



Commissioners
Robert E. Corey
William L. Morin
Chairman - William "Zee" Zielinski

Gary W. McCarthy
Executive Director/Superintendent

Mark R. Riopelle
Assistant Superintendent

Debra H. Vinal
Treasurer

**Important Notice to all Construction-sector Workers
MGL Chapter 149 Section 44E paragraph E, Subdivision (2)**

To: All contractors doing business with Dracut Water Supply
From: Gary W. McCarthy, Executive Director-Superintendent
Date: December 7th 2005
Subj: OSHA requirements

I am enclosing for you a notice that will require beginning in July 7th 2006 all workers employed on publicly funded construction projects to be able to furnish documentation of successful completion of the OSHA 10 hr Course.

New England Water Works Association may be contacted for training information by calling 508-893-7979 and at their web site at www.newwa.org

All installer's as well as any employee working on the project will be required to furnish this documentation. No person shall be allowed to work on any project of the DWSD unless they can provide this documentation.

If any other information is made available or there are any changes you will be notified promptly.

Please make note of this date.

Effective date of implementation is July 1st 2006



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To: Installer Applications
From: Gary W. McCarthy
Executive Director-Superintendent
Date: January 29, 2002
Subj: Installer Application

Re: Needed Information

If you are requesting to install water in the Town of Dracut, Dracut Water Supply District you will be required to provide the following information prior to filling out the application.

Have this information available when you apply.

Insurance Policy and limits on:

Liability
Worker's Compensation
Property Damage
Vehicle

Copy of:

Hydraulic Operator's License
List of Employees who will work on the water system

24 hr emergency contact Primary and Secondary.

\$3,000.00 Cash Bond. Your Bond will be placed in an account under the name of the District with a reference to you. The Bond shall be under the sole control of the District and shall be released to you only when you have ceased operation on the water system. One year shall lapse from the time you stop working until the time funds can be returned to you. Any interest accrued shall be credited to you. You hereby authorize as an installer approved by the District that the District shall be entitled to expend any and all funds on deposit to comply with any problem encountered by your actions on the water system. In events of a non-emergency you shall be notified and have 5 days to complete the repair. Emergencies shall be responded to within 2 hrs notification to your emergency contact(s). Should you or your representative fail to respond the District shall make all necessary repairs and you shall be responsible for the expense. You may not continue to work on any part of the system until the charges are paid. The District Superintendent shall designate the status of any repair as emergency or non-emergency.



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Installer Application

In the event any of your work or material fails for any reason. your primary and/or secondary numbers will be called. Your Primary or Secondary must be available 24/7 and immediately to be advised of the problem. Your repair crew must be able to respond within 2hrs or less to effect repairs or make corrections to the emergency situation. Failure to respond by Primary or Secondary will cause immediate response by District Personnel and all costs shall be taken against the bond. You must replace the bond in total prior to any further application for work in the Dracut Water Supply District.

Any installer who has two failed to respond to two calls from the District for emergency or repairs of work done by them may have their right to install suspended by the Superintendent.

No installations however shall occur without the approval of the Superintendent. District Personnel shall be present and sign off on all work. Failure to have District Personnel present shall cause all non-inspected work and materials to be removed without exception.

No installer shall operate any part of the water system(s) without District Personnel present or approving the operation in emergency situations (i.e. shutdowns).

Installers agree to remove any employee upon the request of the District.

Installers shall list the equipment at their disposal. Along with the major equipment list the installer shall demonstrate the possession of adequate water installation tools, pumps for water and mud suckers, generator, hand tools, inventory of pipe, including gates, saddles, etc to perform and or repair in a water system with pipe ranging in size from 1" to 24". Any installer who fails to provide adequate supply may have the materials supplied by the District if available. The District shall charge for the materials plus 20% in the event the installer fails to secure or provide for proper inventory.

No Installer may perform any work on the system without proper notification. License or Permits are issued by placing the call on the call log to the District Office at 978-957-0441. Installers shall call 48 hrs prior to work commencing to provide for inspection. Work done without permit, application, or without inspection will be subject to removal. No water service shall be authorized or activated unless the proper inspectional services were called for and performed by Department Personnel.



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Installer Application

Bond funds placed in an interest bearing account shall be released 12 months from the date of the last install or work performed by the installer.

Installers must maintain the minimum bond amount of 3,000.00 or as adjusted from time to time in order to continue working in the Dracut Water Supply District.

