



## Engineering Department

### **PROCEDURE FOR RECYCLED WATER SYSTEM CONNECTIONS**

#### **General**

IEUA retains full ownership and control of any Recycled Water (RW) unclaimed by any Contracting Agency within the IEUA's service area (Regional Recycled Water Distribution System). The creation of a new connection to IEUA's Regional Recycled Water Distribution System shall comply with the procedures set forth herein. The Applicant is responsible for the entire cost of the design and construction of the connection as well as any and all IEUA fees. In accordance with IEUA administrative policy, the Applicant shall apply for and obtain a construction permit from IEUA prior to beginning any construction activities on IEUA's pipelines.

#### **Procedure**

All Applicants requesting connections to IEUA's Regional Recycled Water Distribution System are required to obtain a construction permit from IEUA in accordance with the following procedures:

- A. Submit a completed RW Connection Permit Request Form (Exhibit 1) to IEUA's Engineering Department.
- B. Submit a \$500 permit fee with the Request Form. If an IEUA contracting agency is requesting the connection, this fee will be waived.
- C. Submit engineering plans prepared by a licensed engineer showing the location and size of the connection to IEUA's Office Engineer for review. Applicant shall use IEUA's existing facility record drawings and standard connection drawing (Exhibit 2) to design the proposed connection. Depending on the type of recycled water use, it will be at IEUA's discretion to require the installation of a backflow prevention device.
- D. Submit insurance certificate per IEUA requirements (Exhibit 3). Insurance shall be approved by IEUA prior to construction.
- E. Obtain and submit all applicable permits to IEUA prior to any construction.
- F. After engineering plans are approved by IEUA, a construction permit will be issued (Exhibit 4) and a preconstruction meeting shall be scheduled with IEUA's Construction Project Coordinator.
- G. Submit a set of record drawings at the completion of the project.

Note: If the connection has already been constructed by IEUA during the construction of IEUA's Regional Recycled Water Distribution System, the Applicant will not be required to obtain a construction permit and provide certificate of insurance. However, the Applicant shall complete the Request Form (Exhibit 1) and inform IEUA when the connection is ready for operation.

**Exhibit 1**

**INLAND EMPIRE UTILITIES AGENCY  
Engineering Department**

**Recycled Water Connection Permit Request Form**

**Applicant Information**

1. Name of Agency/Company:.....
2. Agency/Company Address:.....  
.....
3. Name of Contact Person:.....
4. Telephone No.:..... Cell Phone No.:.....
5. Fax No.:..... E-mail:.....
6. Will you request IEUA to assist in preparing the DPH Engineering Report?  Yes  No

