

**Manitowoc Public Utilities**  
**Cross Connection Control Program**

Manitowoc Public Utilities’ Cross Connection Control Program will be administered as defined in Chapter 17.105 of the City of Manitowoc Municipal Code:

**17.105 (3) Inspections.** It shall be the cooperative duty of the Department of Building Inspection and the Manitowoc Public Utilities to cause inspection to be made of all properties served by the Manitowoc water system where cross connection with the public water system is deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be as established by the respective departments above, and as approved by the Wisconsin Department of Natural Resources (WDNR). Generally, responsibility for inspections shall be as follows:

- (a) All residential properties shall be inspected by the Manitowoc Public Utilities.
- (b) All industrial, commercial, retail, multi-family and institutional buildings serviced by the utility shall be inspected on a two-year interval or as determined by the Department of Building Inspection and approved by the WDNR. The property owner must, at their own expense, have the plumbing inspected for cross connections by a State of Wisconsin-certified Cross Connection Control Device Tester, ASSE Series 5000 Cross Connection Control Professional, or by a State of Wisconsin-licensed master plumber.
- (c) The frequency of required inspections and re-inspections, based on potential health hazards involved, may be shortened by the Department of Building Inspection or the Manitowoc Public Utilities; provided, that the property owner is given notice of the new frequency by certified letter.

**RESIDENTIAL CCCP**

**Frequency of inspections**

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

**Distribution of Public Education Information to Residential Customers**

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

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

**Residential Facilities - Low Risk Areas Exempt From Inspections:**

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

**Residential Facilities – Low Risk Areas to be Inspected:**

Example low risk fixtures include, but are not limited to, indoor/outdoor hose bibbs, water softeners, and humidifiers.

**Residential Facilities - High Risk Fixtures to be Inspected:**

Example high risk fixtures include, but are not limited to, hot water or steam boiler heating systems with chemical feed systems, lawn irrigation systems, residential fire protection systems, whole house water treatment systems, 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.

**Residential Site Inspections:**

An appointment will be scheduled with the owner or owner's representative

Present the public education information to the owner/owner's representative

Complete the residential inspection form

Comment on location and type (ASSE #) of the backflow prevention device

Check box for acceptable, not acceptable, or not applicable

Comment on the cross connection control violation, if applicable

Determine if the violation is a low risk or high risk.

Discuss findings with property owner/owner's representative

**If there are hose bibb violations, offer to sell the property owner/tenant some and witness them installed.**

Instruct customer to review low risk area kitchen and bathroom fixtures exempt from inspection

Require signature of responsible party

If non-compliant, give owner or owner's representative notice of a 10-day disconnection.

**Residential Non-compliance Follow-up – All Fixtures:**

Compliance follow-up

MPU will mail out a 10-day disconnection notice the next business day. If this is a high risk fixture, a copy will be sent to the Building Inspection Department.

If the premise has multiple tenants, each resident will need to be notified of the water shut off.

If MPU does not receive a response to the water shut off letter, an orange disconnection card will be hand-delivered to the site 24-hours prior to water shut off. In-person contact will be attempted. The Building Inspection Department will also be notified to tag the premise as non-habitable.

MPU will shut off the water at least 24-hours after delivering the orange disconnection card.

Properties that make cross connection corrections must be inspected by MPU to determine compliance has been met, or have their plumber submit an Affidavit of Compliance to MPU.

## **NON-RESIDENTIAL CCCP**

### **1. Frequency of inspections**

- 1.1. Non-residential cross connection inspections shall be inspected on a two-year interval or as determined by the Department of Building Inspection and approved by the WDNR.
- 1.2. A spreadsheet has been created that defines the inspection frequency for the non-residential properties in the City of Manitowoc. Generally, the non-residential properties have been split into 2-year, 6-year, and 10-year inspections. This list shall be approved by the WDNR.
- 1.3. The property owner must, at their own expense, have the plumbing inspected for cross connections by a State of Wisconsin-certified Cross Connection Control Device Tester, ASSE Series 5000 Cross Connection Control Professional, or by a State of Wisconsin-licensed master plumber.

### **2. Distribution of Public Education Information to Non-Residential Customers**

- 2.1. Public education material will be included in utility billings once every year, made available at the utility office, and posted on the utility web site.

### **3. Inspection Requirements, Submittals, Follow-up**

- 3.1. MPU and the Building Inspection Department generate the list of non-residential customers, based on the MPU customer information system.
- 3.2. MPU will send the letters to the non-residential properties, informing them of the requirement to complete the inspection and submit an Affidavit of Compliance. The letter will be on City of Manitowoc letterhead.
  - 3.2.1. The mailing list will be provided to the Building Inspection Department for their tracking and filing.
  - 3.2.2. The letter will include language of fines and disconnection due to non-compliance.
- 3.3. Within 60 days of the letter, the property owner is required to have the inspection completed, and to return a CCCP survey form and Affidavit of Compliance to the Building Inspection Department.
- 3.4. The Building Inspection Department will collect, review, and file the non-residential survey forms and affidavits.
- 3.5. After review of the submittals, the Building Inspection Department will determine the non-compliant properties (including those that failed to submit the required documentation within 60-days) and forward the list to the Manitowoc Police Department (MPD) and MPU.
  - 3.5.1. MPD will issue a municipal code violation and \$187 citation.
  - 3.5.2. MPU will mail out a 10-day disconnection notice the next business day. A copy will be sent to the Building Inspection Department.
  - 3.5.3. If the premise has multiple tenants, each resident will need to be notified of the water shut off.
  - 3.5.4. If MPU does not receive a response to the water shut off letter, an orange disconnection card will be hand-delivered to the site 24-hours prior to water shut off. In-person contact will be attempted. The Building Inspection Department will also be notified to tag the premise as non-habitable.
  - 3.5.5. MPU will shut off the water at least 24-hours after delivering the orange disconnection card.

- 3.6. On an annual basis, MPU and the Building Inspection Department will review the list and make corrections as necessary.

### **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 Comm 82.41.

### **COMPLIANCE REPORTING TO WDNR**

Reporting of cross connection control activities will be provided annually to meet the requirements of NR 810.15(1)(f). It is anticipated a standardized form will be developed by the Department of Natural Resources to meet this requirement.