Gary W. McCarthy
Executive Director-Superintendent
Dracut Water Supply District



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Installer's Punch list Application

___ **Insurance Policies**

Liability limit _____

Worker's Comp

Property Damage limit _____

Vehicle Limit _____

___ **Three Letters of reference from places you have worked on water systems**

___ **Hydraulic License No.** _____

Issued to _____

*All persons operating on the Water line with heavy equipment shall possess the proper Massachusetts Licensing.

___ **24 hr Notification Contacts**

_____ **Primary Tel No.** _____

_____ **Secondary Tel No.** _____

___ **Cash Bond filed**

___ **List of all employees who will work on the water system**

Note any subcontractor (tapping/testing) shall be first approved by the District.

Notice: Any changes in the status as filed must be updated immediately with the District and be approved. Installers who fail to maintain proper information and or fail to update insurances shall have their right to install suspended until the information is updated and approved. Installers who have multiple violations may have their right to install revoked. The District Superintendent shall determine multiple violations.



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DRACUT WATER SUPPLY DISTRICT INSTALLERS INFORMATION FILE

As an authorized installer in the Dracut Water Supply District, in addition to the documentation and deposit you have filed with this department, we ask that you complete the following information which is required for our files.

Firm Name: _____

Business Address: _____

Business Phone: _____

Fax Number: _____

Business/Contact Person: _____

Emergency Telephone Number: _____

Telephone number and address to give to people who wish to contact you for installation estimates:

Firm Name: _____ Address: _____

Telephone Number: _____

Do you charge for estimates? _____

I understand that the above information is for the use of the Dracut Water Supply District in regard to any installations performed by my firm:

Signature of Authorized Firm Employee/Owner:

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

| | | |
|--|---|---|
| Print or type See Specific Instructions on page 2 | Name (as shown on your income tax return) | |
| | Business name, if different from above | |
| | Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ | <input type="checkbox"/> Exempt from backup withholding |
| | Address (number, street, and apt. or suite no.) | Requester's name and address (optional) |
| | City, state, and ZIP code | |
| List account number(s) here (optional) | | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

| | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|--|--|
| Social security number | | | | | | | | |
| | | | | | | | | |

OR

| | | | | | | | | |
|---------------------------------------|--|--|--|--|--|--|--|--|
| Employer identification number | | | | | | | | |
| | | | | | | | | |

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of U.S. person ▶ | Date ▶ |
|------------------|----------------------------|--------|

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

| IF the payment is for . . . | THEN the payment is exempt for . . . |
|--|--|
| Interest and dividend payments | All exempt recipients except for 9 |
| Broker transactions | Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker |
| Barter exchange transactions and patronage dividends | Exempt recipients 1 through 5 |
| Payments over \$600 required to be reported and direct sales over \$5,000 ¹ | Generally, exempt recipients 1 through 7 ² |

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

| For this type of account: | Give name and SSN of: |
|---|---|
| 1. Individual | The individual |
| 2. Two or more individuals (joint account) | The actual owner of the account or, if combined funds, the first individual on the account ¹ |
| 3. Custodian account of a minor (Uniform Gift to Minors Act) | The minor ² |
| 4. a. The usual revocable savings trust (grantor is also trustee) | The grantor-trustee ¹ |
| b. So-called trust account that is not a legal or valid trust under state law | The actual owner ¹ |
| 5. Sole proprietorship or single-owner LLC | The owner ³ |
| For this type of account: | Give name and EIN of: |
| 6. Sole proprietorship or single-owner LLC | The owner ³ |
| 7. A valid trust, estate, or pension trust | Legal entity ⁴ |
| 8. Corporate or LLC electing corporate status on Form 8832 | The corporation |
| 9. Association, club, religious, charitable, educational, or other tax-exempt organization | The organization |
| 10. Partnership or multi-member LLC | The partnership |
| 11. A broker or registered nominee | The broker or nominee |
| 12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments | The public entity |

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

Water Main Installations Installers Guideline

This guideline is being provided to you, as an installer, as a reference for installing mains and services in the Dracut Water Supply District.

This document is the basis for all work in the District by installers. However, from time to time, things come up in the field and changes or decisions have to be made. In all circumstances the Supervisor representing the District shall have the authority to implement any variation from these regulations. Other than authorized variations you must follow the regulations provided. Failure to comply with the regulations or the direction of the District Supervisor on the project will result in the installation being failed. Failure of an installation or a part thereof may result in the installation being removed and your installer's license revoked or suspended.