**Connection Description**

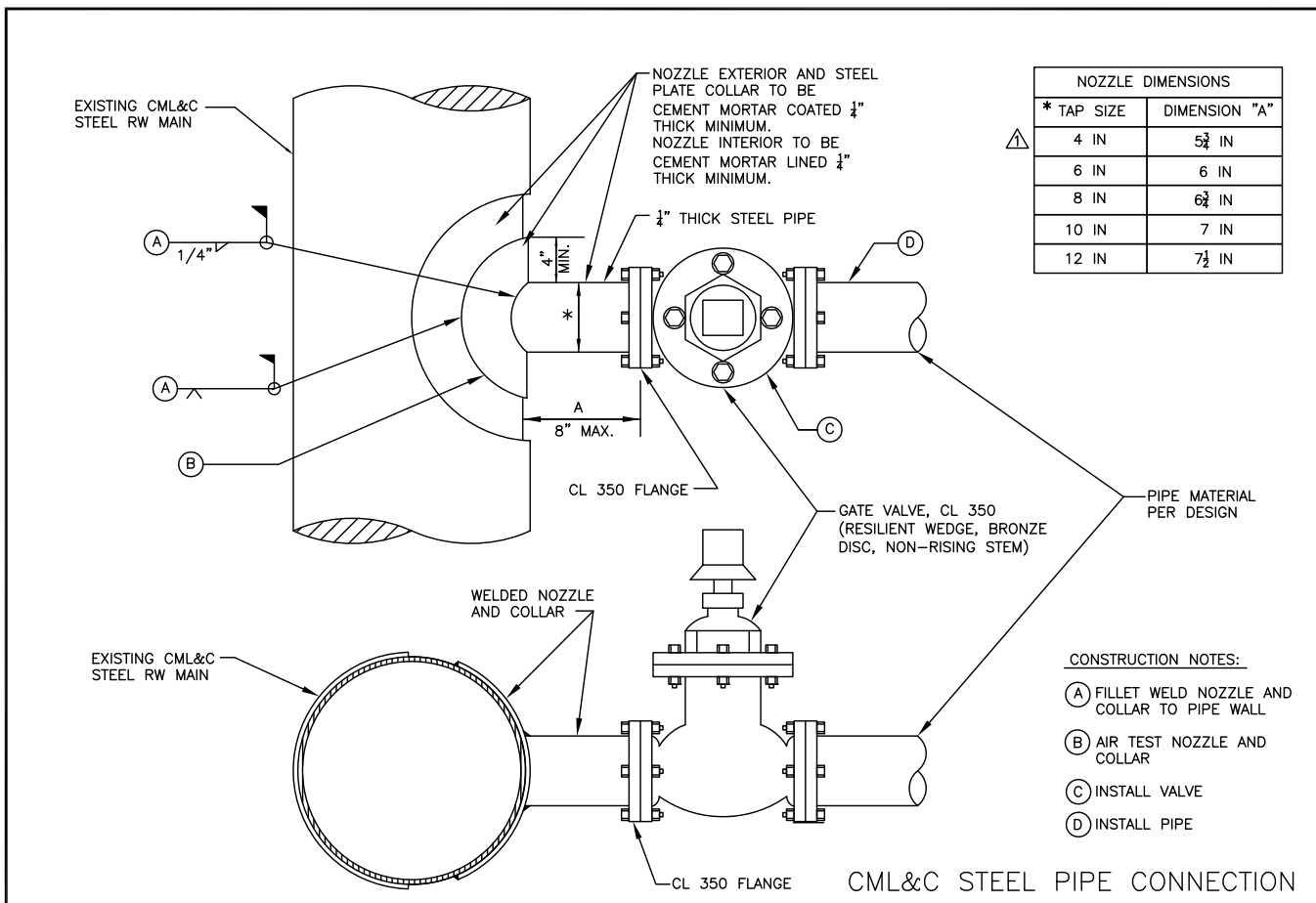
1. Location/Address of proposed connection:.....
2. Type of recycled water use:.....
3. Projected flow rate (gpm):.....
4. Projected hours of operation time during:  
Summer \_\_\_\_\_  am  pm  
Fall \_\_\_\_\_  am  pm  
Winter \_\_\_\_\_  am  pm  
Spring \_\_\_\_\_  am  pm
5. Size of the proposed connection (4" min.):.....

**Attachments to the application**

- |  |  |
|--|--|
| <input type="checkbox"/> Engineering plans                               | <input type="checkbox"/> Insurance Certificate |
| <input type="checkbox"/> IEUA's fee (waived for IEUA contracting agency) | <input type="checkbox"/> Construction Schedule |

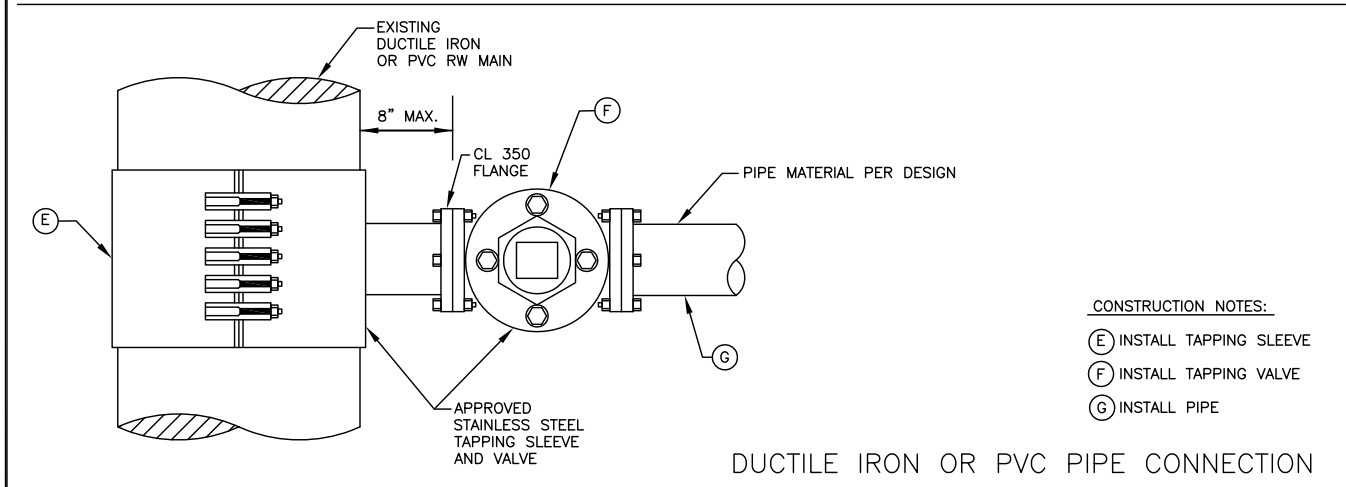
**Additional Comments/Information (optional)**

.....  
.....  
.....  
.....



