



WATER AND SEWER SERVICE POLICIES

EFFECTIVE DATE:
4/04/2017

POLICY TITLE:
SUB-METER POLICY STATEMENT

STARTING SECTION:
411405

OWNER:
Samer Beidas

Article 14. SUB-METER POLICY STATEMENT.

Sections

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§ 411405. Sub-Meter Purpose.

The Service Authority will permit the installation of water sub-meters. A water sub-meter is a permanently installed meter that may be used for the purpose of eliminating sewer charges on water consumption that does not enter the sewer system. The submeter separately records the amount of water consumed that does not return to the sanitary sewer system for processing; then the consumption on the water sub-meter is subtracted from consumption on the main water meter to determine the total billable sewer consumption. A water sub-meter is permitted for any customer using large amounts of water for the following reasons:

- (a) Lawn irrigation systems.
- (b) Pools
- (c) Cooling towers.
- (d) Wash racks.
- (e) Car washes.
- (f) Other large water uses not identified above where it can be demonstrated that the water used does not enter the sanitary sewer system.

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§ 411410. Sub-Meter Design Criteria.

The following minimum criteria must be adhered to when planning for and designing the location of a water sub-meter:

- (a) No cross connections can exist between the water sub-meter and the domestic water system. A cross connection is an illegal connection and requires immediate action be taken by the property owner to rectify. Identification of a cross connection shall result in immediate termination of service to include service disconnect or removal of the meter.



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- (b) Sub-meter settings will conform to the Service Authority's Utility Standards Manual (USM). All piping and appurtenances with the exception of the meter and meter yoke will conform to the current BOCA National Plumbing Code in effect at the time of installation.
- (c) The requested size of the water sub-meter must be appropriate for the anticipated flow. The Service Authority reserves the right to require the customer to right size the meter, should usage or flow exceed the recommended limits for the existing meter. Right sizing may require replacement of the existing meter with a larger meter and payment of the difference in applicable Developer Charges.
- (d) In order to ensure reliable metering and accurate billing for both the Customer and the Service Authority internal sub-meters will not be permitted regardless of circumstances.
- (e) All sub-meters must be located outside of the building and within 10 feet of the main meter in accordance with current Utility Standards Manual (USM) requirements
- (f) The Service Authority may consider an exception to the distance requirement from the main meter if the proposed plan(s) meets all other Service Authority requirements. The final exterior location of all sub-meters must be approved by the Engineering Division of the Service Authority prior to installation
- (g) Sub-meters must be readily accessible to Service Authority staff during regular business hours.

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§ 411415. Sub-Meter Application Process.

Applicants must submit a plan for review by the Service Authority's Engineering Division. The following information is required:

- (a) New construction/ development. Sub-meters included in plans submitted through the standard plan review process for new construction or development shall be reviewed as part of the overall plan review process. The following information must be included in the applicants development plan:
 - 1) The location of the proposed sub-meter(s).
 - 2) The purpose of the sub-meter.
 - 3) Calculations confirming the size of the sub-meter
 - 4) If plans are approved, a copy of the approved plans shall be sent from the Service Authority's Engineering Division to the Prince William County Plumbing Department.
- (b) Existing development/accounts. The following information must be submitted to the Service Authority's Engineering Division for plan review if a sub-meter is requested or if information is not included in development plans received through Prince William County.
 - 1) A letter of intent explaining the request for the sub-meter.



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- 2) Design calculations to justify the size of the sub-meter to include the impact on the main meter.
- 3) One paper copy and one electronic copy of the plan that will identify the existing water system and the location of the proposed sub-meter.
- 4) Failure to meet the design criteria stated above will result in rejected plans.
- 5) Approved plans will be stamped with approval, signed by authorized Service Authority personnel, and returned to the applicant. A copy of the approved plans shall be sent from the Service Authority's Engineering Division to the Prince William County Plumbing Department.

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§ 411420. Superseded.

§ 411425. Sub-Meter Permits.

The property owner or its agent is responsible for obtaining a Service Authority sub-meter certification, a Prince William County plumbing permit, and any other applicable permits or inspections.

- (a) Service Authority sub-meter certification:
 - 1) If the plan review is approved, the customer must contact the Service Authority's Utility Services Department to pay all fees associated with a sub-meter (certification) and coordinate meter installation and inspection
- (b) Other applicable permits or inspections:
 - 1) A Prince William County plumbing permit for the meter installation and back-flow preventer is the responsibility of the property owner.
 - 2) Other permits or inspections are the responsibility of the property owner.

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§ 411430. Sub-Meter Installation and Inspections

1. Sub-meter installation(s) shall not occur prior to the plan review approval, certification, and/or payment of all fees incurred to-date.
2. An approved inspection of all sub-meters is required by the Service Authority to ensure that the sub-meter is properly installed and billing is initiated.
3. Installation and inspection of all sub-meters must be requested through the Utility Services Department. Utility Services shall coordinate sub-meter installations as follows:



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- a. Provided standard setup, 3/4 x 5/8–inch and 1-inch sub-meters will be delivered, installed, and inspected by the Service Authority’s Inspections Department during the same visit.
 - b. 1-1/2-inch and larger sub-meters, as well as non-standard setup for 3/4 x 5/8–inch and 1-inch sub-meters will be installed by the Service Authority’s Field Services Department. After successful installation the property owner’s is responsible for contacting the Service Authority’s Utility Services Department who will then schedule the final inspection.
4. The Utility Services Department shall notify the Billing section of all approved sub-meter inspections to initiate the billing process.

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§ 411440. Disclaimer for Sub-Meters Located Inside Buildings.

Section Removed.

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§ 411445. Sub-Meter Maintenance.

All sub-meters are supplied by the Service Authority and are the property of the Service Authority. Maintenance procedures for sub-meters are as follows:

- (a) The property owner is responsible to provide property access as noted in the Owner Responsibilities section of the Customer Handbook. Access to sub-meters is required during normal business hours to perform routine maintenance and confirm readings.
- (b) The Service Authority reserves the right to periodically test sub-meters for accuracy. The Service Authority may at any time remove the meter for testing, repair, and replacement.
- (c) The Service Authority is not responsible for any of the piping; to include the piping between the primary meter and sub-meters or appurtenances associated with the sub-meter. Repairs for all associated problems will be the responsibility of the property owner.
- (d) Sub-meters will be maintained and/or replaced as necessary by the Service Authority. Replacement costs will apply if it is determined by the Service Authority that damage is due to customer negligence or failure to properly maintain piping or appurtenances connected to the sub-meter
- (e) In order for the customer to takes full advantage of reduced sewer charges through the meter reading and billing process, it is the customers responsibility to review sub-meter consumption data on a timely basis and request any inspections, repairs or maintenance as necessary. On an appointment basis, the Service Authority will investigate and/or repair damaged meters. Replacement and repair costs will apply if it is



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determined by the Service Authority that damage is due to customer negligence or failure to properly maintain piping or appurtenances connected to the sub-meter.

- (f) In the event that the meter reading transmitter is found to be malfunctioning and recording less usage than the meter to which it is connected, there will be no adjustment made to bills already rendered to the customer. The Service Authority will not use submeter readings while the meter is not functioning properly or if access to the meter is denied. The Service Authority will obtain manual readings if possible, but will not estimate consumption on sub-meters. If readings are not able to be obtained, the customer will be responsible to pay full sewer charges.

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