Section 1 Applications

1. The basic application for water is made at the District office. The sample form included at the end of this manual must be filled out and the appropriate fee paid prior to any work on the main or service line
2. Fees may be paid by check or credit card (MC/VISA)
3. You should present your application or a copy to the Supervisor inspecting the job when requested.
4. The inspector will complete the installation forms following the guidelines contained in this manual.
5. You may be requested to provide a copy of any other permit such as street opening, Dig Safe Number, Police, Fire or DPW if the Supervisor requests. You should have these permits or some letter waiving the need or necessity prior to work beginning.
6. The Superintendent shall approve all permits and may do so without action of the Board on up to three tie-ins. However, any work requiring the extension of a main or services beyond three shall require an approval of the Superintendent and the Board of Water Commissioners. Application to the Board must be submitted to the office. The Superintendent shall conduct a staff review of the plan at which you will be required to attend. This staff meeting will answer most of the questions and concerns regarding the installation.
7. The application process may require a flow test prior to approval. You may have your own representative or company conduct the flow test. This shall be witnessed by the District. You will be charged a service call for the flow test. You may request that the District conduct and order the flow test. If you do you

will be required to deposit a sum of money to cover the test. This will be determined by the Superintendent prior to the test. You will also be required to perform a chlorination and subsequent testing for water quality prior to the line being allowed to be used of potable use.

Section 2 Inspections

1. All installations in the Dracut Water Supply District require the presence of an inspector who shall be an employee or designated by the Superintendent to oversee the installation. All inspections require 48 hour notice except in emergencies as determined by the Superintendent who may waive the 48 hour notice. Dig safe is always however the responsibility of the installer.
2. No Contractor or person shall cause to be installed any line, gate, main, service, fitting or other device that will connect to the Public Water Supply System (PWS) unless proper application has been made and such installation is under the authority of a District Inspector.
3. Any person who installs any line, gate, main, service, fitting or other device that will connect to the PWS shall have such installation voided and shall be made to remove any such connection. No water shall be provided or shall such installation be allowed to connect to the PWS. The Superintendent shall review any work to the PWS and will at his/her discretion deem such work unacceptable or may allow work that is accessible for inspection to remain. It shall be at the sole risk of the installer, as to any work done without inspection, that may need to be removed at the installer's expense.
4. All inspections shall provide for a clear an open trench. The trench shall comply with all common safety practices for any personnel accessing the trench. No District employee shall enter into any trench or excavation he/she deems unstable. The District shall notify the Supervisor and the Installer of his/her determination that such excavation is unsafe or unstable. The "Competent Person" in charge of the excavation shall immediately correct any such condition. The inspection shall cease until such time as in the opinion of the District Personnel the excavation is safe and meets all safety requirements.
5. Installers may excavate any trench or area of repair or installation without an inspector present. However, no line, gate, main, service, fitting or other device that will connect to the PWS may be installed without the express authority of, or presence of the District Inspector.
6. Trenches shall be cleared of all large stone, debris or obstructions that may cause damage to the installation.

7. The installation backfill shall be of a sand or fine gravel material. The installer shall remove any rock or debris that may fall in to the excavation at the direction of the inspector. The inspector shall determine a minimum 18-24 inches of sand or fine gravel material over the line prior to backfill of any excavated materials. Materials shall be compacted at 18-24 inch layers.
8. All installations shall be, wherever possible in a straight line. The service line shall not take any sharp turns or bends nor shall there be any fittings in any run of less than 100' (feet).
9. Measurements of the installation shall be taken by the District inspector and a card filled out. The inspector shall note any unusual items with the installation. The installation shall be measured from permanently known or fixed positions. Measurement shall be in feet and inches.
10. The Inspector may authorize in the case of "Main" installations the installer to excavate, lay main, fittings and keep the trench open for a later inspection during the day. No area of said excavation shall be backfilled or compacted without the presence or authorization of the District Inspector.
11. All Inspections shall be filed by the inspector who shall provide a copy to the installer. The installer shall sign each inspection report. The report copy will be mailed to the installer at the address on file.