NOZZLE DIMENSIONS	
* TAP SIZE	DIMENSION "A"
4 IN	5 3/4 IN
6 IN	6 IN
8 IN	6 3/4 IN
10 IN	7 IN
12 IN	7 1/2 IN

- CONSTRUCTION NOTES:**
- (A) FILLET WELD NOZZLE AND COLLAR TO PIPE WALL
  - (B) AIR TEST NOZZLE AND COLLAR
  - (C) INSTALL VALVE
  - (D) INSTALL PIPE




**GENERAL NOTES:**

- 1—"HOT-TAPS" LESS THAN 1/2 THE SIZE OF THE TRANSMISSION MAIN REQUIRE A STAINLESS STEEL TAPPING SLEEVE AND VALVE ON A DIP/PVC PIPE OR A WELDED STEEL OUTLET AND COLLAR ON STEEL PIPE. THE STEEL COLLAR PLATE AND OUTLET PIPE THICKNESS SHALL BE 1/4" MINIMUM OR AS DETERMINED BY IEUA.
- 2-FILLET WELDS SHALL BE PER AWWA C-206, "FIELD WELDING OF STEEL WATER PIPE."
- 3-CONNECTIONS LARGER THAN 1/2 SIZE OF THE MAIN LINES REQUIRE THE INSTALLATION OF A TEE AND VALVE ASSEMBLY OF THE SAME MATERIAL AS THE MAIN. THE CONNECTION SIZE MAY BE EXCEPTIONALLY INCREASED TO MAXIMUM 3/4 SIZE OF THE MAIN LINE, BY SPECIAL APPROVAL OF IEUA.
- 4-CONNECTIONS SMALLER THAN 4" REQUIRE THE REVIEW AND APPROVAL BY IEUA.

IEUA RECYCLED WATER GUIDANCE DRAWING

△ LATERAL CONNECTION OF 4" AND LARGER

NO.	REVISIONS		APPROVED	DRAWN LJ	REVIEWED BY:				
	BY	DATE					CHECKED	MANAGER OF ENGINEERING	DATE
	LM	2/8/12					LM	DATE	
				NO SCALE	REVIEWED BY:				
					DEPUTY MANAGER OF ENGINEERING	DATE			

RW-2 SHEET 1 OF 1

EXHIBIT 3

**INLAND EMPIRE UTILITIES AGENCY**  
A Municipal Water District

**Note: To avoid delay in the approval of your Insurance Certificate, please read the following requirements carefully and fill the checklist at the end. Attach the check list to your insurance certificate submittal.**

**Standard Insurance Requirements  
for Construction Permits**

During the term of this permit, the "Permittee" and/or its contractor shall maintain, at their sole expense, the following insurance.

**A. MINIMUM SCOPE OF INSURANCE**

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall be at least as broad as Insurance Services Office form number GL 0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL 04 04 03 81 Liability; or Insurance Services Office Commercial General Liability coverage, "occurrence" form CG 00 01 11 85. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location, endorsement CG 25 03 11 85 or CG 25 04 11 85, or the general aggregate limit shall be twice the required occurrence limit.
  - (a) The insurance shall include coverage for each of the following hazards:
    - Premises - Operations
    - Owners and Contractors Protective
    - Broad Form Property Damage
    - Contractual for Specific Contract
    - Severability of Interests or Cross-Liability
    - XCU Hazards
    - Personal Injury - with the "Employee" exclusion deleted
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage shall be at least as broad as Insurance Services Office form number CA 00 01 01 87 covering Automobile Liability, code 1 "any auto" and endorsement CA 00 25 (Ed. 01 86).
3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the Labor Code of the State of California and employers Liability limits of \$1,000,000 per accident.

