



1. PURPOSE

To ensure that water distribution improvements are properly tested and approved before connecting to the City public water system.

2. PREPARATION

2.1 Acronyms

- AWWA - American Water Works Association
- D&C - Distribution & Collection
- DSD - Department of Sustainable Development
- FDOH-BC - Florida Department of Health in Broward County
- PWS - Public Water System

2.2 Summary

Owners/agents constructing water distribution infrastructure improvements must obtain a Water Main Construction Permit (attachment 1) from the FDOH-BC. Permit requirements for new water mains include hydrostatic pressure testing, disinfection as per AWWA Standard C651-14, and a bacteriological survey. In addition, pursuant to Rule 62-555.345, F.A.C., the permittee shall submit a Certification of Construction Completion (form 62-555.900(9)- attachment 2) to the FDOH-BC and obtain approval or clearance, from the FDOH-BC before placing any water main component into permanent operation.

3. PRECAUTIONS AND WARNINGS (SAFETY AND HEALTH CONSIDERATIONS)

3.1 Operation of City Valves

- Only trained, City of Fort Lauderdale - Florida licensed Water Distribution System Operators, are authorized to operate water distribution valves.
- No valves shall be operated to “energize” an infrastructure improvement without a written request and proof of Certification Clearance by the FDOH-BC.

3.2 Health Hazards

- Potential contamination of PWS.

3.3 Caution Statements

- Bacteriological survey sample reports must be submitted to the FDOH-BC within 60 days of sampling or they may be considered invalid.

Approved by: Rick Johnson, Utilities Distribution & Collection Systems
Manager





3.4 Warning Statements

- Energizing or placing any PWS water distribution system components into operation without certification clearance from the FDOH-BC will result in enforcement and fines.
- Failure to follow this procedure may result in disciplinary action up to and including dismissal.

4. OPERATING LIMITS

- Contractors are prohibited from operating City of Fort Lauderdale water distribution valves.
- City of Fort Lauderdale PWS water distribution system components are not allowed to be energized or placed into service without approval by, or a Certification Clearance letter from, the FDOH-BC (attachment 3).

5. SAFETY SYSTEMS

- None

6. OPERATING INSTRUCTIONS

6.1 Department of Sustainable Development (DSD)

1. Written approval to place new or altered PWS components into permanent operation in the form of a Partial or Final Certification Clearance letter from the FDOH-BC will be received by the City Engineer at the DSD.
2. The City Engineer shall forward the letter electronically to the Distribution & Collection Systems Manager and the Distribution & Collection Supervisor in a timely manner.

6.2 Distribution & Collections

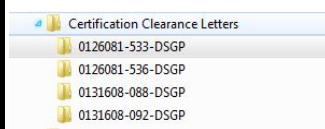
1. Upon receipt of a written Partial or Final Certification Clearance issued by the FDOH-BC from the City Engineer, the D&C Manager or Supervisor shall create a folder named with the permit number if none exists on the Shared Cabinets at the following path: S:\Departmental\D&C\Construction\Certification Clearance Letters\ and save the document in its original name as received from FDOH-BC.

Approved by: Rick Johnson, Utilities Distribution & Collection Systems Manager

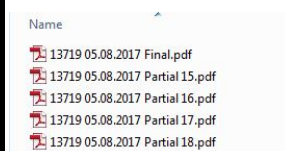




Folders with permit names:



Files with original names from FDOH-BC:



2. Upon receipt of a request for assistance from an owner/agent to operate valves to place an infrastructure improvement into service or to set new meters, D&C staff shall:
 - ▶ Obtain the project name and permit number from the requestor
 - ▶ Check for a filed Certification Clearance letter in the Shared Cabinets at the following path:
S:\Departmental\D&C\Construction | Certification Clearance Letters\Folder with Permit #)

Note: Multiple partial clearance letters may be received under one permit number. Each will have a unique name as provided by the FDOH-BC. Each partial and final clearance letters should be filed in the folder with the corresponding permit number.

3. If no Certification Clearance letter is on file, the Certification Clearance letter for the project shall be requested from the Owner/Agent via e-mail.
4. Upon receipt of a Partial or Final Certification Clearance letter, verify the following:
 - ▶ Project Name
 - ▶ Permit Number
 - ▶ Date of Approval
 - ▶ Description of Partial Approval
 - Refer to plan sheets (request from owner/agent if needed)
 - ▶ File the letter as in 6.2(1) above.
5. **DO NOT PLACE ANY NEW OR ALTERED PWS COMPONENTS INTO PERMANENT OPERATION UNTIL THE DEPARTMENT (FDOH-BC) ISSUES WRITTEN APPROVAL, OR CLEARANCE, TO PLACE THE COMPONENTS INTO PERMANENT OPERATION.**

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6. Following confirmation of an approved written clearance from the FDOH-BC, open a Q-Alert work order for the requested service.
7. Provide the owner/agent a schedule for the service.

Note: Approval and issuance of a Certification Clearance letter by FDOH-BC may take from 2 to 8 weeks from submittal. Approval can be expedited upon request and payment of a fee. See attachment 4.

7. ATTACHMENTS

1. FDOH-BC – Construction Permit
2. FDOH-BC – Construction Completion Form
3. FDOH-BC – Certification Clearance Letter Example
4. FDOH-BC – Drinking Water Project Review Fees

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Manager

