

WEST ALLIS WATERWORKS CROSS CONNECTION CONTROL PROGRAM (CCCP)

I. AUTHORITY

The City's Cross Connection Control Program will be administered as defined in Chapter 16 of the West Allis Municipal Code.

The Department of Natural Resources requires West Allis to maintain a Cross Connection Control Program under s. NR 810.15, Wisconsin Administrative Code.

II. RESIDENTIAL AND SIMILAR COMMERCIAL PROPERTIES – Performed by West Allis staff

In addition to the residential and similar-risk commercial, appropriate City-owned public authority structures will be inspected under this part of the program. This includes wastewater treatment plants, water treatment plants, well houses, public works buildings, etc.

Frequency of Inspections

Residential cross connection inspections will be performed by West Allis waterworks staff in conjunction with periodic water meter replacements. Periodic meter replacements are performed on a 20-year cycle.

Commercial property owners that have plumbing and fixture layouts similar to that of a residential property will have cross connection inspections performed by West Allis waterworks staff on the same schedule as the periodic small meter replacements, a 20-year cycle.

Whenever it is suspected or known that modifications have taken place to piping systems serving a particular water customer, reinspections of the premise will be made.

Any user with a secondary water supply shall be inspected every five years and shall have their private well permitted to comply with the City of West Allis's private well permitting ordinance, number 16.76(5).

Schedule inspections

Contact property owner by letter to schedule inspections.

On-site inspection form

1. List fixtures to be inspected
2. Check box for acceptable, not acceptable, or not applicable
3. Comment on location and type (ASSE #) of the backflow prevention device
4. Comment on the cross connection control violation, if applicable
5. Discuss findings with property owner/tenant and if applicable note that the violation must be corrected within 30 days and instruct property owner/tenant to contact West Allis Water office for re-inspection.
6. Provide public education material and instruct customer to review low hazard area kitchen and bathroom fixtures exempt from inspection

7. Require signature of responsible party, if none available, send letter with copy of report
8. West Allis provides vacuum breakers and adds cost to next water bill.

Re-inspections where corrective action was required

Staff will conduct reinspections within three (3) months of the initial inspection.

Compliance follow-up - Service disconnection for noncompliance

1. If violations not corrected, send follow up reminder letter.
2. If follow-up reminder letter is not acted on in 30 days, send water service disconnection letter. Disconnection letter will state water will be shut off in 10 days if not compliant. The letter will be copied to the Building Inspection Department.
3. If the premise has multiple tenants, each resident will need to be notified.
4. If no response to the disconnection letter, an orange disconnection card will be hand-delivered to the site 24 hours prior to shut off. In-person contact will be attempted. The Building Inspection Department will also be notified to tag the premise building as non-habitable.

Compliance follow-up - Fines levied by Building Inspection Department for noncompliance

1. If follow-up reminder letter is not acted on in 30 days, the Building Inspection Department will send a non-compliance letter, outlining violations and applicable fines for non-compliance. Letter will also state water may be shut off in 30 days if not compliant.

Distribution of Educational Information to Customers

Public education material will be included in utility bills once every three years, made available at the utility office, and posted on the utility web site.

Public education materials will be also be provided to residential and utility inspected commercial customers with low hazard areas consisting of normal kitchen and bathroom fixtures during on-site inspections.

Low Risk Areas Exempt from Inspections

Normal kitchen and bathroom fixtures including faucets, toilets, dishwashers, hand-held showerheads, icemakers will not be inspected by West Allis staff.

Other fixtures typical to a residence, such as point of use water treatment devices, laundry sinks with threaded faucets, hot water or steam boilers, and indoor/outdoor hose bibbs are not normal kitchen and bathroom fixtures and will be inspected during the cross connection inspections.

High Risk Fixtures

Example high risk fixtures include, but not limited to, indoor/outdoor hose bibbs, hot water or steam boiler heating systems with chemical feed systems, lawn irrigation systems, residential fire protection systems, whole house water treatment systems (including water softeners), furnace humidifiers, and water pressure driven sump pumps. Interconnection with other systems such as pools, saunas, hot tubs, fountains, ponds, wells, and cisterns shall also be considered high risk. Any other situation that is

deemed a threat, including hobbies that require toxic chemicals, shall also be considered high risk.

III. INDUSTRIAL, COMMERCIAL CROSS CONNECTION AND PUBLIC AUTHORITY CONTROL PROGRAM – Performed by West Allis staff

In addition to the commercial and industrial properties, non-utility-owned, public authority structures such as public and private schools will be inspected under this section of the program.

Frequency of Inspections

Non-Residential cross connection inspections will be performed by West Allis waterworks staff on a two-year frequency, unless the utility has determined a lesser frequency is appropriate.

Whenever it is suspected or know that modifications have taken place to piping systems serving a particular water customer, reinspections of the premise will be made

Schedule inspections

Contact property owner by letter to schedule inspections.

On-site inspection form

1. List fixtures to be inspected
2. Check box for acceptable, not acceptable, or not applicable
3. Comment on location and type (ASSE #) of the backflow prevention device
4. Comment on the cross connection control violation, if applicable
5. Discuss findings with property owner and if applicable note that the violation must be corrected within 30 days and instruct property owner/tenant to contact West Allis Water office for re-inspection.
6. Require signature of responsible party, if none available, send letter with copy of report
7. West Allis provides vacuum breakers and adds cost to next water bill.

Re-inspections where corrective action was required

Staff will conduct reinspections within three (3) months of the initial inspection.

Compliance follow-up - Service disconnection for noncompliance

1. If violations not corrected, send follow up reminder letter.
2. If follow-up reminder letter is not acted on in 30 days, send water service disconnection letter. Disconnection letter will state water will be shut off in 10 days if not compliant. The letter will be copied to the Building Inspection Department.
3. If the premise has multiple tenants, each resident will need to be notified.
4. If no response to the disconnection letter, an orange disconnection card will be hand-delivered to the site 24 hours prior to shut off. In-person contact will be attempted. The Building Inspection Department will also be notified to tag the premise building as non-habitable.

Compliance follow-up – Fines levied by Building Inspection Department for noncompliance

1. If follow-up reminder letter is not acted on in 30 days, the Building Inspection Department will send a non-compliance letter, outlining violations and applicable fines for non-compliance. Letter will also state water may be shut off in 30 days if not compliant.

IV. FOLLOW-UP FOR ALL CUSTOMERS WITH HIGH RISK

Cross-connections which pose an eminent and extreme hazard shall be disconnected immediately as specified in the West Allis ordinance and so maintained until necessary protective devices or modifications are made.

V. DESCRIPTION OF METHODS, DEVICES AND ASSEMBLIES

Descriptions of approved devices to protect the potable water supply from back flow or back siphonage are provided in s. SPS 382.41, Wisconsin Administrative Code (formerly Comm 82.41).

VI. COMPLIANCE REPORTING TO WDNR

Reporting of cross connection control activities will be provided annually on the DNR-provided form to meet the requirements of s. NR 810.15(1)(f), Wisconsin Administrative code.

ATTACHMENTS

Municipal Code – Cross Connection Control Ordinance

Section NR 810.15, Wisconsin Administrative Code

Chapter SPS 382, Wis. Adm. Code (formerly Comm 82)

Residential Inspection Form

Industrial and Commercial (similar to residential) Inspection Form

Industrial and Commercial Inspection Form

Proof of Inspector Qualifications

Initial letter to facilities

Reminder letters to facilities

Follow-up letter for failed inspection requiring corrective actions

Follow-up letter for incomplete or improper inspection reports for non-residential

Public Educational Materials

Annual DNR Cross Connection Certification Form