**B. DEDUCTIBLES AND SELF-INSURED RETENTION**

Any deductible or self-insured retention must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Agency, its officers, officials, employees volunteers, property owners and engineers under contract to the Agency; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

**C. OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

**1. General Liability and Automobile Liability**

- a. The Agency, its officers, officials, employees, volunteers, property owners and any engineers under contract to the Agency are to be covered as insured, endorsements GL 20 11 07 66, CG2010 1185 and/or CA 20 01 (Ed. 01 78) as respects: liability arising out of activities performed by or on behalf of the Contractor, products and completed operations of the Contractor, premises owned, occupied or used by the Contractor, or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Agency, its officers, officials, employees, volunteers, property owners or engineers under contract to the Agency.
- b. The Contractor's insurance coverage shall be primary insurance as respects the Agency, its officer, officials, employees, volunteers, property owners or engineers under contract to the Agency. Any insurance or self-insurance maintained by the Agency, its officers, officials, employees, volunteers, property owners or engineers under contract to the Agency shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Agency, its officers, officials, employees, volunteers, property owners or engineers under contract to the Agency.
- d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- e. The Contractor may satisfy the limit requirements in a single policy or multiple policies. Any such additional policies written as excess insurance shall not provide any less coverage than that provided by the first or primary policy.

**2. Workers' Compensation and Employers Liability Coverage**

The insurer shall agree to, and provide a written waiver of all rights of subrogation against the Agency, its officers, officials, employees, volunteers, property owners or engineers under contract to the Agency for losses arising from work performed by the Contractor for the Agency.

**3. All Coverages**

Each insurance policy required by this contract shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Agency.

**D. ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of no less than A:VII, and who are admitted insured in the State of California.

**E. VERIFICATION OF COVERAGE**

Contractor shall furnish the Agency with certificates of insurance and with original endorsements effecting coverage required by the Agency for themselves and all subcontractors prior to commencing work or allowing any subcontractor to commence work under any subcontract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be approved by the Agency before work commences. The Agency reserves the right to require complete, certified copies of all required insurance policies, at any time.

**F. INSURANCE CERTIFICATE**

The insurance certificate shall include the Job Number (e.g. CW.....), and the name or a description of the work.

### **Checklist**

(Please submit this checklist with your insurance certificate)

- Timely valid General Liability & Automobile Liability including the name(s) of additional insured as Described in Sections "A" and "C".
- Worker's compensation as described in Sections "A-3" and "C-2".
- Waiver of all right of subrogation as described in Section "C-2".
- Original endorsements for each insurance policy as described in Section "E".
- Job's name and the project number (e.g. CW..... or EN.....) as indicated in Section "F".

## EXHIBIT 4



### CONSTRUCTION PERMIT

**City of Chino Recycled Water Connection No. CRW-68  
To the 30" TP-1 Outfall Recycled Water Pipeline  
South of Pine Avenue  
In the City of Chino  
Project No. CW16012.03**

City of Chino, 13220 Central Avenue, Chino, CA 91710-4127 ("Permittee") is hereby authorized to construct a Recycled Water Connection No. CRW-68 to the 30" TP-1 Outfall Recycled Water Pipeline at Station 357+60± in an easement south of Pine Avenue. This work shall be accomplished in accordance with IEUA standard detail RW-2.

The "Permittee" has assigned this work to Jeff Carpenter, Inc., 1380 Old Oleander Avenue, Perris, CA 92571; however, irrespective of any such assignment, the primary responsibility for accomplishing the work belongs to the "Permittee".

A pre-construction conference will be held with IEUA, the "Permittee", and any other affected agencies present prior to proceeding with construction. The place, date and time for this meeting shall be coordinated with IEUA.

All work shall be completed to the satisfaction of IEUA within 365 days after the issuance of this permit. The "Permittee" shall notify IEUA a minimum of 72 hours before starting work. Unless otherwise approved, all work shall be performed on weekdays and during normal IEUA working hours.

The "Permittee" shall secure written consent for the work described herein whenever such approval and permits are required by law to be obtained prior to starting construction. All work shall be accomplished in accordance with such approvals and permits and any applicable laws and regulations. This construction permit shall be suspended unless and until all such other permits are issued.

Such permits include at the minimum:

- Construction and/or street cut and excavation permits required by the City, County or other public agency which controls any streets where the improvements are to be made.
- Permits required by OSHA and/or Cal-OSHA in accordance with Federal and State law as required by regulations in order to proceed with the execution of the work including notification to Cal-OSHA of the specific project. If non-standard shoring is to be used, a copy of the shoring plan as signed by a registered engineer and submitted to Cal-OSHA shall also be included.
- Traffic Control permits as required by the City, County or other traffic control agency which controls the street where the improvements are to be made.

Adequate provisions shall be made for the protection of the traveling public. Barricades and traffic controls shall be provided in accordance with the traffic permit issued by the agency controlling streets. If no details are described in the traffic control permit, the minimum requirements shall be in accordance with the latest "Work Area Traffic Control Handbook" as published by Building News, Inc.