Section 3 Laying Pipe

1. As soon as the excavation is completed to the required depth, clean material shall be placed and compacted if necessary to provide a sound bedding elevation to bring the pipe to grade.
2. The bedding shall provide a firm base for the bottom length of the pipe which shall rest firmly along its length. Suitable holes or depressions shall be made available for bells or couplings as to provide for making tight joints.
3. The trench bottom shall be free of any bumps or hollows and shall allow for a straight installation. Any irregularities shall be leveled off or filled in with a sand or fine gravel.
4. If determined necessary by the District, the trench shall be excavated by digging to at least 6" deeper than pipe grade and backfilled with selected sand or fine gravel material.

5. All unsuitable material shall be removed from the bottom of the trench excavation as directed by the District inspector and to the depth ordered.
6. The trench backfill shall be compacted and all fill used shall be approved by the District. Where possible existing material may be authorized. However, the District Inspector shall and will direct the use of other material if he/she deems the site material to be unsatisfactory.
7. Laying of Pipe shall be in accordance with the requirements of AWWA Standard Specifications for Installation of water mains, or as provided herein.
8. Each pipe length shall be inspected for any cracks or defects in the pipe, coating or lining and any other evidence of unsuitability. The Contractor shall excavate a minimum amount of trench and shall backfill the trench to within 2 (two) lengths of pipe, or as directed by the District Inspector. All trenches shall be secured or backfilled prior to the end of the work day. (Exceptions for Subdivisions may be allowed however the Contractor shall be liable for any and all injury or damage caused by open trenches.) In the event roadway use of motor vehicle traffic is required proper plating shall be made available on site prior to excavation.
9. Pipe shall be laid in dry trench conditions. At not time, should water be present shall the pipe be laid so as to allow "trench water" to flow into the pipe. The Contractor shall provide for sufficient pumping to allow the water level to remain below any pipe installation.
10. Pipe shall be laid on the trench bed and pushed home. Jointing shall be in accordance with manufacturer's standards. The Contractor shall provide for each pipe laying crew the necessary tools, gauges, pipe cutters, pumps of sufficient capacity and other items necessary for the proper installation of the pipe in a proper workmanship manner. The Inspector shall cause to inspect and assure that such necessary tools are present and shall stop and direct the Contractor to provide for such equipment prior to installation continuing.
11. Pipe laying shall proceed upgrade with the Spigot end pointing in the direction of flow.
12. Blocking under the pipe shall not be permitted except where a concrete cradle is proposed, in which case pre-cast concrete blocks shall be used. Normal installation shall be on compacted or undisturbed soils as approved by the District Inspector.
13. Backfill may only be allowed at the direction of the District Inspector.
14. At any time work is not in progress, lunch, breaks, empty trench or overnight the end of the pipe shall be secured with a proper plug so as to assure no debris,

- animal, earth or water may enter the pipe end opening. The plug shall be such as to secure then end and not simply cover it (i.e. 5 gallon bucket.)
15. Acceptable alignment shall be maintained as pipe is placed in the trench. The deflection shall not exceed 3 (three) degrees, or 12 inches for an 18 foot length of pipe. Fittings shall be provided, if required, in crossing utilities which may be encountered upon opening the trench. Solid sleeves shall be used only where approved by the District Inspector.
 16. Concrete Thrust blocking shall be installed at all fittings and other locations as required by the District Inspector. Joints must be protected by felt roofing paper prior to placing concrete when pouring. Concrete shall be placed against undisturbed material and shall not cover joints, bolts or nuts or interfere with the removal of any joint. Wooden side forms shall be provided for thrust blocking when concrete is poured in place. Precaste concrete thrust blocking shall be allowed when in the opinion of the inspector such can be set against undisturbed soil conditions.
 17. Push on joints shall be made in strict compliance with manufacturer's specifications. Where in question by the District Inspector may require the Contractor to produce specifications for any item, fitting or material being used to satisfy the Inspector's concern(s) whatever those may be. No work shall be allowed to continue if in the opinion of the inspector the specifications or detail sheets are not those matching the materials used.
 18. Pipe will be laid with bells on the upstream side of the normal projected flow.
 19. Pipe shall be placed so as to align for a clean push onto a rubber gasket properly inserted in the groove of a well cleaned and lubricated bell end. The pipe after being pushed home shall be checked with a metal feeler to assure proper seating of the gasket. Lubrication shall be kept clean and free of grit or debris.
 20. Mechanical joints at valves, fittings and where required shall be in accordance with ANSI standards and District direction. The Contractor shall provide for assembly in the field that all joint surfaces, rubber gaskets are cleaned with a soapy water solution before tightening bolts. All interior surfaces shall be checked for being free of sand or debris and shall be sprayed with a bleach solution when such installation is a repair. Bolts shall be tightened to specific torque specifications appropriate to the mechanical joint manufacturer's specs. No bolt shall be tightened with or by using extension wrenches or pipe over handle method to secure greater leverage.
 21. Detectable Tracer Tape shall be a minimum of 3 (three) inches wide. The upper face of the tape shall be of a highly visible color so as to be easily detectable when exposed by digging. The upper face shall carry the warning of buried water main below. The tape shall have a metallic backing in order that it may assist in

