least 10" below bottom of water main grade for tap machine to fit and tapping sleeve to be bolted to water main. (there must be room for a truck with crane on one side of trench to lower tapping equipment and valves). Aquarion approved tapping contractor is responsible for installing all pipework to curb/gate valves including installing tapping sleeve.

### **3" OR LARGER METER SETS**

For all meters 3" and larger, a photo of the meter and backflow set up is required prior to the tap. The tap needs to be done first and the line flushed prior to the meter being set.

Cross Connections needs to perform site inspection to ensure required backflow devices are in place for both domestic and fire lines. Please email the Cross Connections Supervisor at [Crossconnections@aquarionwater.com](mailto:Crossconnections@aquarionwater.com).

The customers service lines need to be filled, pressure tested, chlorinated and flushed by owners contractor.