Any work done without proper inspection will be subject to rejection. Pipe shall not be backfilled and concrete poured without prior inspection giving specific approvals and the existing systems shall not be cut or connections made without an inspector present. No changes shall be made in the design without IEUA



approval and such changes shall not be constructed without an inspector being present. IEUA shall be given a minimum of 48-hour notice prior to any required inspection.

"Permittee" shall conform to the requirements of the agency issuing the street cut and excavation permit relative to trench excavation and backfill unless no requirements are made by such agency. In such case, the requirements of the IEUA Standard Detail Sheet shall be met. Trench compaction testing shall be done at any location selected by either IEUA or the agency issuing the street cut and excavation permit. Within the pipe zone, IEUA requirements shall be met or exceeded. The more stringent requirement shall be met in the area above the pipe zone.

Final approval of any work will not be given until all construction debris and excess material is removed and the surface grading and improvements are completed as shown on the plans or as required by the agency issuing the street cut and excavation permit.

"Permittee" shall indemnify and save harmless IEUA and their officers, agents and employees against and from all claims and liability that may arise while the project is under construction. "Permittee" or its contractor shall provide and keep in force insurance for public liability and property damage insurance and workers' compensation insurance. Such insurance and certificates of insurance issued pursuant to this paragraph shall name Inland Empire Utilities Agency and its officers and employees as additional insured. In case of any accidents involving safety matters covered by Section 6424 of the California Labor Code, the "Permittee" and/or its contractor shall immediately notify the State Department of Industrial Safety.

As the work progresses, the "Permittee" will be required to furnish the following at the appropriate times as shown.

- Surveyors staking and cut sheets shall be provided before trenching.
- Results of trench compaction testing by a qualified soils testing laboratory will be required on completion of trench backfill and compaction.
- Results of air testing if done by a specialty subcontractor.
- A letter signed by the owner granting to IEUA the facilities shown on the plans "To be owned and operated by IEUA" shall be received before the project can be accepted. Such letter shall include the estimated value on the assets being granted.

The "Permittee" shall perform or cause the work to be accomplished in a workmanlike manner following the IEUA approved plans and project specifications. In the absence of specific IEUA approved project specifications, the latest Standard Specifications for Public Works Construction "Greenbook" shall be used except where it does not agree with the construction drawings or the IEUA standard drawing sheet. In such case, the requirements of the drawings shall apply.

In addition, the "Permittee" shall guarantee the work constructed to be free of defects in materials and workmanship for a period of one (1) year following the date of acceptance. The "Permittee" shall make, at their own expense, any repairs or replacements which become evident within said guarantee period and shall further indemnify and save harmless IEUA and its officers, agents and employees against and from all claims and liability arising from damage and injury due to said defects.

IEUA shall have the right to stop work for any violation of this permit or to correct any undesirable or hazardous condition. IEUA shall have the right at any time to change these permit requirements and conditions due to any such undesirable or hazardous condition, including the right to cancel this permit and require the project area to be returned to its original condition.

Upon completion of construction of the facilities described in the first paragraph of this Permit to the satisfaction of IEUA, "Permittee" shall submit mylar copy of as-built drawing(s) and transfer ownership of

such facilities to IEUA for operation and maintenance. Such transfer shall be done in writing, shall be signed by the appropriate responsible persons and shall include the cost of the facilities being conveyed to IEUA.

The "Permittee" and his contractor, by the issuance of this permit, are authorized to make alteration to the existing IEUA facilities as described in the first paragraph hereof, as shown on the referenced construction drawings. The existing sewer system carries domestic and industrial process waste that can generate hazardous gasses. When opening manholes, making any alteration or connections to the existing sewer system, the contractor shall provide his personnel with necessary protective safety equipment and accomplish the work following safe construction practices for construction under such conditions. At the minimum, Cal-OSHA safety requirements for work under such conditions shall be adhered to.

It is understood and agreed by the "Permittee" that doing any of the work under this permit shall constitute an acceptance of its provisions.

INLAND EMPIRE UTILITIES AGENCY

Date Issued: September 19, 2011



\_\_\_\_\_  
Liza Muñoz, Office Engineer

Copy: Sylvie Lee, Deputy Manager of Engineering  
Gabe DeSaddi, Manager of Construction Management  
Brandon Robinson, Construction Project Coordinator  
Steven Smith, Recycled Water System Coordinator  
Mike Hornock, City of Chino Water Quality Technician  
Project File