the tracing by metal or pipe detection equipment. It shall be used over all non-metallic pipes and shall be used over services and mains if requested by the District Inspector. (New in 2006)

Section 4 Miscellaneous

1. All installers shall have on site the licensed person with the District or his/her representative.
2. Any company installing under or for a licensed installer shall have written authorization that the licensed installer is responsible for the repair.
3. Commencing in July 0f 2006 All workers on public jobs are required to have completed the 10hr OSHA safety course. The installer shall provide proof of each person's certificate.
4. Any work done on the public water supply or any pipe, fitting, valve, tap, service or excavation which shall connect directly or indirectly to the water main of the District shall require inspection sign off. Failure to do so may result in the line being removed.
5. The applicant shall keep his/her certificates on file up to date and current for all purposes of installation. Failure to do so may result in suspension of any work being done regarding water service until such time as the proper paperwork is current and on file. Installer's are advised to annually review all filings with the District to assure compliance.
6. Installation is not the responsibility of the Inspector. Installers shall provide qualified and trained individuals to perform all aspects of required work.
7. Tools: It is the responsibility of the Installer to have proper tools and equipment to perform all aspects of the installation. The inspector may suspend the job until such time as he/she determines that installer is properly equipped.
8. Installers shall have a back-up to essential equipment (i.e. pumps to keep trenches dry).
9. Flowable Fill shall be at the discretion of the local DPW or State having authority over the roadway. The District may require sleeving or flowable fill in any area in which sewer and water are located closer than allowed. (see Guidelines for Public Water Supplies attached hereto)

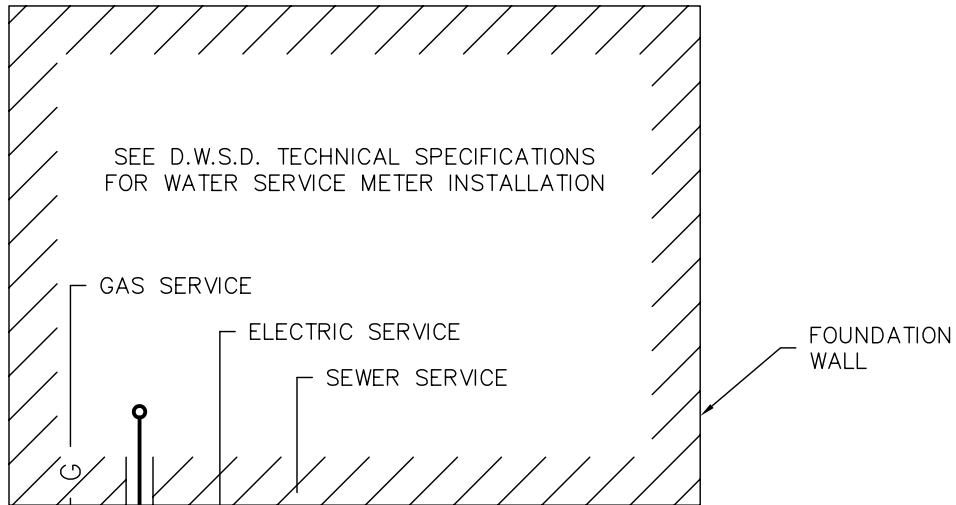
9.7 Separation of Water Mains and Sewers

procedures for the adequate flushing, disinfection, and microbiological testing of all water mains.

7. Chlorinated Discharge - In accordance with AWWA Standard C-651, thorough consideration should be given to the impact of discharge of highly chlorinated water to the environment. If there is any possibility that chlorinated discharge will cause damage to the environment, a neutralizing chemical, as listed in AWWA standard C-651, shall be applied to the water to be wasted to neutralize thoroughly the chlorine residual remaining in the water. Where necessary, federal, state, and local regulatory agencies should be contacted to determine special provisions for the disposal of heavily chlorinated water.

9.7 Separation of Water Mains and Sewers

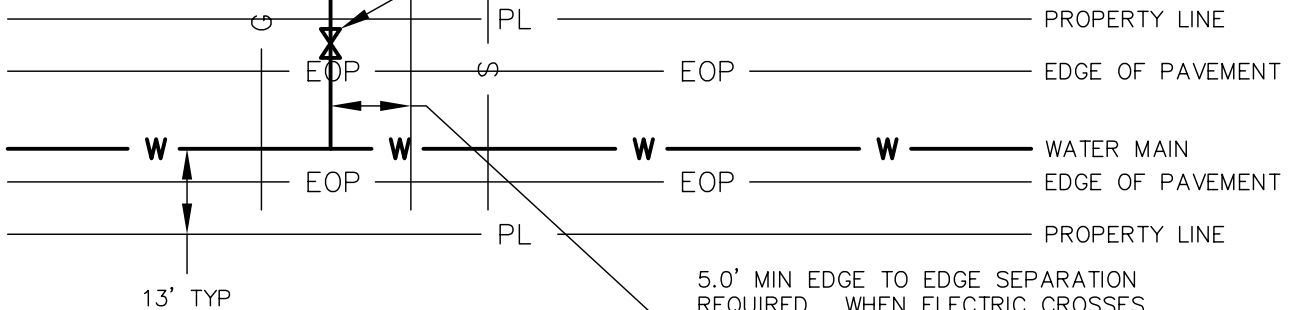
1. General - The following factors should be considered in providing adequate separation:
 - a. Materials and type of joints for water and sewer pipes
 - b. Soil conditions
 - c. Service and branch connections into the water main and sewer line
 - d. Compensating variations in the horizontal and vertical separations
 - e. Space for repair and alterations of water and sewer pipes
 - f. Off-setting of pipes around manholes
2. Parallel Installation - Water mains shall be laid at least 10 feet horizontally from any existing or proposed sewer. The distance shall be measured edge to edge. In cases where it is not practical to maintain a 10-foot separation, it is permissible to install a water main closer to a sewer. However, the water main must be laid in a separate trench or on an undisturbed earth shelf located on one side of the sewer at such an elevation that the bottom of the water main is at least 18 inches above the top of the sewer.
3. Crossings - Water mains crossing sewers shall be laid to provide a minimum vertical distance of 18 inches between the outside of the water main and the outside of the sewer. It is preferred that the water main cross above the sewer. At crossing, one full length of water pipe shall be located so both joints will be as far from the sewer as possible. Special structural support for the water and sewer pipes may be required, as well as special materials for construction and connecting devices.
4. Sewer Manholes - No water pipe shall pass through or come in contact with any part of a sewer manhole.



5.0' MIN EDGE TO EDGE SEPARATION REQUIRED. WHEN GAS CROSSES THE WATER SERVICE, THE CROSSING MUST BE AT A RIGHT ANGLE TO THE WATER SERVICE.

10.0' MIN EDGE TO EDGE SEPARATION

WHEN PROPERTY LINE DOES NOT EXIST BECAUSE DEVELOPMENT IS ON COMMUNITY PROPERTY, LOCATE SERVICE CURB STOPS 5.0' OUT OF PAVEMENT



NOTES:

1. ALL MATERIALS AND INSTALLATION PROCEDURES WILL CONFORM TO D.W.S.D. TECHNICAL SPECIFICATIONS.
2. ALL PIPE SHOULD HAVE A MINIMUM DEPTH OF 5' FROM TOP OF PIPE TO FINISH GRADE.
3. SERVICE ENTRANCE SHALL BE MADE IN THE FRONT OR SIDE OF BUILDING.
4. SERVICE ENTRANCE MADE IN REAR OF HOUSE WILL NOT BE ACCEPTED UNLESS PREVIOUSLY APPROVED BY D.W.S.D.
5. SERVICE ENTRANCE LOCATION WILL BE DETERMINED BY THE D.W.S.D. REPRESENTATIVE ON SITE.
6. IF SERVICE IS TAPPED OFF A FIRE SERVICE, THEN SEE DETAIL A-24.

DETAIL A-11
TYPICAL UTILITY SEPARATION
(SERVICE) DETAIL
 DRACUT WATER SUPPLY DISTRICT
 REV: 3-04 SCALE: NTS